

MASON CONSERVATION DISTRICT

Board of Supervisors Meeting

May 21, 2015

The regular meeting of the Mason Conservation District Board of Supervisors was called to order by Chairman David Mackey at 4:00 p.m.

Board Members present: Linda Barnett, Larry Boltz, Bonnie Hall, and David Mackey.

Board Members absent: Jason Ragan

Staff present: John Bolender.

Others present: Myron Ougendal, Dan Larsen, NRCS; Derek Rocket, DOE; Marc Lacasse, DOE

Minutes: The minutes of April 16, 2015 were approved.

(M- Barnett, S- Boltz, P-Unanimously)

Financial Reports: The financial report for April 2015, including checks 16396-16503 were reviewed and approved.

(M- Boltz, S- Barnett, P-Unanimously)

NRCS Report: Dan Larsen provided an update on the RCPP and the EQIP programs.

DOE – Derek Rocket introduced Marc Lacasse.

Staff Reports: There were no staff reports.

Old Business

Associate Supervisors: Chair Mackey reintroduced Myron Ougendal, who had previously expressed interest in becoming an Associate Supervisor and requested the board consider appointing Mr. Ougendal as an Associate Supervisor.

(M-Hall, S- Boltz, P-Unanimously)

Cost Share Application: Staff informed the board that the cost for a previously approved Cost Share application was insufficient to cover the quote provided by a contractor. Staff requested the board revised the original cost share amount approved for landowner #KH-15-CP1 from \$4,000.00 to \$5,000.00.

(M- Boltz, S- Barnett, P-Unanimously)

2013 Audit Report: Staff and member of the Finance Committee informed the board of the status of the 2013 Audit by the State Auditor's Office (SAO). Staff and the Finance Committee met with the SAO for an exit interview. Staff and the Finance Committee prepared a written response to the draft Audit Report. A letter was prepared by the Finance Committee, signed by the board Chair, and sent to the SAO regarding the draft report.

New Business

Inter-district Agreement for Engineering Services: Staff informed the board the agreement for the district to provide engineering services to Jefferson CD, Kitsap CD, and Thurston CD via an Inter-district Agreement expires at the end of June. The three participating districts have agreed to extend the agreement for an additional two year period, with no changes. Staff recommends the board authorize the Chair to sign the Inter-district Agreement for engineering services.

Minutes Approved: 

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(M- Hall, S- Boltz, P-Unanimously)

Capital Land Trust Contract – Bayshore Restoration: The Capital Land Trust has requested the district provide engineering, design, contract administration, and construction management services for the Bayshore Restoration Project. The contract would reimburse the district for up to \$40K to provide these support services to CLT. Staff recommends the board authorize the Chair to sign a contract with CLT for the proposed services.

(M- Barnett, S-Hall, P-Unanimously)

Schedule 22 Filing: Schedule 22 is part of the district's Annual Report filed with the State Auditor. The document is an internal checklist covering a wide variety of district activities, policies, and procedures. The District Manager and the District Financial Accountant have prepared a draft Schedule 22 for the boards review and approval. Staff recommends the board approve the draft Schedule 22, authorize the appropriate signatures on the form, and direct staff to submit the form to the State Auditor as part of the 2014 Annual Report filing.

(M- Hall, S- Barnett, P-Unanimously)

Annual Plan of Work: The district is required by RCW to prepare an Annual Plan of Work and submit to the Conservation Commission. The APW identifies the natural resource priorities identified by the district programmatic areas of focus to address those priorities. The foundation for the APW is the funding sources the district has secured to carry out natural resource conservation activities. Staff has draft APW for 2015, updated from 2014 to reflect current funding the district has in hand and to direct efforts to secure additional funding in the next year. Staff has prepared the draft APW for the board's consideration and recommends board approval.

(M-Hall, S- Boltz, P-Unanimously)

The board discussed an interest in having a planning retreat. Staff suggested this would be valuable in preparation for the adoption of the next Long-range Plan. June 22nd, 1:00 PM to 4:00 PM, at the PUD #3 on John's Prairie was selected.

With all business concluded the meeting was adjourned at 6:25 p.m.

Minutes Approved: _____

Date: 6/18/2015