

2018 Board Resolutions

January 11, 2018 meeting

- 18-1 Larry Helm moved to approve the consent agenda: the financial report and authorize payment of District invoices and incurred expenses (below), as listed in the Accounts Payable Report. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Theresa Sygitowicz seconded the motion. The motion passed.**

The following voucher/warrants are approved for payment:

| Dec 2017 - balance | | | | | |
|-------------------------|-------|---------|-------|--------------|-----------|
| Voucher (check) numbers | 25544 | through | 25546 | and totaling | 1,735.70 |
| Payroll check numbers: | 25547 | through | 25570 | and totaling | 42,212.83 |
| January 2018 | | | | | |
| Voucher (check) numbers | 25571 | through | 25572 | and totaling | 93.63 |
| Payroll check numbers: | 25573 | through | 25592 | and totaling | 42,669.48 |

- 18-2 Theresa Sygitowicz moved to certify the Dairy Nutrient Management Plan for Kyle Bosscher. Larry Davis seconded the motion. The motion passed.**
- 18-3 Larry Davis moved to approve the Contract for Services with BBWARM for the Terrell Creek Landowner Stewardship Program for \$19,974.75 to support existing District staff in fulfilling the scope of work attached. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-4 Theresa Sygitowicz moved to approve Amendment No. 2 for the HIP Agreement with the Whatcom County Flood Control Zone District and authorize the Board Chair to sign on behalf of the District. Larry Davis seconded the motion. The motion passed.**
- 18-5 Larry Davis moved to approve Corina Cheever be promoted to Resource Coordinator and adjust pay to Band C2 Step 4 and be designated as lead of the District's Livestock Program. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-6 Theresa Sygitowicz approved the draft Associate Supervisor application form. Larry Helm seconded the motion. The motion passed.**
- 18-7 Larry Davis moved to direct staff to pursue the process to seek a Rate and Charge for the Whatcom Conservation District. Larry Helm seconded the motion. The motion passed. (3 yea - 1 nay)**
- 18-8 Theresa Sygitowicz moved to direct staff to write a letter of support for participation on the Whatcom County River and Flood Committee. Larry Helm seconded the motion. The motion passed.**

February 8, 2018 meeting

- 18-9 Larry Davis moved to approve the consent agenda: the financial report and authorize payment of District invoices and incurred expenses (below), as listed in the Accounts Payable Report. The Board further authorizes the payment of District expenses incurred**

subject to their review and approval at the next Board meeting. Larry Helm seconded the motion. The motion passed.

The following voucher/warrants are approved for payment:

| | | | | | |
|-------------------------|--------------|---------|--------------|--------------|------------------|
| Jan 2018 - balance | | | | | |
| Voucher (check) numbers | <u>25593</u> | through | <u>25636</u> | and totaling | <u>72,622.65</u> |
| Payroll check numbers: | <u>25637</u> | through | <u>25656</u> | and totaling | <u>42,618.75</u> |
| February 2018 | | | | | |
| Voucher (check) numbers | <u>25657</u> | through | <u>25660</u> | and totaling | <u>19,753.63</u> |

- 18-10 Theresa Sygitowicz moved to send the draft MOU with Board comments back to the MOU Committee with no action at this time. Larry Helm seconded the motion. The motion passed.**
- 18-11 Theresa Sygitowicz moved to authorize George to write a letter to Gary Soyko explaining the Whatcom Conservation District's strengths and options to assist with the watershed planning process. Larry Davis seconded the motion. The motion passed.**
- 18-12 Larry Davis moved to approve the Dairy Nutrient Management Plans for Corby Groen (Hidden Acres Organic Dairy) and Peter Vlas (Vlas Dairy LLC). Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-13 Theresa Sygitowicz moved to approve the Critical Areas Ordinance Conservation Farm Plan for Ebe Farms. Larry Helm seconded the motion. The motion passed.**
- 18-14 Larry Helm moved to approve the agreement for Andrew Phay's Technical Assistance to the Washington Association of Conservation Districts. Larry Davis seconded the motion. The motion passed.**
- 18-15 Theresa Sygitowicz moved to approve the priority list and seek cost-share assistance for Glen Laird and Sherm Polinder, in the amount of \$50,000 each. Larry Davis seconded the motion. The motion passed.**
- 18-16 Theresa Sygitowicz moved to authorize the Livestock Cost-share Committee to add additional projects into the system. Larry Davis seconded the motion. The motion passed.**
- 18-17 Larry Davis moved to approve the WSCC Grant Addendums for WADE 2018 training for \$20,000 and for the Natural Resources Investments Cost-share program with funding for Art VanderWaal and Larry Plagerman for \$50,000 cost-share with \$12,500 for technical assistance for each project. Larry Helm seconded the motion. The motion passed.**
- 18-18 Theresa Sygitowicz moved to approve that the Whatcom Conservation District have a Plant Sale and approved the proposed budget. Larry Helm seconded the motion. The motion passed.**
- 18-19 Theresa Sygitowicz moved to approve the creation of a Short Term Cash Fund for the exclusive purpose of making change for the purchase of plants or other District items for sale at the District's Annual Native Plant Sale. It may not be used to cash checks or make purchases. The amount of cash for the fund shall be at staff discretion but may not exceed \$600.00. The term of the Short Term Cash Fund will be effective from January 1 through April 30 annually, to be established as needed. Larry Davis seconded the motion. The motion passed.**

18-20 Larry Helm moved to change the April Board meeting date to April 26 at 1:00 p.m. Theresa Sygitowicz seconded the motion. The motion passed.

18-21 Larry Davis moved to authorize staff to pursue RCPP funding for cost-share projects. Larry Helm seconded the motion. The motion passed.

March 8, 2018 Board meeting

18-22 Larry Davis moved to approve the consent agenda: the financial report, authorize payment of District invoices and incurred expenses (below), as listed in the Accounts Payable Report, and approve the step increase for Katie Pencke to Band C1 Step 3. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Theresa Sygitowicz seconded the motion. The motion passed.

The following voucher/warrants are approved for payment:

| | | | | | |
|-------------------------|-------|---------|-------|--------------|-----------|
| Feb 2018 – balance | | | | | |
| Voucher (check) numbers | 25719 | through | 25731 | and totaling | 9,153.98 |
| Payroll check numbers: | 25732 | through | 25753 | and totaling | 43,395.79 |
| March 2018 | | | | | |
| Voucher (check) numbers | 25754 | through | 25770 | and totaling | 35,952.36 |
| Payroll check numbers: | 25771 | through | 25771 | and totaling | 43,858.68 |

18-23 Theresa Sygitowicz moved to accept the application and approve and sign the joint agreement with USGS to install a SUMA real-time nitrate monitor subject to availability of funding from EPA. Larry Helm seconded the motion. The motion passed.

18-24 Theresa Sygitowicz moved to certify the Dairy Nutrient Management Plan for Curt & Michael Lagerwey. Larry Davis seconded the motion. The motion passed.

18-25 Theresa Sygitowicz moved to approve the Dairy Nutrient Management Plan for Leo Harrison. Larry Davis seconded the motion. The motion passed.

18-26 Theresa Sygitowicz moved to change the April Board meeting to Friday, April 27, 2018 at 1 pm. Larry Davis seconded the motion. The motion passed.

18-27 Theresa Sygitowicz moved to change payroll dates to the 20th and 5th and authorize direct deposit for staff payroll. Larry Davis seconded the motion. The motion passed.

April 27, 2018 Board meeting

18-28 Larry Davis moved to approve the consent agenda: minutes of the November 9, 2017, December 21, 2017, January 11, 2018 and February 8, 2018 Board meetings as mailed, the financial report, authorize payment of District invoices, and incurred expenses (below), as listed in the Accounts Payable Report. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Theresa Sygitowicz seconded the motion. The motion passed.

The following voucher/warrants are approved for payment:

March 2018 - balance

| | | | | | |
|-------------------------|-------|---------|-------|--------------|-----------|
| Voucher (check) numbers | 25793 | through | 25824 | and totaling | 20,397.67 |
| Payroll check numbers: | 25825 | through | 25849 | and totaling | 46,696.99 |
| Voucher (check) numbers | 25850 | | | and totaling | 154.78 |
| April 2018 | | | | | |
| Voucher (check) numbers | 25852 | through | 25867 | and totaling | 91,975.23 |
| Payroll check numbers: | 25868 | through | 25888 | and totaling | 43,813.52 |
| Voucher (check) numbers | 25889 | through | 25925 | and totaling | 36,857.54 |
| Payroll check numbers: | 25926 | through | 25946 | and totaling | 43,276.01 |
| Voucher (check) numbers | 25947 | through | 25948 | and totaling | 249.28 |
| Payroll check numbers: | 25949 | through | | and totaling | 334.66 |

- 18-29 Theresa Sygitowicz moved to accept Whatcom Community Foundation funds for the purposes described in the scope of work and authorize the board chair to execute an agreement for either an assignment of the original agreement from NSEA or a new agreement directly with the Foundation. This authority is subject to the agreement be substantially the same as the budget and scope of work presented here and consistent with general terms and conditions as are typically found in existing WCD agreements. Larry Davis seconded the motion. The motion Passed.**
- 18-30 Theresa Sygitowicz moved to approve and authorize to the Board Chair to execute the contract with the Blaine Birch Bay Park and Rec District #2. Larry Davis seconded the motion. The motion passed.**
- 18-31 Theresa Sygitowicz moved to approve and authorize Aneka Sweeney, Education Coordinator, to coordinate educational events in collaboration with Cloud Mountain Farm Center according to the roles and responsibilities outlined in proposal. Larry Davis seconded the motion. The motion passed.**
- 18-32 Larry Davis moved to approve and sign the Lummi Bay Shellfish Enhancement Project Memorandum of Agreement for Phase II. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-33 Larry Davis moved to authorize use of the current Associate Supervisor Application form. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-34 Larry Davis moved that the matter be forwarded to the Washington State Conservation Commission for investigation. Heather Christianson seconded the motion. (1 recusal – LH - 1 abstained from vote – TS)**
- 18-35 Theresa Sygitowicz moved to include “investigation body will be independent of anyone in the Whatcom Conservation District office” to the motion. Larry Davis seconded the motion. The motion passed. (TS withdrew her abstention - LH recused himself from vote.)**
- 18-36 Larry Davis moved that the Whatcom Conservation District Board request that the Washington State Conservation Commission provide mediation service to repair the**

relationship between Supervisors and Executive Director. Heather Christianson seconded the motion. The motion passed. (1 abstain – TS, 1 nay – LH)

18-37 Heather Christianson moved to change the next two Board meetings to May 23, 2018 at 1 pm and June 21, 2018 at 1 pm. Larry Davis seconded the motion. The motion passed.

May 23, 2-18 Board meeting

18-38 Larry Davis moved to approve the consent agenda: the financial report and authorize payment of District invoices and incurred expenses (below), as listed in the Accounts Payable Report, and approve the step increase for Kristin Haider to Band C1 Step 3. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Larry Helm seconded the motion. The motion passed.

The following voucher/warrants are approved for payment:

| | | | | | |
|-------------------------|-------|---------|-------|--------------|-----------|
| April 2018 - balance | | | | | |
| Voucher (check) numbers | 35950 | through | | and totaling | |
| Payroll check numbers: | 25951 | through | 25956 | and totaling | 40,490.92 |
| May 2018 | | | | | |
| Voucher (check) numbers | 25957 | through | 25986 | and totaling | 60,628.10 |

18-39 Larry Davis moved to approve the Amendment to the 2017-2018 Sub-recipient Agreement for the PIC Non-Dairy Technical Assistance and Data Coordination. Theresa Sygitowicz seconded the motion. The motion passed.

18-40 Larry Helm moved that all Whatcom Conservation District election ballots have signature verification by the Whatcom County Auditors Office Election Division as a policy subject to availability of funding. Theresa Sygitowicz seconded the motion. The motion passed.

18-41 Larry Davis moved to approve the Annual Plan of Work for FY 19 (July 2018 – June 2019). Theresa Sygitowicz seconded the motion. The motion passed.

18-42 Larry Helm moved to authorize purchasing an additional key fob for payroll authorizations. Theresa Sygitowicz seconded the motion. The motion passed.

June 21, 2018 Board meeting

18-43 Theresa Sygitowicz moved to approve the consent agenda: the financial report and authorize payment of District invoices and incurred expenses (below), as listed in the Accounts Payable Report. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Larry Davis seconded the motion. The motion passed.

The following voucher/warrants are approved for payment:

| | | | | | |
|---|-------|---------|-------|--------------|-----------|
| May 2018 - balance | | | | | |
| Payroll check numbers (payroll direct deposit): | 25987 | through | 25990 | and totaling | 45,286.47 |
| Voucher (check) numbers | 25991 | through | 26000 | and totaling | 3,514.88 |
| June 2018 | | | | | |
| Voucher (check) numbers | 26601 | through | 26012 | and totaling | 7,399.50 |

| | | | | | |
|--|-------|---------|-------|-----------------|-----------|
| Payroll check numbers (payroll direct deposit): | _____ | | _____ | and totaling | 42,450.82 |
| Voucher (check) numbers | 26013 | through | 26043 | and totaling | 74,030.99 |

- 18-44 Theresa Sygitowicz moved to approve the Dairy Nutrient Management Plan for Glen Laird. Larry Davis seconded the motion. The motion passed.**
- 18-45 Larry Davis moved to waive the Whatcom Conservation District’s Policy Process to address this policy change at this meeting. Larry Helm seconded the motion.**
- 18-46 Larry Davis moved to postpone the approval of the cultural resources policy change to the July Board meeting, seeking comment from the tribes as a professional courtesy. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-47 Larry Helm moved to approve the FY2019 Budget as presented. Larry Davis seconded the motion. The motion passed.**
- 18-48 Theresa Sygitowicz moved that the WCD Board allow Larry Helm to seek signature verification for the 2018 Supervisor Election ballots with Whatcom County Elections Office with Larry Helm paying the expense to have them verified. Larry Helm seconded the motion. The motion was voted down. (2 for, 3 against).**

July Board meeting cancelled

August 9, 2018 Board meeting

- 18-49 Theresa Sygitowicz moved to approve the agenda as presented. Larry Davis seconded the motion. The motion passed.**
- 18-50 Election of Officers**
 Chair –
 Nominations for Chair were opened up. Theresa Sygitowicz nominated Larry Davis. Suzzi Snyder seconded the nomination. There were no other nominations. The nominations were closed. Larry Davis was elected as the Chair.
- Vice-Chair –
 Nominations for Vice-Chair were opened up. Suzzi Snyder nominated Theresa Sygitowicz. Alan Chapman nominated Heather Christianson. The nominations were closed. The Supervisors conducted a written secret vote with Alan voting via text message to George Boggs. Heather Christianson was elected as the Vice-Chair.
- Secretary/Treasurer –
 Nominations for Secretary/Treasurer were opened up. Theresa Sygitowicz nominated Suzzi Snyder. The nominations were closed. Suzzi Snyder was elected as the Secretary/Treasurer.
- 18-51 Suzzi Snyder moved to approve the consent agenda: minutes of the March 8, April 27, May 23, and June 21, 2018 Board meetings as mailed, the financial report and authorize payment of District invoices and incurred expenses (below), as listed in the Accounts Payable Report and approve the step increase for Katie Pencke to Band C1 Step 4. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Theresa Sygitowicz seconded the motion. The motion passed.**

The following voucher/warrants are approved for payment:

| | | | | | |
|---|-------|---------|-------|--------------|------------|
| June 2018 - balance | | | | | |
| Voucher (check) numbers | 26045 | through | | and totaling | 3,011.25 |
| Payroll (direct deposit): | | | | and totaling | 32,679.04 |
| Voucher (check) numbers | 26046 | through | 26076 | and totaling | 25,953.84 |
| July 2018 | | | | | |
| Payroll tax EFT | | | | totaling | 10,240.86 |
| Voucher EFT | | | | totaling | 55.01 |
| Payroll (direct deposit) | | | | and totaling | 42,121.88 |
| Voucher (check) numbers | 26077 | through | 26136 | and totaling | 179,940.28 |
| Payroll check numbers (direct deposit): | 26137 | through | 26140 | and totaling | 45,357.85 |
| August 2018 | | | | | |
| Voucher (check) numbers | 26141 | through | 26143 | and totaling | 2,928.57 |

- 18-52 Alan Chapman moved to authorize the hire of an Education and Outreach Technician Position through the end of the 2019 Fiscal Year. Continuation of the position will be subject to the continued availability of funding and achievement of efficiencies in outreach for the supporting programs. Heather Christianson seconded the motion. The motion passed.**
- 18-53 Theresa Sygitowicz moved to set the third Thursday of the month at 1:00 pm as the Board meeting day and time for 2018 and 2019. Suzzi Snyder seconded the motion. The motion passed.**
- 18-54 Theresa Sygitowicz moved to approve the Standard Conservation Farm Plan for Karl Prisk (Cougar Creek Farm). Suzzi Snyder seconded the motion. The motion passed.**
- 18-55 Theresa Sygitowicz moved to ratify the CREP maintenance contracts provided by Wayne Chaudiere for: Russell & Kelly Gollen; Nick & Sherie Harris, Dalbir Johal; and Sandra Matheson. Heather Christianson seconded the motion. The motion passed unanimously.**
- 18-56 Heather Christianson moved to approve the Scope of Work for the Implementation grant. Suzzi Snyder seconded the motion. The motion passed.**
- 18-57 Suzzi Snyder moved to approve and sign the Cluster Engineer Agreement between San Juan Islands, Skagit, Whatcom and Whidbey Island CDs. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-58 Theresa Sygitowicz moved to approve and sign the Inter-local Agreement with the Palouse Conservation District. Suzzi Snyder seconded the motion. The motion passed.**
- 18-59 Theresa Sygitowicz moved to approve the Whatcom Conservation District's updated Cultural Resources Policy. Heather Christianson seconded the motion. The motion passed.**
- 18-60 Suzzi Snyder moved to approve the proposed cost-share protocol for Washington State Conservation Commission Financial Assistance. Theresa Sygitowicz seconded the motion. The motion passed.**

September 20, 2018 Board meeting

- 18-61 Suzzi Snyder moved to approve the consent agenda: minutes of the August 9, 2018 Board meeting as mailed, the financial report, authorize payment of District invoices, and incurred expenses (below), as listed in the Accounts Payable Report. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Theresa Sygitowicz seconded the motion. The motion passed.**

The following voucher/warrants and EFTs are approved for payment:

| | | | | | |
|------------------------------------|-----------------|---------|--------------|----------|------------------|
| August 2018 - balance | | | | | |
| Payroll (direct deposit) & EFT: | 33682199 | | | totaling | 42,191.90 |
| Check numbers | <u>26144</u> | through | <u>26172</u> | totaling | <u>53,930.74</u> |
| Payroll (direct deposit): | <u>84055431</u> | and | <u>26173</u> | totaling | <u>42,151.07</u> |
| Check numbers | <u>26174</u> | | <u>26201</u> | totaling | <u>28,968.14</u> |
| September 2018 | | | | | |
| Payroll (direct deposit) & checks: | <u>26202</u> | through | <u>26205</u> | totaling | <u>43,466.81</u> |
| Check numbers | <u>26206</u> | through | <u>26236</u> | totaling | <u>83,403.90</u> |

- 18-62 Theresa Sygitowicz moved to approve the CREP maintenance contract provided by Wayne Chaudiere for Cougar Creek Ranch, LLC. Larry Davis seconded the motion. The motion passed unanimously.**
- 18-63 Theresa Sygitowicz moved to approve the CREP maintenance contract provided by Wayne Chaudiere for Laura (Pat) Hirschhorn. Larry Davis seconded the motion. The motion passed.**
- 18-64 Theresa Sygitowicz moved to approve the CREP maintenance contract provided by Wayne Chaudiere for Whisper Lake Development, Inc. Larry Davis seconded the motion. The motion passed.**
- 18-65 Theresa Sygitowicz moved to approve the annual WACD Dues in the amount of \$3,600. Alan Chapman seconded the motion. The motion passed.**
- 18-66 Theresa Sygitowicz moved to approve and authorize execution of the DNA sub-recipient agreements with Exact Scientific Services and Practical Informatics LLC of Bellingham not to exceed, respectively, \$124,500 and \$41,500. Suzzi Snyder seconded the motion. The motion passed.**

October 18, 2018 Board meeting

- 18-67 Theresa Sygitowicz moved to approve the consent agenda: minutes of the September 20, 2018 Board meeting as mailed, the financial report and authorize payment of District invoices and incurred expenses (below), as listed in the Accounts Payable Report. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Alan Chapman seconded the motion. The motion passed.**

The following voucher/warrants are approved for payment:

| | | | | | |
|--------------------------|--------------|---------|--------------|----------|------------------|
| Sept 2018- balance | | | | | |
| Payroll (direct deposit) | | | | totaling | <u>32,971.11</u> |
| Voucher (check) numbers | <u>26237</u> | through | <u>26260</u> | totaling | <u>24,213.32</u> |
| Payroll check numbers: | <u>26261</u> | through | <u>26264</u> | totaling | <u>1,949.33</u> |

| October 2018 | | | | | |
|-----------------------------------|-------|---------|-------|----------|-----------|
| Payroll Tax (EFT) | | | | totaling | 10,229.61 |
| Payroll (direct deposit & checks) | 26265 | through | 26268 | totaling | 34,901.56 |
| Voucher (check numbers) | 26269 | through | 26294 | totaling | 55,476.60 |
| Payroll Tax (EFT) | | | | totaling | 10,277.83 |

- 18-68 Alan Chapman moved to approve the Dairy Nutrient Management Plans for Leonard Spoelstra and Mendoza Dairy. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-69 Theresa Sygitowicz moved to certify the Dairy Nutrient Management Plan for Marc Bosscher. Suzzi Snyder seconded the motion. The motion passed.**
- 18-70 Alan Chapman moved to approve the CREP maintenance contracts for Devernon LLC; Joe Sines; Gary & Jolanda DeBont Phase I; DeBont Phase III; Kris & Kelly DeKriek; and Patricia Yust & Jeffery Popp. Suzzi Snyder seconded the motion. The motion passed unanimously.**
- 18-71 Alan Chapman moved to authorize signature of the WC Flood Control Zone District contract for 2019 in the amount of \$30,000, as long as the scope of work doesn't substantially depart from the draft presented for approval. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-72 Alan Chapman moved to approve a step increase by moving Aneka Sweeney to GS11 Step 5. Suzzi Snyder seconded the motion. The motion passed.**
- 18-72 Larry Davis moved to approve the Meeting to Approve the Election Resolution with the 2018 language for the November Board meeting. Suzzi Snyder seconded the motion. The motion passed.**

November 15, 2018 Board meeting