



# 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 - DRAFT  
January 28, 2016  
9:00 a.m. - 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:**

Sarah Richards – Vice Chair

Tom Fournier - Auditor

Tim Keohane – Regular Member

Ed Adams – Regular Member

**Also in attendance:**

Shana Joy, WSCC Puget Sound Regional Manager

Karen Bishop - District Manager

Sandy Welch – Office Administer, Treasurer

Rob Hallbauer – WICD Resource Conservation Planner

**3 Call to Order and Welcome**

Sarah Richards, Vice-Chair, called the meeting to order at 9:05 a.m.

**4 Minutes**

**Motion (1) Tim Keohane moved to approve the minutes of the Dec. 17, 2015 meeting with the correction of the spelling of Administrator which was incorrectly stated as Administer. Motion passed.**

**5 Financials**

Sandy Welch presented the financial report. The financials include the legal notices for the district supervisor election, and \$3,500 to Ecolotree for the Ebey's project which was charged to assessment instead of the Ebey's grant. Staff and Supervisors discussed the procedure for plant sale customers who place orders at the office instead of using the online storefront. +

**Motion (2) Tom Fournier moved to approve the December 18, 2015 – January 28, 2016 P & L and voucher report including vouchers #5471 - #5494 (\$30,450.88. ); POS purchases (\$706.95); and EFTPS for monthly 941 payroll tax (\$5,527.96) all totaling \$39,209.87. Motion passed.**

**District Budget**

The revised operating budget approved by the Board on 9/25/2015 included adjustments in staffing for January – June 2016 pending outcome of grant applications. Karen recommends reducing a total of 8 staff days per month totaling about \$2000 as is reflected in the budget, which will be spread out amongst four willing staff. If funding increases, hours will be reinstated. The district has fund reserves available but staff is agreeable with the reduction scenario.

**Motion (3) Ed Adams moved to implement the plan to furlough staff to reduce staffing costs by \$2,000 per month, beginning in February until additional funding comes available. Motion passed.**

**Motion (4) Ed Adams moved to roll over the 90 day WICD Reserves Certificate of Deposit with Whidbey Island Bank. Motion passed.**

**6 Plant Sale Report – Sandy Welch, Plant Sale Project Coordinator**

Sandy reported that more plant have sold earlier this year than in other year's plant sales. Recent plant palette workshops were popular and drew 30 participants at Hummingbird Farm and Garden, and 50 participants at Bayview Farm and Garden. Sandy distributed a proposed volunteer/staff schedule for plant sale weekend.

**7 Elections**

Sandy said that the district election process was complete, with Tim Keohane re-elected to serve until 2019. In spite of newspaper and website outreach efforts and public notices, no other candidates came forth to run for this position.

**8 Office E Mail Conversion**

Staff reported on research conducted for office E mail migration from the local system managed by Island Networks to another E mail provider. Staff shared information on provider costs and services. Office 365 seems to be the best fit for the District. Staff is recommending that licenses be purchased for Office 365 GovPlan2 for \$6.44 per user per month (\$540.96 per year) from Planet Technologies. This covers E mail only plus government security and backup. Josh Blackmer of Whidbey Tech Solutions in Oak Harbor estimated \$750 in staff time for the transition. Island Networks will continue to monitor the NAS and backup functions.

**Motion (5) Tom Fournier moved to approve payment for the Office 365 licenses for the next year of \$540.96 to Planet Technologies and estimated \$750 in installation costs to Whidbey Tech Solutions for upgrading to Office 365. Motion passed.**

**9 Farm Plan Presentation – Bruce Gordon**

Bruce presented Farm Plan 1\_16\_1. The farm is located in the Ebey's watershed. The board discussed the drainage issues in Ebey's. Shana Joy from WSCC suggested that landowners and the district consider applying for the NRCS RCPP program.

**Motion (6) Tim Keohane moved to approve Farm Plan 1\_16\_1. Motion passed.**

**10 WSCC Report**

Shana Joy reported on the updates to the Supervisor Handbook assembled by WSCC. She said that Lyn Brown was elected WSCC Board Chair, and Larry Cochran is the new Commissioner and Board Vice-Chair. Shana updated the board on legislative activities with regard to forestry funding and an election bill. Shana will be scheduling a conference to discuss shellfish funding. The PSCD (Puget Sound Conservation Districts) received funding from Nature Conservancy for a stormwater implementation capacity project model, and to scale up the Better Ground website.

**11 WICD Policy Change for SAM – System for Award Management**

Staff recommended including a policy in our policies and procedures manual to insure compliance by our contractors hired by the district with SAM. The policy requires staff to run a SAM check for contractors prior to entering into a contractual agreement and is integrated into the 9.1 Purchases of Goods and Services (Contracting) section of the WICD Policies and Procedures manual.

**Motion (7) Sarah Richards moved to accept the addition of the System for Award Management verification requirement into section 9.1 of the WICD Policies and Procedure manual. Motion passed.**

**12 Forest Plan Presentation – Rob Hallbauer**

**Motion (8) Sarah Richards moved to approve forest plan 1\_16\_1.**

**13 Greenbank Beach update**

Rob said he recently attended the Greenbank Beach and Boat Club annual homeowner's meeting. The Greenbank Marsh Restoration Issues Assessment grant project was discussed. Rob is currently working on a drift study as part of the grant. WICD has been given approval from the funder – the Recreation Conservation Office (RCO) to begin work. The flooding in the area is increasing adjacent homeowner interest in this project.

**14 Upcoming Dates, Review of Motions, Adjourn**

**Dates:**

Board Meetings: February 18, 2016 – 9:00 – 11:00

March 24, 2016 – 9:00 – 11:00

Legislative Days – Olympia: February 22 and 23

WICD Plant Sale: Feb. 24 – 27 with customer pick up on Saturday, Feb. 27 at Camp Casey

WICD Planning Meeting, March 7 – Jenne Farm (tentative)

**Motions:**

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**Meeting adjourned at 11:30 a.m.**