## **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

# Public Meeting Minutes January 24, 2018; 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 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 Tom Fournier – Auditor

Anza Muenchow – Regular Member Tim Keohane – Regular Member

Also in attendance or presenting:

Sandy Welch – WICD Financial Administrator Matt Zupich, WICD Natural Resource Planner

Bruce Gordon – WICD Natural resource Planner

#### 3 Call to Order and Welcome

Ed Adams, Board Chair, called the meeting to order at 9:05 a.m. with a quorum present.

#### 4 Minutes

Motion (1) Tom Fournier moved to approve the minutes of the December 20, 2017 Board meeting with the following amendment to Motion 7. 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) at the end of a calendar year. 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 #6118 - 6136 (\$24,139.94); ePay deposits to Employment Security, L&I, and WA State Dept of Revenue (\$2,955.73); POS purchases (\$1,185.54); and EFTPS for monthly 941 payroll tax (\$6,412.73); Motion passed.

- Payroll adjustment update: clarified that adjustments are to be effective January 1, 2018.
- The Board discussed and clarified Vacation/Sick Leave caps.
- Sandy updated that the Board approved funds to cover 50<sup>th</sup> Anniversary event expenses will be transferred out of the 90-Day Reserve CD at the time of CD renewal at the end of January.
- Election update: No opposition for Sarah's position came forward, so Sandy is going through the election cancellation process. Legal notices for the election cancellations are scheduled to post 1/20 and 1/24.
- Discussed logistical plans for February 28 Board meeting.
- Ed Adams has submitted paperwork to WSCC for re-appointment to his board position.

#### 6 Plant Sale-

Sandy shared a plant sale update. The Board confirmed their availability to assist in the plant sale packing and distribution schedule.

7 **WSCC Report** – Nothing submitted from Regional Area Manager.

#### 8 Ag Critical Areas Update

Bruce Gordon provided update and led discussion regarding Critical Areas Ordinance Ag Exemption.

#### 9 Conservation Plan Approval Policy -

Discussed definitions and perimeters regarding board approval for WICD work products. The Board requested that staff generate a draft policy for WICD plan products and approval.

#### 10 Conservation Plan Approval

Board discussed additional information provided by Bruce Gordon regarding Farm Plan 12\_17\_1 (tabled from December Board meeting).

Matt Zupich presented Forest Plan 1\_18\_1 for approval.

Motion (3) Tim Keohane motioned to approve Forest Plan 1\_18\_1. Motion passed.

#### 11 Website and Outreach Report

The Board requested that WICD Outreach Coordinator, Kelsi Franzen, email her update to the Board and provide an inperson report at a future meeting.

#### 12 Sexual Harassment Training

"Sexual Harassment Training for a Harassment-Free Workplace" video was watched by Ed Adams, Tim Keohane, Tom Fournier, Anza Muenchow, Bruce Gordon, Matt Zupich, and Sandy Welch. Remaining staff will view over the next month.

#### 13 Upcoming Dates, review of motions and adjourn at 11:18 a.m.

- February 5 Legislative Days in Olympia
- February 21-23 WICD Plant Sale packing days
- February 24 WICD Plant Sale pick-up day and Open Sale
- February 28 WICD Regular Board meeting 9:00 a.m.

#### 12 Motions:

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