

**Skagit County Conservation Futures Program Advisory Committee
(CFAC)
Meeting Minutes
Monday, April 16, 2012**

Members in attendance:

Carolyn Kelly, Chair	Keith Wiggers	Alan Merritt
Dave Hedlin	Scott DeGraw	Andrea Xaver

Staff Absent:

Mike Hulbert

Staff in Attendance:

Kendra Smith
Linda Christensen, Skagit County
Ryan Walters, Skagit County Prosecutor Department

Open

Meeting opened at 7:00 AM

Member Update

Dave Hedlin announced his resignation effective today, April 16th. He notified the Skagitonians (SPF) board president, Bob Hart, and sent a formal letter to the Board of County Commissioners. A new SPF representative will be appointed in the near future. The CFAC thanked Dave for his time and contribution to the Farmland Legacy Program. Dave left the meeting after this announcement.

Andrea requested that the term "Approval" not be put in the Action column of the agenda because this makes an assumption that an agenda item will be approved automatically.

It was noted by Kendra that the deadline for this round of scoring is April 30, 2012. NRCS has not yet determined who their grant recipients will be, which will make the CFAC process delayed.

Meeting Minute Approval

February Meeting Minutes

Keith made some grammatical corrections to the February meeting minutes and ¹Alan asked for a clarification in regards to the ranking system the CFAC is using in relation to the Strategic Plan. Kendra responded noting that the scoring is done prior to ranking and then may change depending on whether there are known partnerships for funding or a bargain sale is offered. She also referred back to what was stated in previous meeting minutes. Keith moved to accept the February meeting minutes with the noted corrections and Scott seconded. The motion passed.

March Meeting Minutes

¹ Clarification noted in the May 2012 meeting minutes

Andrea requested the following be added to the monitoring section, “the monitoring is done annually.” Keith moved to accept the march meeting minutes and Andrea seconded. The motion passed.

Financial Update

Kendra reviewed the budget status. There was minimal discussion.

Old Business

Conflict of Interest Policy/Procedure – Ryan Walters

Ryan is working on a county wide conflict of interest policy per the request of the Board of County Commissioners. He mentioned that the CFAC draft version has some good parts that he may need to incorporate into the policy for special CFAC circumstances. Federal grant language will also be a driving factor for the policy. Ryan noted that it is important that the CFAC be transparent and to have the public perception be that their procedures are fair. Ryan is also working on a rule of conduct policy for the various boards and advisory committees. The CFAC noted that until this policy is approved, they will continue to be transparent with all their decisions and procedures.

Strategic Plan

Ryan discussed the draft Strategic Plan scoring and a discretionary scoring section for financial considerations when grant match dollars are involved. Ryan will draft a resolution for the new Strategic Plan and present it at the next CFAC meeting.

Easement Amendment Policy/Procedure – Ryan Walters

Andrea feels that an amendment policy is not needed as the easement document is very clear of what can and can't be done. The easement language is strong, however the language, “no net loss” can be a concern because it implies that farmland can be altered and zoning could be changed. The CFAC made comments that included other circumstances that would make it necessary for an amendment, i.e. typographical errors, impervious surface reduction requests, boundary land adjustments, etc. Kendra and Ryan will continue to work on this policy/procedure.

Monitoring Contract

Prior to the discussion on monitoring, Carolyn Kelly, The Conservation District Manager and Chair for the CFAC, left the meeting room so as not to have a perceived conflict of interest since the Conservation District had previously held the monitoring contract. Ryan explained to the CFAC that the County Personal Services Agreement can be used for the monitoring contract and that essentially anyone with the proper qualifications could be hired without going through a formal announcement and interviewing process. He then suggested that a Request for Proposals (RFP) be made to find a contractor. The CFAC subcommittee felt they knew what they wanted so instead asked if they could do a Request for Qualifications (RFQ) and Ryan said yes he also noted they could chose anyone they wanted and make that recommendation to the Board of County Commissioners.

The Subcommittee on Monitoring (SCM) discussed how the FLP needs to move forward with a contractor who can build a baseline for each property file and follow a procedure to monitoring on a yearly basis. Kendra noted that baseline work has in fact been done for the properties and is in their file She questioned why this should be done again as it would not be financially prudent. The SCM would

like to monitor the contractor's work closely during the first couple of years. Keith mentioned that the county made it clear to him that a contractor can either hire or issue a Request for Proposal (RFP), however a RFP is not required. Andrea requested that the CFAC issue a RFP to bring in a large enough applicant selection and conduct interviews. The SCM proposed that a contractor not be eligible if they are related in any way to one of the CFAC members and the associations so as not to have a potential conflict of interest. Applications will be disqualified if they have a direct relationship with the Farmland Legacy Program, i.e. Skagitonians to Preserve Farmland, Skagit Land Trust and the Skagit Conservation District. Keith did note that the Skagit Land Trust performs their own monitoring.

Scott moved that a Request for Proposals be issued this week for the purpose of hiring a monitoring contractor for the year 2012. Alan seconded. The motion passed. Carolyn came back into the room. Kendra will put together a RFQ to be sent out as soon as possible with a closing date of May 4, 2012.

New Business

Recreation and Conservation Office Grant

Kendra announced that the applications for the 2012 grant cycle is due May 1st and asked the group for their guidance on which pending applications to submit. The CFAC asked that all the eligible applications be put forward except those that appeared to have another funding source. That means the 12 applications will be submitted.

The meeting adjourned at 9:45 a.m.

Submitted by: Linda Christensen
Linda Christensen

Approved by the CFAC Board on: 5/08/12
Carolyn Kelly
Chair Carolyn Kelly