



# 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, 2018; 9:00 – Noon

### 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:**

Ed Adams – Chair                      Sarah Richards – Vice-Chair                      Tom Fournier – Member  
Anza Muenchow - Auditor                      Tim Keohane – Member

**Also in attendance or presenting:**

Karen Bishop – WICD District Manager                      Sandy Welch – WICD Financial Administrator  
Ken Drecksel, Bruce Gordon, Erin Borden – WICD Technical Staff                      Jarred Hamman – NRCS Conservationist (by phone)  
Alison Halpern – WSCC Regional Manager (by phone)                      Kyle Flack – Bell's Farm                      Mark Stewart – A Sound Handyman, LLC  
John Fetrow – member of the public

### 3 Call to Order and Welcome

Ed Adams, Board -Chair, called the meeting to order at 9:02 a.m. with a quorum present.

### 4 Minutes

**Motion (1) Tom Fournier moved to approve the minutes of the Nov. 14, 2018 Board meeting. Motion passed.**

### 5 Financial Report and Other Business - Sandy Welch presented the monthly Financial Report. The Board reviewed WA Paid Family & Medical Leave new law effective 1/1/19, and tabled consideration of potential related policy changes until May. The Board discussed renewing annual membership in local organizations.

**Motion (2) Anza Muenchow moved to approve the P & L and voucher report including vouchers #6366 - 6398 (\$45,920.10); POS purchases (\$472.86); and EFTPS for monthly 941 payroll tax (\$5,284.00); Motion passed.**

**Motion (3) Tim Keohane moved that WICD deduct employee portions of the required WA Paid Family & Medical Leave monthly payment from staff wages, effective January 1, 2019; Motion passed.**

**Motion (4) Tim Keohane moved to renew Whidbey Island Grown and the Economic Development Council of Island County memberships for one year. Motion passed.**

The Board discussed reserves and possible office building purchase. In case of a downturn in the real estate economy, the board may consider using general reserves (currently \$36,024) for a down payment.

District Manager Karen Bishop passed around a letter stating that she is resigning, with her last day at WICD as Feb. 23, 2019.

### 6 Executive Session – attending: Ed Adams, Sarah Richards, Tom Fournier, Tim Keohane, Anza Muenchow, Karen Bishop

**Motion (5) Tim Keohane moved to enter Executive Session at 9:43 a.m. to discuss staffing; Motion passed.**

**Out of Executive Session at 10:50 a.m.**

### 7 WICD Staffing

**Motion (6) Anza Muenchow moved to approve 5% salary adjustments for 4 staff, and a 3% adjustment for 1 staff member; Motion passed.**

**Motion (7) Tim Keohane moved to approve establishing a Hiring Committee comprised of Ed Adams and Sarah Richards. District Manager Position will be posted on December 28, 2018 with applications due January 18, 2019. Interviews will be held January 30, with January 31 and February 1, 2019 as alternative interview dates; Motion passed.**

### 8 Veteran Affairs Internship Opportunity – Anza Muenchow, Mark Steward, and Kyle Flack presented information about the proposed Veteran Farming Program that is developing and planned to take place at Greenbank Farm (demo/model farm).

**Motion (8) Anza Muenchow moved that WICD support the efforts of the Whidbey Island Veterans Farm Program committee to launch a Veteran Training program at Greenbank Farm; Motion passed.**

### 9 NRCS Report – Jared Hamman provided an EQIP funding update. A timeline for applications will be coming from Sarah Tanuvasa. Board discussed the possibility of a shared forestry position between Skagit CD, Whidbey CD and San Juan CD. This may be able to be accomplished through a long term agreement.

- 10 **WSCC Report** – Alison Halpern provided a WSCC update, including information about the planned WSCC Tour of Whidbey on Jan. 16, and information about the evolving Governor’s Budget and CTA funding.
- 11 **Farm & Forest Plan Presentations**  
**Motion (9) Tim Keohane moved to approve the three conservation plans including Farm Plan 12\_18\_1, Farm Plan 12\_18\_2, and Forest Plan 12\_18\_3; Motion passed.**
- 12 **WACD Report** – Sarah Richards reported on the WACD Annual Meeting.
- 13 **District Manager’s Report** – Karen Bishop led the Board in a discussion about Board development. She will send out to the Board an Associate Supervisor draft policy. Karen presented an overview of a proposed agreement between WICD and Snohomish CD for “Better Ground” funding.  
**Motion (10) Sarah Richards moved to approve the Better Ground agreement and scope of work between WICD and Snohomish CD for \$30,000; Motion passed.**  
**Motion (11) Sarah Richards moved to approve the 2019 calendar of WICD meeting dates; Motion passed.**
- 12 **Upcoming Dates**
- December 24 – WICD office closed, staff vacation day
  - December 25 – WICD office closed, holiday
  - January 16-17 – WSCC meeting & Tour, Whidbey Island
  - January 28 and 29 – Legislative Days
- 13 **Review of motions, and adjourn at 12:09 a.m.**
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- Motion (2) Anza Muenchow moved to approve the P & L and voucher report including vouchers #6366 - 6398 (\$45,920.10); POS purchases (\$472.86); and EFTPS for monthly 941 payroll tax (\$5,284.00); Motion passed.**
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