

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

**Meeting Minutes**

Tuesday, May 8, 2012

**Members in Attendance:**

Carolyn Kelly, Chair

Keith Wiggers

Alan Merritt

Scott DeGraw

Andrea Xaver

Mike Hulbert

**Others in Attendance:**

Alan Mesman, Skagitonians to Preserve Farmland

**Staff in Attendance:**

Kendra Smith

Linda Christensen, Skagit County

**Open**

Meeting opened at 7:00 AM

**Member Update**

Kendra read from a thank you card that included a cash donation to the Farmland Legacy Program in honor of Patricia Anne Jantz from Shirley Jantz.

Carolyn added an item to the agenda, CFAC meeting date and time update.

**Meeting Minute Approval**

April Meeting Minutes

Alan Merritt said his comments regarding the February meeting minutes did not reflect the question he was asking and wanted to ensure it was recorded accurately. Alan reiterated by saying that he had asked what was the scoring system the CFAC was using on the current applicants? Was it the system recommended by the American Farmland Trust (AFT) as a result of the strategic planning process or the one Kendra and Dennis had suggested that would have tweaked the AFT version slightly? He noted that Kendra's response was that the original AFT version was being used NOT the tweaked version. Kendra concurred that this was accurate.

During the discussion on the corrected minutes, Alan noted there is a scoring system and a ranking system which should be defined as separate systems. Kendra responded that the CFAC first scores based on a "set criteria" and then there is another review looking at the financial criteria, i.e. partnership match and bargain sales. This produces a final ranking.

Other corrections to the minutes are typographical related. Keith moved to accept the April meeting minutes as amended with the noted corrections and Alan seconded. The Motion passed.

## **Financial Update**

Kendra reported that the numbers have not changed much since last month except for the regular monthly expenses. She will forward a copy of the budget Cayenta report to the CFAC.

## **Old Business**

### Recreation and Conservation Office Grant Update

Kendra reported that she submitted 12 applications for a request of 50% match plus incidental costs. The request in grants (since each applicant is scored separately) using the preliminary appraisal values with the incidental costs totaled approximately \$1.2 million. She will be preparing two additional presentations: a technical presentation on June 14 and a final presentation in August.

### USDA Grant Update

Kendra reported that she has been waiting for an update regarding the 2012 grant submittal. USDA has recently added new staff.

USDA is currently reviewing the easement document and Kendra expressed her frustration with the length of time it has been taking for USDA staff to conduct its review. The CFAC would like to see letters written by other agencies on behalf of the Farmland Legacy Program to USDA expressing the frustration regarding this delay. Carolyn said she would make phone calls to staff.

## **New Business:**

### New Applications

Kendra reported two new applications: Jerry C. Nelson property on Fir Island and the Boling Farms. The CFAC will review these applications at the next meeting and requested that Kendra e-mail the particulars for an early review. Kendra will conduct a preliminary score based on the current scoring system and the core/edge system.

### General Scoring/Ranking Discussion

A discussion ensued regarding scoring and ranking. Scott suggested that it might be efficient to rank applicants once per year based on grant funding opportunities. Alan Merritt said that the initial scoring needs to be objective to all considerations and it is ok to have the applications remain in the queue until additional grant funding is available. Alan noted that scoring and ranking is two separate operations. Once financial considerations are applied then the ranking becomes flexible. A discussion continued regarding matching funds. The CFAC agreed that a formal policy/procedure needs to be established on how to handle a flexible scoring and ranking system, however setting a hard fast rule would prove difficult.

### CFAC Meeting Date and Time

It was suggested that the CFAC meeting date and time be changed to the second Wednesday of each month, 8 a.m. to 10 a.m. There was a general consensus that the change would work for everyone.

### Request for Proposal (RFP) Monitoring Contract

Kendra said seven RFP's were received by the closing date, May 4, 2012. Before the CFAC ranks and scores the applicants the Board of County Commissioners has requested a discussion with the CFAC to

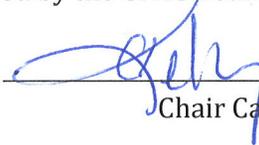
explain the RFQ process to this point in time. Andrea asked that the entire CFAC be involved in the contractor selection.

The meeting adjourned at 8:30 a.m.

Submitted by: \_\_\_\_\_

Linda Christensen

Approved by the CFAC Board on: 6/18/12

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Chair Carolyn Kelly