

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

2:30 PM  
October 25, 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 Brandy Reed, District Manager
- X Dawn Bekenyi, District Clerk/Auditor
- X Larry Davis, Associate Supervisor
- X Aneka Sweeney
- X Corina Cheever
- X Frank Corey
- X Jean Fike, WSCC
- X Alex Hall, NRCS

Roll call of attendees.

**PUBLIC HEARINGS**

None.

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

None

**CONSENT AGENDA**

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

1. Request approval of Meeting Summary for September 27, 2021 meeting of the Board.
2. Approval of Farm Plans
  1. Misty Meadows Farm Plan
  2. Adam & Gretchen Lucas CREP Riparian Buffer Project Cost-Share Contract
3. Approval of Contracts
  1. 2022 Interlocal Agreement with WC for Lake Whatcom Homeowner Incentive Program (ILA WC HIP)
  2. 2022 Interlocal Agreement with City of Lynden for Stormwater & Water Conservation Program
  3. Inter-District Agreement for Cluster Engineering Services
4. Approval of payment for Eagleview/Pictometry Aerial Photos

**REGULAR BUSINESS AGENDA**

**OTHER ITEMS**

Minutes approved as presented at the November 22, 2021 Board meeting.

**1. Orca Recovery Day/Run with the Chums Summary Presentation.**

Aneka shared a Run with the Chums and Orca Day event summary. These are two big events that the education team just finished. Aneka gave a presentation on Run with the Chums.

9<sup>th</sup> Annual Run with the Chums this year. Started in 2010, when we had an EPA grant that was not getting much engagement with the area. Aneka spoke about the funding and partnerships for the event. She shared photos and discussed the outreach booths present.

Orca Recovery Day was covered in the handout.

**2. Whatcom Farm Circle Volunteer Opportunity Presentation.**

The 5<sup>th</sup> Annual Whatcom Farm Circle for 3<sup>rd</sup> Graders will be held on November 2-4, 2021 (Tues – Thursday) from 9:00 until 2:00 pm. WCD has the watershed class. There are 20 minutes per classroom this year. Aneka was seeking Board participation.

**3. Alex Hall, NRCS.**

Alex reported on NRCS's workload with EQIP and RCPP program applicants and funding. There is a lot of interest in participation in the funding. NRCS had their kick off meeting for FY 2022 funding cycle. There was an increase in funding allocated for the upcoming year. There are two new funding focus areas this year, carbon and urban & ag. NRCS has been given hiring authority to fill some staffing vacancies.

**4. Financial Report.**

The Sept 2021 Financials were reviewed and October checks approved.

Brandy gave an introduction to the financial report. Dawn and Brandy discussed the financial reports. Summary of the check totals.

**Berman moved to accept the September financial report and approval of checks check #s 28090 through 28121 in the amount of \$81,482.95, EFTs in the amount of \$77,186.26, and BOA EFT in the amount \$3,279.52 for a total of \$161,948.73. Snyder seconded. Motion passed.**

**Berman moved to approve the October checks # 98122 through 98155 for a subtotal of \$66,023.70, EFTs in the amount of \$87,518.08, and BOA EFT in the amount of \$6,906.63 for a total of \$160,448.41 and approval for payment of monthly expenses through next Board meeting. Chapman seconded. Motion passed.**

**5. Resolution – 2022 ILA WC Stormwater Education & Outreach Program.**

Aneka discussed the details of the WC Stormwater Education Outreach Program including BBWARM and other watersheds. WCD Staff assist WC with enews, flyers and outreach events like Run with the Chums and new residential raingardens. There is a potential that we may be asked to work on the residential raingarden project subject to Whatcom County's funding and community process.

**Chapman moved to approve the 2022 ILA WC Stormwater Education & Outreach Program contract for Chair signature if the final contract does not deviate greatly**

Minutes approved as presented at the November 22, 2021 Board meeting.

**from the proposed budget and scope of work. Berman seconded the motion. Motion passed.**

**6. Resolution – WC & WCD Domestic Municipal Water Use Efficiency Program.**

Aneka discussed the grant contract for the Domestic Municipal Water Use program. New grant a bit different than the previous one. Aneka explained the outreach efforts and information that they developed for the program with the current program. The new contract has administration costs for a rebate program.

**Chapman moved to approve the WC Domestic Municipal Water Use Efficiency Program grant and authorize for Chair signature so long as the draft scope of work and budget does not significantly change. Wade seconded. Motion passed.**

**7. 2021-2022 Dairy Nutrient Management Penalty Account Grant.**

Aneka presented on the Penalty Grant application. The District would like to put a grant in to create a series of 4 videos to promote the ARM and MSA program, cover crops and soil retention and other requirements with WSDA as education tools. WCD will partner with WSDA and Whatcom Family Farmers on these videos. Corina answered questions about the videos and their topics and length. We track the number of views that the videos receive. Links for further information are included in the videos.

**Snydar moved to approve the application for the 2021-2022 Dairy Nutrient Management Penalty Account to WSDA for how to videos promoting requirements. Chapman seconded the motion. The motion passed.**

**Miscellaneous Business Items & Updates.**

- 8. Update Authorized Signers –**
- a. WCD Bank Accounts**
  - b. WSCC Grant Authorized Signers Form**

**Snydar moved to approve all Supervisors (Fred Berman, Alan Chapman, Heather Christianson, Suzi Snyder and Valeri Wade) and District Manager (A. Brandy Reed) be designated as signers on all bank accounts. Berman seconded the motion. The motion passed.**

**9. One Time Annual Leave Donation Recommendation.**

Brandy reviewed the leave policy and the annual leave donation request from Nichole Embertson. Sick leave donation is not covered under the employee manual as it stands. Brandy is recommending that the Board allow the donation of annual leave.

**Chapman moved to approve a one-time exception to the employee manual policy to cash out annual leave to allow Nichole Embertson to donate her annual leave as outlined to staff. Wade seconded the motion. The motion passed.**

The Board discussed the donation of sick leave. They did not reach a consensus on how to handle the sick leave donation request and asked that a temporary reserve be set up allowing time to discuss the matter further at the next Board meeting.

Minutes approved as presented at the November 22, 2021 Board meeting.

**Wade moved to set up a temporary reserve for 120 hours for Nichole Embertson's sick leave for further discussion at the next Board meeting of how to resolve. Snyder seconded the motion. Motion passed. (4-1)**

**10. WCD 2022 Board of Supervisors Election Resolution.**

Brandy gave an overview of the Election Resolution. Dawn reviewed the details outlined that answer the questions on the WSCC's Formstack Form EF-1 for elections.

The Board had discussion to see if they want to inform people expressing interest in the election to retain their information for use in the next year's election. There is no existing list from last year.

**Chapman moved to approve the Election resolution proceed with the indication that if you receive a ballot this year you will get one next year. (2-3 not to retain lists. Motion did not pass.)**

**Berman moved to adopt Resolution 21-1 setting the 2022 Whatcom County District Supervisor Election set for March 22, 2022 to include a poll site election with a mail-in by request only election. Ballots will be mailed to people that request them on or before February 8, 2022. Snyder seconded the motion. The motion passed. (4-1)**

**Resolution 21-1 outlined Election as follows:**

Conservation District - **Whatcom CD**

Election Date – **March 22, 2022**

Election Method – **Poll site & mail-in (upon request each election year)**

Time polls open – **9:00 am**

Time polls close – **6:00 pm**

Election Physical Address, location – **In-person election at Whatcom CD office, 6975 Hannegan Road, Lynden, WA or Mail-in ballot election by request only.**

Candidate filing deadline – **January 7, 2022, 4:00 pm**

Candidate filing location – **Whatcom CD office, 6975 Hannegan Road, Lynden, WA**

Absentee ballot requests deadline – **February 8, 2022, 4:00 pm**

Location where voters can request or pick up absentee ballots (address) – **Whatcom CD office, 6975 Hannegan Rd, Lynden, WA. Mail-in ballot election by request only.**

**Voters can request ballots via phone or on the Whatcom CD website election page. Return mail-in ballots by mail or at the Conservation District drop box located at the front of the building by the main entrance to the WCD Office.**

**Ballots will be mailed out after the Absentee Ballot Request Deadline and not available for pick up.**

Elected position – Supervisor up for election – **Valeri Wade**

Appointed position – **none**

Election Supervisor (person at the CD responsible for the election) – **Dawn Bekenyi**

Election Supervisor email – **dlb@whatcomcd.org**

Election Supervisor phone – **360-526-2381 x 101**

**Add language on the envelope to allow people to opt into receiving a ballot for future elections pending approval that it is acceptable to retain this information. Chapman made an amendment. Berman seconded the amendment to the motion. (2-3 motion did not pass)**

Minutes approved as presented at the November 22, 2021 Board meeting.

**Executive Director and Supervisor Reports.**

**11. District Manager.**

Brandy gave a brief report on her activities and interaction with staff about their programs this past month.

She participated in several meetings and is starting to meet members of the community.

Brandy is thinking about providing a written report in the future.

Nichole Embertson gave her resignation. Her direct reports have been reassigned. Staff are looking into the potential of filling or changing the position.

**a. Hire Edge of Field Monitoring Intern.**

Brandy reported that Kyle Cassady turned in his resignation and his last day is the end of October. Staff are going forward with recruiting a replacement for a part-time temporary science group intern position.

Data Sharing with the Auditor's Office –

Brandy reported that the District needs to have a point of contact with the State Auditor's Office for data sharing.

WACD Annual Meeting –

Brandy registered everyone to attend the Annual Business Meeting. Brandy asked about Board participation at the meeting.

**Snydar moved to delegate Larry Davis as proxy for Suzzi Snydar at the WACD Annual Meeting. Wade seconded the motion. The motion passed.**

**12. General Activity.**

**a. WACD Feedback Request**

Comments will be provided as requested.

**b. 2022-2027 SCC Strategic Plan Development comments.**

The Board was directed to review and provide comments on the WSCC website.

**c. Discuss Priorities for the Board.**

The Board decided to delay the follow-up meeting with Brandy and the Board to give a status check-up. Heather will send out a doodle poll to set up a future meeting time.

The Board will review the list of things that Alan submitted for consideration.

**INTRODUCTION ITEMS**

None.

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

None.

**Record of Board Actions.**

Minutes approved as presented at the November 22, 2021 Board meeting.

**21-50 IT WAS MOVED BY BERMAN AND SECONDED BY SNYDAR TO APPROVE THE FOLLOWING CONSENT AGENDA ITEMS. MOTION CARRIED (5-0).**

1. Request approval of Meeting Summary for September 27, 2021 meeting of the Board.
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**21-51 Berman moved to accept the September financial report and approval of checks check #s 28090 through 28121 in the amount of \$81,482.95, EFTs in the amount of \$77,186.26, and BOA EFT in the amount \$3,279.52 for a total of \$161,948.73. Snyder seconded. Motion passed.**

**21-52 Berman moved to approve the October checks # 98122 through 98155 for a subtotal of \$66,023.70, EFTs in the amount of \$87,518.08, and BOA EFT in the amount of \$6,906.63 for a total of \$160,448.41 and approval for payment of monthly expenses through next Board meeting. Chapman seconded. Motion passed.**

**21-53 Chapman moved to approve the 2022 ILA WC Stormwater Education & Outreach Program contract for Chair signature if the final contract does not deviate greatly from the proposed budget and scope of work. Berman seconded the motion. Motion passed.**

**21-54 Chapman moved to approve the WC Domestic Municipal Water Use Efficiency Program grant and authorize for Chair signature so long as the draft scope of work and budget does not significantly change. Wade seconded. Motion passed.**

**21-55 Snyder moved to approve the application for the 2021-2022 Dairy Nutrient Management Penalty Account to WSDA for how to videos promoting requirements. Chapman seconded the motion. The motion passed.**

**21-56 Snyder moved to approve all Supervisors (Fred Berman, Alan Chapman, Heather Christianson, Suzi Snyder and Valeri Wade) and District Manager (A. Brandy Reed) be designated as signers on all bank accounts. Berman seconded the motion. The motion passed.**

**21-57 Chapman moved to approve a one-time exception to the employee manual policy to cash out annual leave to allow Nichole Embertson to donate her annual leave as outlined to staff. Wade seconded the motion. The motion passed.**

**21-58 Wade moved to set up a temporary reserve for 120 hours for Nichole Embertson's sick leave for further discussion at the next Board meeting of how to resolve. Snyder seconded the motion. Motion passed. (4-1)**

Minutes approved as presented at the November 22, 2021 Board meeting.

**21-59 Berman moved to adopt Resolution 21-1 setting the 2022 Whatcom County District Supervisor Election set for March 22, 2022 to include a poll site election with a mail-in by request only election. Ballots will be mailed to people that request them on or before February 8, 2022. Snyder seconded the motion. The motion passed. (4-1)**

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Elected position – Supervisor up for election – **Valeri Wade**

Appointed position – **none**

Election Supervisor (person at the CD responsible for the election) – **Dawn Bekenyi**

Election Supervisor email – **dlb@whatcomcd.org**

Election Supervisor phone – **360-526-2381 x 101**

**21-60 Snyder moved to delegate Larry Davis as proxy for Suzzi Snyder at the WACD Annual Meeting. Wade seconded the motion. The motion passed.**

**Adjournment.**

**IT WAS MOVED BY CHAPMAN. SECONDED BY BERMAN:  
to adjourn the meeting at 5:43 pm.  
MOTION CARRIED. (5-0)**

**There being no further business before the meeting, adjourned the meeting at 5:43 p.m.**

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Dawn Bekenyi, District Auditor