



# Whidbey Island Conservation District

P.O. Box 490 – 1 NE 4<sup>th</sup> Street, Coupeville, WA 98239 - 360.678.4708 Fax: 360.678.2271

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## Public Meeting Minutes October 26, 2016; 9:00 – 11:00 a.m.

### 1 Public Meeting

A regular meeting of the Board of Supervisors of the Whidbey Island Conservation District was held at the Whidbey Island Conservation District office, 1 NE 4<sup>th</sup> Street, Coupeville, WA.

### 2 Attendance and Quorum

**The following Supervisors, being a quorum of the Board, were present:**

Wendi Hilborn – Chair	Sarah Richards – Vice-Chair
Tom Fournier – Auditor	Ed Adams – Regular Member
Tim Keohane – Regular Member	

**Also in attendance:**

Karen Bishop - District Manager	Sandy Welch – Office Administer, Treasurer
Stu Trefry – WSCC Development & Capacity Manager	Shana Joy (by phone) – WSCC Regional Manager

### 3 Call to Order and Welcome

Sarah Richards, Board Vice-Chair, called the meeting to order at 9:00 a.m.  
At 9:10 a.m. Board Chair Wendi Hilborn arrived and assumed leadership of the meeting.

### 4 Minutes

**Motion (1) Tom Fournier moved to approve the minutes of the September 28, 2016 meeting. Motion passed.**

### 5 Financials

Sandy Welch presented the financial report.

**Motion (2) Tom Fournier moved to approve the P & L and voucher report including vouchers #5697 - 5723 (\$35,257.29); POS purchases (\$620.86); Employment Security and L&I quarterly filings (\$515.80); and EFTPS for monthly 941 payroll tax (\$3,908.54) all totaling \$40,302.49. Motion passed.**

*Budget Revision* - Karen shared that the FY17 Budget revision is still in process – to be presented at the November meeting.  
*90-Day CD* - The 90-Day CD for reserves is maturing on October 31, 2016.

**Motion (3) Tim Keohane moved to reinvest maturing funds into a 90-Day CD. Motion passed.**

*SAO Audit* - Karen and Sandy presented an update on the SAO Audit. The onsite portion was completed and we are awaiting follow-up correspondences.

*Election Date* – Sandy will be submitting a legal notice for publication to notify the public that we'll be setting the election date, time, and manner at the next Board meeting, November 16, 2016. The Board discussed options for increasing public awareness and efficiency of elections. WICD needs to follow the WSCC election guidance. No action required at this time.

*WICD Apparel* – Board discussed options for WICD apparel and agreed that a policy should first be developed. Sandy was directed to research policies at other Districts.

### 6 NRCS Report

Karen shared information from the NRCS Local Work Group meeting where there was consensus from the LWG that water catchment and reuse ponds, soil health practices, and irrigation efficiencies should be prioritized. These are important conservation areas for both Whidbey and San Juan Islands.

### 7 Long Range Planning – Stu Trefry

Stu reviewed the process and preparations for the upcoming community meetings. The Board discussed strategies for encouraging input during the meetings. Two or three Board members were assigned to attend each meeting.

### 8 WSCC Report – Shana Joy

Shana discussed the following:

- An overview of the WSCC state budget request webinar planned for Nov. 15, 9:00 or 10:00 a.m.
- Shellfish funding is largely allocated. No additional funding expected unless funds are turned back.
- Update on Conservation Accountability and Performance audit to replace Good Governance process.

- Puget Sound RCPP – RFP coming out mid-January.

**9 WACD Report**

WICD Board members who attended the recent NW Area meeting reported:

- WICD received the NW Region District of the Year
- Mason CD will be reassigned to the NW Area
- New Board member for WACD – Jeanette Dorner from Pierce CD

Board member Tim Keohane requested to attend the upcoming WACD Annual Meeting.

**Motion (4) Sarah Richards moved to add Tim as attendee for the WACD annual meeting. Motion passed.**

**10 Project Updates**

Reports on current projects were presented to the Board.

**Motion (5) Tim Keohane moved to acknowledge that Ebey’s NTA funding of \$14,000 for task 2 will be returned due to WICD’s not being able to find a consultant to complete project within timeline. Motion passed.**

**11 District Manager’s Report**

Karen reported on the following items discussed at the Puget Sound Districts meeting: TPL – Trust for Public Lands mapping project, CPDS system for cost share projects is undergoing an update, and progress on the PSCD reporting form development.

**Personnel Committee** - Ed Adams and Tim Keohane agreed to meet Nov 8 at 9:00 a.m. to conduct a District Manager review and to discuss WICD staff salaries.

**12 Upcoming Dates**

L/Range Plan public meetings – Nov. 9, 1:00 – 3:00 Coupeville Lib/ Nov. 9, 4:15 – 6:15 OH Lib/ Nov. 10, 10 – 12 Freeland

Board Meeting – November 16, 9:00 – 11:00

WACD Annual Meeting, Nov 28 – 30, Blaine

**Motions:**

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**Motion (2) Tim Keohane moved to reinvest maturing funds into a 90-Day CD. Motion passed.**

**Motion (3) Tom Fournier moved to approve the P & L and voucher report including vouchers #5697 - 5723 (\$35,257.29); POS purchases (\$620.86); Employment Security and L&I quarterly filings (\$515.80); and EFTPS for monthly 941 payroll tax (\$3,908.54) all totaling \$40,302.49. Motion passed.**

**Motion (4) Sarah Richards moved to add Tim as attendee for the WACD annual meeting. Motion passed.**

**Motion (5) Tim Keohane moved to acknowledge that Ebey’s NTA funding of \$14,000 for task 2 will be returned due to WICD’s not being able to find a consultant to complete project within timeline. Motion passed.**

**Meeting adjourned at 11:55 a.m.**