



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 21, 2016; 9:00 – 11:30 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:

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

Also in attendance:

Karen Bishop - District Manager
Sandy Welch – Office Administer, Treasurer
Bob Schroeter – WACD Executive Director
Sarah Tanuvasa, NRCS District Conservationist

3 Call to Order and Welcome

Sarah Richards, Board Vice-Chair, called the meeting to order at 9:04 a.m.

4 Minutes

Motion (1) Tim Keohane moved to approve the minutes of the November 16, 2016 meeting. Motion passed.

5 Financials

Sandy Welch presented the financial report.

Motion (2) Tom Fournier moved to approve the P & L and voucher report including vouchers #5747 - 5782 (\$32,701.47); POS purchases (\$2,209.29); and EFTPS for monthly 941 payroll tax (\$5,219.64) all totaling \$40,130.40. Motion passed.

Board reviewed notes and comparisons for amended budget.

Motion (3) Ed Adams moved to approve amended budget as presented for internal and cash flow use. Motion passed.
The Personnel Committee, a sub-committee of the Board, presented a recommendation for staff salary adjustments.

Motion (4) Tim Keohane moved to adjust staff salaries as presented by the Personnel Committee. Motion passed.
Board discussed the process for selecting a cleaning service for the office.

Motion (5) Ed Adams moved the District to engage a cleaning contract not to exceed \$2500 annually to be approved by the District Auditor. Motion passed.

The Board discussed stand-up desk options for the office.

Motion (6) Sarah Richards moved to approve purchase of two adjustable work stations not to exceed \$1000 total, with the intent of evaluation and possible purchase of more at the end of the fiscal year. Motion passed.

6 WICD Social Media

Kelsi Franzen, WICD Marketing, Outreach and Education coordinator, presented historical data of WICD social media outreach. The Board discussed strategies moving forward. The Board agreed that a Statement of Intent is a place to start before developing policies and procedures. Board member Sarah Richards agreed to work with Kelsi on development.

Motion (7) Sarah Richards moved, with the understanding that social media is increasingly important in communication methods, that District staff investigate various platforms and write policies and procedures for those platforms to be approved by the Board. Motion passed.

7 Farm Plans

Ken Drecksel, WICD Farm and Forest Planner, presented a Farm plan for Board approval (#17_12_2), and information about a letter plan that went out (#17_12_1). The Board discussed each plan and asked that an estimate for additional cost share be brought to the January meeting.

Motion (8) Ed Adams moved to approve farm plan #17_12_2 as presented. Motion passed.

8 NRCS Report

Sarah Tanuvasa, NRCS District Conservationist, shared NRCS information regarding staff changes and new office building, and NRCS standards and specs.

9 WACD Report

Bob Schroeter, WACD Executive Director, updated the WICD board on the upcoming WA State Legislature budget session and other activities of WACD.

10 District Manager Report

Karen reported on the upcoming WICD Supervisor election. Supervisors will be contacting potential board supervisors and encouraging them to get their nominating petitions by the deadline on January 10.

11 Upcoming Dates

Jan. 10, Tuesday – Candidate filing deadline for elected board position.

Jan. 11, Wednesday - Long Range Planning session, WICD Board/WSCC Staff, 9:30 – 1:30, Coupeville Methodist Church

Jan. 14, Saturday - Native Plant Workshop, Coupeville Library, 10:30 – 12:00

Jan. 14, Saturday - Native Plant Workshop, Bayview Farm and Garden, 2:00 – 3:30

Jan. 21, Saturday - Native Plant Workshop, Hummingbird Farm Nursery and Garden, 10:30 – 12:00

Jan. 25, Wednesday - WICD Board Meeting, WICD Conference Room, 9:00 – 11:00

Feb. 7, Tuesday - WICD Election Day

Motions:

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Meeting adjourned at 11:50 a.m.