



# 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**  
**Dec. 18, 2014**  
**9:00 a.m. - 11:00 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:**

Wendi Hilborn – Chair

Sarah Richards – Vice-Chair

Tom Fournier – Auditor

Fran Einterz – Regular Member

Tim Keohane – Regular Member

**Also in attendance:**

Karen Bishop - District Manager

Sandy Welch – Office Administer, Treasurer

Ken Drecksel – WICD Farm and Forest Conservation Planner

Rob Hallbauer – WICD Natural Resource Planner

Shana Joy – WSCC Puget Sound Regional Manager and Policy Assistant

Jared Hamman – NRCS

**3 Call to Order and Welcome**

Wendi Hilborn, Board Chair, called the meeting to order at 9:04 a.m.

**4 Minutes**

**Motion (1) Tim Keohane moved to approve the minutes of the Nov. 25, 2014 meeting. Motion passed.**

**5 Financials**

A revised budget to actual report for October was included in the financials. A \$1,000 item was accounted for twice, and constant contact expenses were moved to project implementation. Sandy has been reworking some of the BARS coding which created these errors.

**Motion (2) Tom moved to approve the revised October budget to actual financial report. Motion passed.**

**Motion (3) Sarah Richards moved to approve dues to NACD in the amount of \$500. Motion passed.**

Sandy Welch presented the financial report. She said that administrative travel includes board and staff travel and lodging for the WA Assoc. of Conservation Districts Annual meeting. She noted that Ntl. Assoc. of Conservation Districts dues of \$500 is included in the expenses. Also included in vouchers are plant sale orders where WICD charges plant orders to the district debit card and the customer reimburses the district with a personal check. This method is used when customers do not want to use a credit card or Pay Pal online.

**Motion (4) Tom Fournier moved to approve the Nov. 26 – Dec. 18, 2014 P & L, voucher report including #5141 – 5165 (\$25,696.40) POS purchases (\$1,538.74), EFTPS for monthly 941 payroll tax (\$4,648.99), all totaling \$31,884.12. Motion passed.**

**6 WICD Election for 2015**

The public notices have been sent notifying the public of the election date, including a call for candidates. The election date is set for February 3, 2015. Candidate nominating petitions are due to WICD by January 6, 2015.

**7 Forest Plans Presentation**  
Rob Hallbauer presented Forest plans 12-15\_1 and 12-15\_2. Both are cooperators moving property into the current use designated forest program.  
**M(5) Tom Fournier moved to approve forest plan 12-15\_1. Motion passed.**  
**M(6) Tom Fournier moved to approve forest plan 12-15\_2. Motion passed.**

**8 NRCS Report**  
Jared Hamman said that staff is working on ranking the last EQIP sign-up projects. The deadline for the 2016 sign-up will be in July or August of 2015. Sign-up will need to have landowners fully eligible. Jared will check on how the online client gateway is developing where landowners will be able to access their contract status online.

**9 WSCC Report – Shana Joy, WSCC Puget Regional Manager and Policy Assistant**  
Shana said there is a draft cultural resources policy out for review with comments due by Feb. 27. WSCC will help meet cultural resource policy obligations unless the district has staff able to do this. Brian Cochran has been hired as the new CREP (Conservation Reserve Enhancement Program) Coordinator for WSCC.  
Shana said the new WSCC Annual Report is finished representing the work of all of the districts. Shana said to make sure and complete the open government training videos, fill out and submit the completion forms.

**10 District Manager Report – Karen Bishop**  
Karen said that there will be an Ebey's Landowner meeting tomorrow. Doug Howie, the DOE grant manager, visited yesterday and was helpful with guidance on both of the Ebey's 1 and Ebey's 2 projects.  
Karen said that a collaborative grant application between San Juan, Snohomish and Whidbey was submitted to the Nt. Fish and Wildlife Federation for stormwater education to school kids. Staff is working on a small interlocal with ECO Net for funding to make contacts with the Oak Harbor and Coupeville School Districts. Karen said that the Farm Tour agreements between the Farm Tour Committee and the District are finalized including:  
Exhibit A 540 hours of WICD staff time to support the Farm Tour Committee  
Exhibit B \$1,920 in reimbursement from the Farm Tour Committee to WICD for staff graphic design an advertising work.  
Agreement with NeuDesign for \$500 for the Farm Tour art work.  
Karen said that she would like to meet with the WICD Policy and Personnel Committee prior to the next WICD board meeting. The committee includes Tim Keohane and Fran Einterz.

**11 Board Supervisor Report from the WACD Annual Meeting**  
Sarah Richards said that she learned that only 16% of the Plant Materials Center sales were to Conservation Districts. Sarah also discussed the role of districts in emergency management. Often districts are not first responders but the entity who gets involved to bring resources to landowners who have suffered damage to agriculture and forest land, as well as livestock.  
Fran discussed district rates and charges and funding mechanisms.

**12 Upcoming Dates, Review of Motions, Adjourn**  
**Motion (7) Tim Keohane moved to move the January meeting date to January 15 to insure a quorum is present.**

**Action Items**

**Motion (1) Tim Keohane moved to approve the minutes of the Nov. 25, 2014 meeting. Motion passed.**  
**Motion (2) Tom moved to approve the revised October budget to actual financial report. Motion passed.**  
**Motion (3) Sarah Richards moved to approve dues to NACD in the amount of \$500. Motion passed.**  
**Motion (4) Tom Fournier moved to approve the Nov. 26 – Dec. 18, 2014 P & L, voucher report including #5141 – 5165 (\$25,696.40) POS purchases (\$1,538.74), EFTPS for monthly 941 payroll tax (\$4,648.99), all totaling \$31,884.12. Motion passed.**  
**M(5) Tom Fournier moved to approve forest plan 12-15\_1. Motion passed.**  
**M(6) Tom Fournier moved to approve forest plan 12-15\_2. Motion passed.**  
**Motion (7) Tim Keohane moved to move the January meeting date to January 15 to insure a quorum is present.**

**Meeting adjourned at 11:30 a.m.**