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 4th 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 Drechsel, Bruce Gordon, Erin Borden – WICD Technical Staff  
- Jared 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  
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  
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 Stewart, 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.
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.

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.

WACD Report – Sarah Richards reported on the WACD Annual Meeting.

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.

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

Review of motions, and adjourn at 12:09 a.m.

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