

**Skagit County Conservation Futures Program Advisory Committee  
(CFAC)**

**Meeting Minutes**

Tuesday, January 11, 2011

**Members in attendance:**

Carolyn Kelly, Chair  
Andrea Xaver  
Keith Wiggers  
Mike Hulbert

Dave Hedlin  
Alan Merritt  
Scott DeGraw

**Staff in Attendance:**

Kendra Smith, Skagit County  
Gary Christensen, Skagit County  
Linda Christensen, Skagit County

**Open**

The meeting was called to order 7:00 a.m.

**Meeting Minutes Approval for December 7, 2010**

It was moved and seconded to approve the December 7, 2010 meeting minutes with a minor change to the final motion regarding appraisal orders. The motion passed with no further discussion.

**Financial Update**

Kendra Smith gave an update about the current cash flow which is in the red approximately \$350k. The program balance will be back in the black once USDA's grant moneys are received in February.

**Old Business**

**Monitoring Subcommittee Report**

Scott DeGraw and Keith Wiggers met numerous times to come up with a draft recommendation plan. They reviewed the files at the Skagit Conservation District and sample files at the Skagit Land Trust and noted that the monitoring process at both agencies were similar. The committee that there could be some process changes within our current system. Scott distributed & discussed the draft recommendation plan. A discussed among the CFAC continued that a certain percentage of self-audits should be performed by alternating CFAC members.

Dave Hedlin said that there are two issues that need to be addressed. 1. Is our house in order ? 2. Once in order, then try to do the work as economically as possible.

**Motion:**

Dave Hedlin moved that the Monitoring Subcommittee will review and report their final recommendations to the CFAC at a future meeting. Andrea Xaver seconded the motion. The motion passed.

**Cashflow spreadsheet Discussion**

Kendra Smith distributed the cashflow spreadsheet that Scott DeGraw helped develop. This spreadsheet will be a helpful tool for planning purposes.

**Executive Session**

The CFAC entered an Executive Session at approximately 8:15 a.m. and ended at approximately 8:30 a.m.


Dave Hedlin moved that a certified letter will be sent to Mr. DeBoer stating that the funds obligated to their conservation easement purchase needs resolution by January 31, 2011 or the funds will be de-obligated back into the program and queue. Scott DeGraw seconded the motion. The motion passed.

There was further discussion that applicants should sign an obligation or letter of commitment form that would cover a portion of staff time and the appraisal if the applicant decided to withdraw from the program. This will be discussed further at the next meeting.

**New Business**

Gary Christensen will discuss manual code amendments at the next CFAC meeting.

The meeting was adjourned at 9:05 a.m.

Submitted by:   
Linda Christensen

Approved by the CFAC Board on:

  
Chair Carolyn Kelly