



# 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  
November 20, 2012  
10:00 a.m. – 12:00 p.m.**

- 1 Public Meeting**  
A regular meeting of the Board of Supervisors of the Whidbey Island Conservation District was held at the District office, 1 NE 4<sup>th</sup> Street, Coupeville.
- 2 Attendance and Quorum**  
**The following Supervisors, being a quorum of the Board, were present:**  
Fran Einterz - Chairman  
Wendi Hilborn - Vice-Chair, Auditor  
Tom Fournier – Treasurer  
Tim Keohane – Member  
Sarah Richards - Member  
**Also in attendance:**  
Karen Bishop, District Manager  
Sandy Welch, Office Administrator  
Larry Davis, Whatcom CD Board Supervisor, WACD Regional Director
- 3 Meeting Call to Order.**  
Fran Einterz, Chairman, called the meeting to order at 10:00 a.m.
- 4 Minutes**  
Supervisors reviewed the October 25, 2012 meeting minutes.  
**Motion (1) Tom Fournier moved to approve the October 25, 2012 regular meeting minutes. Motion passed.**
- 5 Financial Report – Sandy Welch**  
Sandy said that a farm tour 6-month certificate of deposit has been invested for \$2,500. The financial report was presented, including the 10/26/12 – 11/20/12 P & L, payroll summary, account registers, receivables, FY2013 cumulative budget to actual report, and 10/31/2012 balance sheet.  
**Motion (2) Tom Fournier moved to approve the 10/26/12 – 11/20/12 P & L, vouchers #4474 – 4498 totaling \$26,616.69, EFTPS (\$5,039.60), and POS (\$76.09), totaling \$31,732.38. Motion passed.**
- 6 NACD Dues**  
Supervisors asked that NACD dues be tabled and included in the December board agenda.
- 7 Personnel Policies**

The policy committee, including Fran Einterz and Wendi Hilborn, met to review current policies, particularly those related to the Employee Benefits section.

**Motion (3) Tom Fournier moved to increase the sick leave accrual cap to 320 hours for full time employees, pro-rated for part time employees, effective immediately. When caps are reached, leave accruals will be reset monthly on employee timesheets. Motion passed.**

It was noted that the balance sheet will continue to include 25% of accrued sick leave in the employee sick leave liabilities.

**8 Plant Sale**

Sandy Welch presented the new online ordering feature on the website for the plant sale. PayPal is used for payment of orders.

**9 Staff Reports**

District Manager, Karen Bishop, updated the board on current District projects including the Maxwellton watershed project, an opportunity to provide engineering services for a Department of Transportation mitigation project at Dugualla Bay, the Northwest Agriculture Business Center CSA project extension, and the 2013 assessment roll development process.

**10 WACD Report – Larry Davis, Area Director**

Larry presented a comprehensive update to WICD Supervisors on state WACD business.

**11 Upcoming dates and workshops were discussed and the calendar for the upcoming events was presented.**

**Review of motions:**

**Motion (1) Tom Fournier moved to approve the October 25, 2012 regular meeting minutes. Motion passed.**

**Motion (2) Tom Fournier moved to approve the 10/26/12 – 11/20/12 P & L, vouchers #4474 – 4498 totaling \$26,616.69, EFTPS (\$5,039.60), and POS (\$76.09), totaling \$31,732.38. Motion passed.**

**Motion (3) Tom Fournier moved to increase the sick leave accrual cap to 320 hours for full time employees, pro-rated for part time employees, effective immediately. When caps are reached, leave accruals will be reset monthly on employee timesheets. Motion passed.**

**Meeting adjourned at 12:15 p.m.**

