



# 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 December 19, 2013 9:30 - 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:**

Wendi Hilborn – Chair

Sarah Richards – Vice-Chair

Tim Keohane – Regular member

Tom Fournier – Auditor

Fran Einterz – Regular Member

**Also in attendance:**

Karen Bishop - District Manager

Sandy Welch – Office Administer, Treasurer

Ken Drecksell – Farm and Forest Conservation Planner

Rob Hallbauer – Natural Resource Planner

### 3 Call to Order and Welcome

Wendi Hilborn, Board Chair, called the meeting to order at 9:37 a.m.

### 4 Minutes

**Motion (1) Tom Fournier moved to approve the minutes of the November 21, 2013 meeting. Motion passed.**

### 5 Financial Report – Sandy Welch

Sandy presented the November 22 – December 19, 2013 financial report. Travel includes the WACD annual meeting costs, conferences and training includes the NACD dues of \$500.

**Motion (2) Tom Fournier moved to approve the Nov. 22 – Dec. 19, 13 P & L, voucher report including #4817 – 4838 (\$24,625.54), POS purchases (\$1,284.50), and EFTPS (\$5,258.46), all totaling \$31,168.50. Motion passed.**

Supervisors completed an in depth review of all of the financial reports, as was planned for this meeting. An additional hour will be provided to complete this exercise at either the Feb. or March, 2014 board meeting.

**Former Employee Settlement** – Fran brought the letter approved by the Board on Nov. 21, 13 to settle agreement with former employee, Benye Weber, with her signature. All board members signed the settlement agreement and instructed staff to include her check with the January 2, 14 payroll.

### 6 WACD Annual Meeting Report – Fran Einterz, Sarah Richards

Fran and Sarah reported on the recent annual meeting attended by Fran, Sarah, and Karen B. The WICD communications resolution passed. The general feeling was this was an excellent meeting with good speakers.

### 7 Staff Reports

**District Manager – Karen Bishop**

**Cost Share Funding**

Karen presented information from WSCC regarding cost share offered to WICD from the Capital Shellfish funding pool. She said that Wendi Hilborn would need to recuse herself from this discussion and voting, as she holds a personal interest in one of the entities that WSCC proposes to include for project funding. All projects funded were entered into the CPDS (Conservation Practice Data System) prior to July 1, 2013.

**Motion (3) Tim Keohane moved to approve \$135,098 in cost share funding for four projects as selected by WSCC. Motion passed. Wendi Hilborn abstained.**

**WICD/DOE Memorandum of Agreement (MOA)**

Karen presented a draft letter to be sent to WSCC and WACD leadership requesting status of the updated MOA.

**Motion (4) Tim Keohane moved to approve the draft letter to be sent to WSCC and WACD Leadership requesting status of the updated conservation district/Department of Ecology MOA (Memorandum of Agreement). Motion passed.**

**Assessment Roll Status**

Karen reported that Snohomish CD and WICD worked together to get the assessment roll for 2014 completed and to the Island County Treasurer and Assessor prior to the end of November. The number of parcels is slightly reduced this year, likely because of work the county has been doing, catching up on recording past land transactions.

**Rob Hallbauer – Natural Resource Planner**

Rob presented a conceptual design report prepared by Tom Slocum, District Engineer, for the Greenbank Beach and Boat Club. This report addresses drainage and habitat improvement options for the area surrounding their existing tidegate.

**Motion (5) Tom Fournier moved to accept the draft Alternatives and Analysis Conceptual Design Report for Drainage and Habitat Improvement prepared for the Greenbank Beach and Boat Club, Inc., by Tom Slocum, November 2013. Motion passed.**

**Farm Pond Design Presentation – Ken Drecksel – Farm and Forest Conservation Planner**

**Motion (6) Sarah Richards moved to approve the engineered pond design, stamped by NRCS Area Engineer for Comfort Farm. Motion passed.**

Farm Tour planning and financial report was deferred to the January 2014 meeting.

**8 Upcoming Dates, Review of Motions, Adjourn**

**Action Items**

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**Next Board meeting – January 30, 2014 (fourth Thursday), 10:00 a.m.**

**Meeting adjourned at 1:00 p.m.**