



Whidbey Island Conservation District

P.O. Box 490 – 1 NE 4th Street, Coupeville, WA 98239 - 360.678.4708 Fax: 360.678.2271

**Public Meeting Minutes
December 20, 2017; 9:00 – 11:00 a.m.**

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	
Anza Muenchow – Regular Member	Tom Fournier – Auditor	Tim Keohane – Regular Member

Also in attendance or presenting:

Karen Bishop – WICD District Manager	Matt Zupich, WICD Natural Resource Planner
Sandy Welch – WICD Financial Administrator	

3 Call to Order and Welcome

Ed Adams, Board Chair, called the meeting to order at 9:00 a.m. with a quorum present.

4 Minutes

Motion (1) Anza Muenchow moved to approve the minutes of the November 15, 2017 Board meeting. Motion passed.

5 Financials

Sandy Welch presented the monthly Financial Report.

Motion (2) Tom Fournier moved to approve the P & L and voucher report including vouchers #6085 - 6117 (\$27,460.93); POS purchases (\$1,671.94); EFTPS for monthly 941 payroll tax (\$6,611.89); Motion passed.

Election update: Legal notices for the adopted election resolution were published, and the notices for election criteria and call for candidates are scheduled to post 12/23 and 12/27.

Policy update: reviewed a draft of a new WICD policy to address the new WA State regulations regarding sick/medical leave coming into effect Jan 1, 2018.

Motion (3) Anza Muenchow moved to approve changes to WICD policy 3.3.3 Sick/Medical Leave consistent with RCW 49.46 as amended by Initiative 1433. Motion passed.

Motion (4) Sarah Richards moved to approve the Wheat Week interlocal with Franklin CD. Motion passed.

6 Personnel Committee Report –

Staffing – short- and long-term strategies:

Motion (5) Tim Keohane moved to approve hiring Nancy Maysen as a Temporary Part-time employee to assist with the Plant Sale – not to exceed a total of 50 hours @ \$25 per hour. Motion passed.

Motion (6) Tim Keohane moved to approve hiring a Temporary person for 4 months for a total of \$4,500. Motion passed.

District Manager – Annual Review

Motion (7) Ed Adams moved that the District Manager keep all sick and vacation leave hours accrued during full-time status (cap 320 for sick and 240 for vacation). District Manager will accrue sick and vacation leave hours as a .8FT employee until the accrual drops below 256 hours for sick and 192 hours for vacation (the caps for a .8FT employee). Motion passed.

Reviewed options for salary adjustments.

Motion (8) Tim Keohane moved to approve salary adjustments as proposed by the Personnel Committee: Scenario 2 - Option 4. Motion passed.

7 WSCC Report – Karen reported on behalf of Shana Joy, WSCC NW Area Regional Manager.

- 8 NRCS Report** – Karen will forward Jared Hamman’s report to the board.
- 9 WACD Business -**
Sarah Richards, WACD NW Regional Manager reported on her visits King CD and Clallam CD.
- 10 Conservation Plan Approval**
Matt Zupich presented Farm Plan 12_17_1 for approval.
Motion (9) Tom Fournier motioned to table approval of Farm Plan 12_17_1 until Bruce Gordon is available to meet with the Board. Motion passed.
- 11 Upcoming Dates, review of motions and adjourn at 11:34 a.m.**
- January 10 – February 15: Karen Bishop on leave
 - January 24 – 9:00 – 12:00, WICD Board meeting, WICD Conference room
 - February 5 – Legislative Days in Olympia
- 12 Motions:**
- Motion (1) Anza Muenchow moved to approve the minutes of the November 15, 2017 Board meeting. Motion passed.**
- Motion (2) Tom Fournier moved to approve the P & L and voucher report including vouchers #6085 - 6117 (\$27,460.93); POS purchases (\$1,671.94); EFTPS for monthly 941 payroll tax (\$6,611.89); Motion passed.**
- Motion (3) Anza Muenchow moved to approve changes to WICD policy 3.3.3 Sick/Medical Leave consistent with RCW 49.46 as amended by Initiative 1433. Motion passed.**
- Motion (4) Sarah Richards moved to approve the Wheat Week interlocal with Franklin CD. Motion passed.**
- Motion (5) Tim Keohane moved to approve hiring Nancy Maysen as a Temporary Part-time employee to assist with the Plant Sale – not to exceed a total of 50 hours @ \$25 per hour. Motion passed.**
- Motion (6) Tim Keohane moved to approve hiring a Temporary person for 4 months for a total of \$4,500. Motion passed.**
- Motion (7) Ed Adams moved that the District Manager keep all sick and vacation leave hours accrued during full-time status (cap 320 for sick and 240 for vacation). District Manager will accrue sick and vacation leave hours as a .8FT employee until the accrual drops below 256 hours for sick and 192 hours for vacation (the caps for a .8FT employee). Motion passed.**
- Motion (8) Tim Keohane moved to approve salary adjustments as proposed by the Personnel Committee: Scenario 2 - Option 4. Motion passed.**
- Motion (9) Tom Fournier motioned to table approval of Farm Plan 12_17_1 until Bruce Gordon is available to meet with the Board. Motion passed.**