



Whidbey Island Conservation District

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

Public Meeting Minutes November 16, 2016; 9:00 – 11:30 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 4th 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	Tim Keohane – Regular Member

Also in attendance:

Karen Bishop - District Manager
Sandy Welch – Office Administer, Treasurer
Stu Trefry (by phone) - WSCC Development & Capacity Manager
Sarah Tanuvasa, NRCS District Conservationist by phone

3 Call to Order and Welcome

Wendi Hilborn, Board Chair, called the meeting to order at 9:00 a.m.

4 Minutes

Motion (1) Tom Fournier moved to approve the minutes of the October 26, 2016 meeting. Motion passed.

5 Executive Session

Motion (2) Tim Keohane moved to enter Executive Session at 9:10 a.m. Motion passed.

Out of Executive Session at 9:30 a.m.

6 Financials

Sandy Welch presented the financial report.

Motion (3) Tom Fournier moved to approve the P & L and voucher report including vouchers #5724 - 5746 (\$78,845.51); POS purchases (\$280.35); and EFTPS for monthly 941 payroll tax (\$5,129.48) all totaling \$84,255.34. Motion passed.

Sandy presented local CD rates and an opportunity to qualify for an interest-bearing checking account at Heritage Bank.

Motion (4) Tim Keohane moved to authorize Sandy to set up a new checking account at Heritage Bank. Motion passed.

The monthly Budget to Actual Reports reflected the revised budget. The Board requested to be sent a spreadsheet with the former budget, revised budget, difference, and notes. Discussion will be continued at December meeting.

7 NRCS Report

Sarah Tanuvasa, NRCS District Conservationist reported on EQIP deadlines, the CSP and ACEP programs, and the CIG grant. Board queried and discussed NRCS providing funding for outreach on Whidbey due to low number of sign-ups.

8 Cost Share

Massey waste storage roof has been completed and inspected.

Motion (5) Tim Keohane moved to approve cost share payment on the Massey waste storage facility roof. Motion passed.

9 WSCC Report – Stu Trefry

Stu presented a Long Range Planning update and an outline for the process. Next planning session set for December 14, 2016, 9am – 1pm - followed by a second session on January 11, 2017, 9am – 1pm.

10 WICD SAO Audit

Discussed audit results and the recommendation to clarify policy on volunteer recognition. Sandy presented a draft of an amended policy.

Motion (6) Sarah Richards moved to accept the Employee and Volunteer Recognition policy change with this amendment: “not to exceed \$10 in value.” Motion passed as amended.

11 WICD Elections

Discussed upcoming Supervisor election for 2017.

Motion (7) Tim Keohane moved to set the 2017 election for February 7, 2:00 – 4:00 p.m. The poll site will be the District office conference room at 1 NE 4th Street, Coupeville; and mail-in ballots will also be provided upon request. Motion passed.

12 District Manager Report

Karen reported on:

- WSCC outreach efforts to the Legislature, recent State budget webinar, and landowner referrals by DOE

13 Farm Plan

Action tabled until December meeting when District Planner Ken Drecksel can present.

14 Upcoming Dates

Board Meeting – December 21, 9:00 – 11:00

L/Range Plan Supervisor sessions, December 14, 9:00 – 11:00; and January 11, 9:00 a.m. – 1:00 p.m. United Methodist Church, Coupeville

Motions:

Motion (1) Tom Fournier moved to approve the minutes of the October 26, 2016 meeting. Motion passed.

Motion (2) Tim Keohane moved to enter Executive Session at 9:10am. Motion passed.

Motion (3) Tom Fournier moved to approve the P & L and voucher report including vouchers #5724 - 5746 (\$78,845.51); POS purchases (\$280.35); and EFTPS for monthly 941 payroll tax (\$5,129.48) all totaling \$84,255.34. Motion passed.

Motion (4) Tim Keohane moved to authorize Sandy to set up a new checking account at Heritage Bank. Motion passed.

Motion (5) Tim Keohane moved to approve cost share payment on the Massey waste storage facility roof. Motion passed.

Motion (6) Sarah Richards moved to accept the Employee and Volunteer Recognition policy change with this amendment: “not to exceed \$10 in value.” Motion passed as amended.

Motion (7) Tim Keohane moved to set the 2017 election for February 7, 2:00 – 4:00 p.m. The poll site will be the District office conference room at 1 NE 4th Street, Coupeville; and mail-in ballots will also be provided upon request. Motion passed.

Meeting adjourned at 11:25 a.m.



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Executive Session Minutes Whidbey Island Conservation District Board of Supervisors November 16, 2016

1 Executive Session

An Executive Session of the Board of Supervisors of the Whidbey Island Conservation District was held at the Whidbey Island Conservation District office, 1 NE 4th 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

Tim Keohane – Regular Member

Also in attendance:

Karen Bishop – District Manager

3 Call to Order

Wendi Hilborn, Board Chair, called the session to order at 9:10 a.m.

4 Staff Reviews and Salaries

Board discussed staff reviews and salaries. Karen will do some scenarios on financial effects of changes. She will pass them out to board before next committee meeting. Tim and Ed will review and make recommendations to the board. The decisions on salary adjustments will be made at the December meeting.

5 Executive Session Closed

Wendi Hilborn, Board Chair, closed the session to at 9:30 a.m.

Board Supervisor Sarah Richards recorded notes during the session. Subsequently, WICD Office Administrator Sandy Welch transcribed the notes into draft minutes.



Whidbey Island Conservation District
Resolution # 16.11_1
11/16/16

WHEREAS, the Board of Supervisors of the Whidbey Island Conservation District ("District") operates under the laws of the State of Washington applicable to conservation districts.

WHEREAS the District is governed by a five-member board, as set out in RCW Chapter 89.08 and WAC Section 135-110.

It is RESOLVED that a poll-site and mail-in election for an open position on the District board of Supervisors will be held on Feb 7, 2017 from 2:00 - 4:00 pm at the District office - 1 NE 4th St, Coupeville, WA 98239.


Interested candidates must be registered voters who reside within the boundaries of the District. Candidates may be required to be landowners or operators of a farm, depending on the current composition of the District board of supervisors. The filing deadline for candidates to file their candidate information is 1/10/17, 4:30pm. Interested candidates must file their candidate information at 1 NE 4th St, Coupeville, WA 98239.

Eligible voters are registered voters who reside within the boundaries of the District. The last day and time that voters can request absentee ballots from the District is 1/30/17, 4:00pm. Absentee ballots can be requested from Whidbey Island CD - 360-678-4708 - 1 NE 4th St, Coupeville WA 98239.

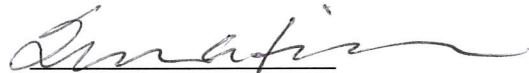
The election supervisor will be Sandy Welch.

A conservation district supervisor is a public official who serves without compensation and who sets policy and direction for the conservation district. The published election procedures can be viewed at the District office and are available from the Washington State Conservation Commission at <http://scc.wa.gov/>.

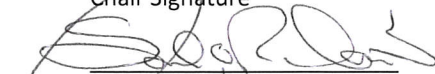
Adopted at a regular board meeting of the District Board of Supervisors on Nov. 16, 2016.



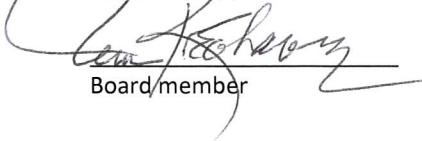
Chair Signature



Board member



Board member



Board member

Board member