

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

2:30 PM  
June 26, 2021

District Office – hybrid meeting  
6975 Hannegan Rd

**MEETING SUMMARY**

**CALL TO ORDER**

Chair Christianson called the meeting to order at 2:30 PM.

**BOARD AND ADMINISTRATIVE STAFF PRESENT**

*Board Members*

- X Heather Christianson, Chair
- X Suzzi Snyder, Vice-Chair
- X Valeri Wade, Secretary/Treasurer
- X Fred Berman
- X Alan Chapman

*Administrative Staff & Others in Attendance*

- X Frank Corey, Interim Executive Director
- X Dawn Bekenyi, District Clerk/Auditor
- X Larry Davis
- X Alex Hall
- X Corina Cheever
- X Pauline Chiquet
- X Nichole Embertson

Roll call of attendees.

**PUBLIC HEARINGS**

None.

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

None

**CONSENT AGENDA**

**IT WAS MOVED BY SNYDAR AND SECONDED BY WADE TO APPROVE THE FOLLOWING CONSENT AGENDA ITEMS. MOTION CARRIED (5-0).**

1. Request approval of Meeting Summary for May 24, 2021 meeting of the Board.
- ~~2. Request approval of Financials~~
3. Request approval of Payroll Step Increase for Stranik effective July 1, 2021
4. Request approval of Farm Plans
  1. Update of Dairy Nutrient Management Plan for Green Meadows Dairy LLC
  2. Update of Dairy Nutrient Management Plan for Dickinson Farms
  3. Update of Dairy Nutrient Management Plan for Vander Veen Dairy LLC

Alan requested that the financials be pulled from the consent agenda to discuss further.

Financial Report –

Alan requested that staff format further reports to include comparisons of budget projections to actuals.

Minutes approved as submitted at the July 26, 2021 Board meeting.

**It was moved by Chapman to accept the financial report with considerations for further reporting in relation to the budget. Seconded by Berman. Motion passed. (5-0)**

## **REGULAR BUSINESS AGENDA**

### **OTHER ITEMS**

**1. Alex Hall, NRCS Report.**

The Everson Field Office completed 16 contracts in EQIP for this funding cycle. 50% of the projects are salmon habitat fish passage projects. There may be additional funding available for a couple more contracts.

NRCS office policy has relaxed to allow spontaneous visits to the office. Alex anticipates the 30-day return to work notice soon.

**2. Farm Planning Team Update.**

Corina Cheever gave an update on the adaptive outreach work the Livestock and Outreach teams are doing. Pauline Chiquet introduced herself to the Board and gave her background. She is the new small livestock (non-dairy) planner.

Pauline spoke about the virtual farm tour videos. Farm pasture tour. The Board watched the 5-minute Horse pasture rotation video.

Alan asked if there is a way to attach a survey to the videos. Corina said that there are comments on the videos in YouTube. Alan wanted to know if language to request feedback on video topic usage could be added to the end of the videos.

Corina reviewed the videos completed and the upcoming topics.

Staff did their first post COVID shut down in-person outreach event (llama) this past weekend. The event was an outdoor workshop held in two sessions. There were 23 and 11 people respectively in attendance.

**Livestock Funding –**

Frank reported that the new allocation for Livestock funding from the Washington State Conservation Commission (WSCC) for the biennium is maxed at \$20,000. The state legislature did not give the WSCC much funding for livestock work. The funding for livestock work went to the Washington State Department of Agriculture and Washington State Department of Ecology.

Staff contacted the WSCC regarding this shortfall. It was suggested that the Whatcom Conservation District Board write a letter to the WSCC asking for further funding citing the workload and funding shortfall. The Board suggested that the local legislators be sent a copy of the letter.

Frank explained that the District will continue to provide livestock planning, but funding will run out soon. He does not want to turn down producer requests for assistance. Staff are exploring other options for funding livestock work from the other agencies. It would be beneficial in our funding requests to get letters of support from the Dairy Federation, Whatcom Family Farmers, and other groups.

Minutes approved as submitted at the July 26, 2021 Board meeting.

The matter is on the radar for the WSCC for a supplemental budget request in 2022. The Board sees a pressing need to make sure that adequate livestock funding is a priority with our state legislators for next year's session and supplement budget funding.

The Board approved writing a letter to the Washington State Conservation Commission requesting additional funding for the livestock program citing the workload and community support.

**Berman moved to approve and submit a letter to the Washington State Conservation Commission requesting additional funding for the livestock program. Seconded by Wade. Motion passed. (5-0)**

### **3. WSCC Cost-share Projects.**

Corina presented the list of the cost-share applications and the ranking sheet that was developed the last biennium. Staff are utilizing the same ranking sheet for current projects.

Alan asked about the ranking sheet and stated his desire to focus the funds into priority watersheds. Corina explained that the ranking sheet does give points for applications in priority watersheds.

The Board is required to adopt a Cost-share Resolution for their Conservation Commission program funding, except CREP each biennium. Staff will present the Board Cost-share resolution based on the past resolution for approval at July board meeting.

Frank reviewed some of the proposed projects. Alan thought that it would be useful to show the Ag Water Board or WIDs what projects that the Whatcom Conservation District is funding. It was suggested to share the ranking priority list and the ranking criteria with those groups. Alan also suggested that the District could go to the Ag Water Board for additional funding to complete these projects.

There was discussion regarding the proposed Lynden Fairgrounds project and seeking additional funding sources for the additional project costs not covered by funding.

**Snydar moved to approve the list of cost-share projects for submittal to the WSCC for funding consideration. Seconded by Wade. Motion carried. (5-0)**

### **4. Retainer for Legal Assistance.**

Frank explained that George was the District's legal counsel in some situations. Almost all the contracts are reviewed by the County's council or similar agency council. The District should probably have someone on retainer if the need arises. Frank will try to define the needs and seek input from attorneys.

The Board asked if Enduris could provide us with some names of attorneys to ask. Enduris is our insurance provider so they will be involved if we are sued.

The District does have the use of MRSC and Enduris for templates, manuals and direction.

Board directed Frank to pursue the matter.

Minutes approved as submitted at the July 26, 2021 Board meeting.

## 5. Election of Officers.

There are three positions for officers. Chair, Vice-Chair and Secretary/Treasurer.

Discussed the process. The Chair will ask for nominations, either self-nominating or nominated by someone else. Then she will ask the nominees to make comment. Followed by a public vote.

Chair –

Nominations –

Heather Christianson nominated herself.

Alan Chapman nominated himself.

Alan explained his desires to be Chair and what he brings to the position. His participation in other groups and potential direction of the Board.

Heather has served as the Chair for the past two years after serving as the Vice-Chair. The District is in transition with a new Executive Director. Trying to move forward on some policies and processes.

Valeri and Suzzi asked questions and the nominees answered. Fred provided some comments and input on the proceeding. It was suggested that the Vice-Chair handle the vote for the Chair position. Suzzi called for the vote doing a verbal roll call of the Board member's choice for Chair.

Bergman – Heather

Chapman – Alan

Christianson – Heather

Snydar – Heather

Wade – Heather

Heather has been voted as Chair for the Whatcom Conservation District for the next year.

Vice-Chair –

Nominations –

**Valeri nominated Suzzi Snydar as Vice Chair. Seconded by Alan Chapman.**

**Motion passed. (5-0)**

Treasurer/Secretary –

Nominations –

**Heather nominated Valeri as Secretary/Treasurer. Seconded by Alan Chapman.**

**Motion passed. (5-0)**

**Chapman affirm the slate of officers; Heather Christianson – Chair, Suzzi Snydar – Vice-Chair, and Valeri Wade – Secretary/Treasurer. Seconded by Berman. Motion passed. (5-0)**

**Signature Cards Bank** –

Due to Larry Davis leaving the Board and Fred Berman replacing him and George Boggs retiring, new bank signature cards are needed. The bank requests a motion

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authorizing bank signers and those given authorization to make changes to the Whatcom Conservation District accounts.

**Wade moved that all five Board members (Fred Berman, Alan Chapman, Heather Christianson, Suzzi Snyder and Valeri Wade) and the Interim Executive Director (Frank Corey) are authorized as signers on all Whatcom Conservation District bank accounts. Seconded Chapman. Motion passed. (5-0)**

**Chapman moved to give the named officers (Heather Christianson, Chair; Suzzi Snyder, Vice-Chair; Valeri Wade, Secretary/Treasurer) and Interim Executive Director (Frank Corey) authorization to make changes to District bank accounts. Seconded by Snyder. Motion passed. (5-0)**

**6. Discussion of CD Role in the Puget Sound Partnership Action Agenda.**

Alan reviewed the Puget Sound Partnership planning process. It needs to address all people and needs goals or targets for improvements. It is very broad.

Alan would like to see them provide more focus on our areas and region. He suggested that the Whatcom Conservation District could provide input on focus on the Puget Sound Partnership Action Agenda.

**Executive Director and Supervisor Reports.**

**7. Executive Director Report.**

WSCC Grants –

We signed the master contract with the Conservation Commission. We will have the grant addendum/scopes of work to review and approve at the July meeting.

Employee Matters –

Heather suggested that it is time for the manager and board to have a full salary range review for staff. She would like to look into providing a Cost of Living Adjustment of 3% to the payscale. More work will be needed to make that decision; they will start the process.

**8. Board Reports.**

Alan provided a Board report.

**9. District Manager Search.**

There are 2 or 3 candidates potentially for Board interview. Heather stated that not all Board members are available for the interview meeting in the times given. She sent out another doodle poll and asked the Board to review for availability. It looks like interview meetings will be schedule for the end of July or early August. The selection committee has three potential candidates to interview. The Board entered into Executive Session to review the qualifications that they are looking for in a District Manager.

Adjourn to Executive Session at 5:37 for 8 minutes.

Exited Executive Session at 5:45 pm. Resumed the Public meeting.

Following review of qualification, the Board made the decision to bring the two candidates that the search committee recommended to interview with the Board. It is

Minutes approved as submitted at the July 26, 2021 Board meeting.

recommended that the candidates attend in-person with the Board with the public meeting being virtual as per current COVIC meeting restrictions.

#### **INTRODUCTION ITEMS**

None.

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

None.

#### **Record of Board Actions.**

#### **21-25 IT WAS MOVED BY SNYDAR AND SECONDED BY WADE TO APPROVE THE FOLLOWING CONSENT AGENDA ITEMS. MOTION CARRIED (5-0).**

1. Request approval of Meeting Summary for May 24, 2021 meeting of the Board.
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**21-26 It was moved by Chapman to accept the financial report with considerations for further reporting in relation to the budget. Seconded by Berman. Motion passed. (5-0)**

**21-27 Berman moved to approve and submit a letter to the Washington State Conservation Commission requesting additional funding for the livestock program. Seconded by Wade. Motion passed. (5-0)**

**21-28 Snyder moved to approve the list of cost-share projects for submittal to the WSCC for funding consideration. Seconded by Wade. Motion carried. (5-0)**

**21-29 Chapman affirm the slate of officers; Heather Christianson – Chair, Suzzi Snyder – Vice-Chair, and Valeri Wade – Secretary/Treasurer. Seconded by Berman. Motion passed. (5-0)**

**21-30 Wade moved that all five Board members (Fred Berman, Alan Chapman, Heather Christianson, Suzzi Snyder and Valeri Wade) and the Interim Executive Director (Frank Corey) are authorized as signers on all Whatcom Conservation District bank accounts. Seconded Chapman. Motion passed. (5-0)**

**21-31 Chapman moved to give the named officers (Heather Christianson, Chair; Suzzi Snyder, Vice-Chair; Valeri Wade, Secretary/Treasurer) and Interim Executive Director (Frank Corey) authorization to make changes to District bank accounts. Seconded by Snyder. Motion passed. (5-0)**

#### **Adjournment.**

**IT WAS MOVED BY SNYDAR. SECONDED BY CHAPMAN:  
to adjourn the meeting at 5:49 pm.  
MOTION CARRIED. (5-0)**

Minutes approved as submitted at the July 26, 2021 Board meeting.

**There being no further business before the meeting, adjourned the meeting at 5:49 p.m.**

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Dawn Bekenyi, District Auditor