



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 January 30, 2014 10:00 - 12:00 p.m.

1 Public Meeting

A regular meeting of the Board of Supervisors of the Whidbey Island Conservation District was held at the District office, 1 NE 4th Street, Coupeville.

2 Attendance and Quorum

The following Supervisors, being a quorum of the Board, were present:

Wendi Hilborn – Chair

Sarah Richards – Vice-Chair

Tom Fournier – Auditor

Fran Einterz – Regular Member

Also in attendance:

Karen Bishop - District Manager

Sandy Welch – Office Administer, Treasurer

Ken Drecksel – Farm and Forest Conservation Planner

Sarah Cassatt – Natural Resource Planner

Suzanna Stoike - Puget Sound Partnership, Ecosystem Recovery Coordinator

3 Call to Order and Welcome

Wendi Hilborn, Board Chair, called the meeting to order at 10:05 a.m.

4 Minutes

Motion (1) Wendi Hilborn moved to approve the minutes of the December 19, 2013 meeting. Motion passed.

5 Financial Report – Sandy Welch

Sandy presented the Dec. 20, 13 – Jan. 30, 14 financial report. Financials include the Weber payout of \$5,000 included in payroll plus the associated taxes. Sandy said there are several transactions which are plant sale orders for customers who completed orders with CD staff assistance, using the district credit card through Pay Pal.

Motion (2) Tom Fournier moved to approve the Dec. 20, 13 – Jan. 30, 14 P & L, voucher report including #4839 – 4863 (\$30,903.03), POS purchases (\$1,543.15), and EFTPS (\$6,201.22), EFT deposits (2,047.56) all totaling \$40,694.96. Motion passed.

Supervisors discussed the budget to actual report and suggested revising areas where the current actual varies significantly from the budget.

Supervisors decided to move the following from the 30 day CD into the district operating checking account: \$3000 to reimburse for storage shed expenses, and \$5,830 to cover the Weber payment and taxes equaling \$8,830. The remainder of the current expiring CD rounded to \$6,000 will be reinvested in a new 90 day CD.

Motion (3) Fran Einterz moved to invest \$6,000 in a 90 day CD. Motion passed.

Karen Bishop explained that all of the reserves to cover employee vacation and 25% of medical leave liabilities are in our operating account. Supervisors discussed moving this into a money market account. These employee liabilities are included monthly in the financial report. Karen asked that supervisors note that the medical leave on the report is only for 25% of the accrued medical.

Motion (4) Sarah Richards moved to set up a money market account for \$20,000 which is intended to set aside funds for 100% of employee vacation and 25% of employee medical leave liabilities, as reported on the January 30, 2014 financials. This account can be used for cash flow when needed for items such as cost share payouts waiting for reimbursement. Motion passed.

6 Plant Sale

Sandy presented a draft schedule for the plant sale. Plants will be available for pickup at the Conservation District office in Coupeville on Feb. 28 and at the Fairgrounds on March 1.

7 Cost Share

Karen said that additional \$62,467 for projects had been selected to receive cost share through the WSCC Shellfish program. The updated total includes 12 landowners for a total of \$170,323 including direct cost share, technical assistance, engineering project overhead.

Motion (5) Fran Einterz moved to accept the additional \$62,467 in cost share for landowners (Amendment 2 dated 1/24/14, landowners #5 – 9) selected by WSCC. Motion passed.

8 Election

Motion (6) Sarah Richards moved that the WICD Supervisor Election scheduled for Feb. 4, 2014 is cancelled as per WAC135-110-370 whereby only one candidate, the incumbent, completed a nominating petition by the deadline, and all public notice procedures were followed. Motion passed.

9 Staff Reports

District Manager – Karen Bishop

Karen reported that both WACD and WSCC staff, as well as a WSCC Commission member responded to the WICD letter regarding the WICD / DOA agreement. Supervisors directed Karen to move forward with DOE staff to try and put together a mutually agreeable local agreement.

Karen said the assessment roll appears to be satisfactory and is on its way to the printer by the Island County Treasurer. Two contracts were signed by the District Manager in between meetings including:

- 1) WICD_Whidbey Camano Land Trust (WCLT) – Contract amendment adding \$10,000 to the Dugualla Heights project for engineering, which now totals \$45,000.
- 2) WICD_Elements Solutions (formerly Earthworks) - \$4,000 for flow monitor rental and technical assistance on flow monitoring for Ebey's Watershed project.

Public Information and Resource Planner – Sarah Cassatt

Sarah C. updated the board on the Farm Tour committee planning process.

Sarah presented Forest Conservation Plan #1.14_1.

Motion (7) Tom Fournier moved to approve Forest Conservation Plan #1.14_1. Motion passed.

Farm Planner – Ken Drecksel

Ken Drecksel updated the board on the status of assisting Maxwelton Farms with recommended drainage maintenance BMP's.

10 Upcoming Dates, Review of Motions, Adjourn

Action Items

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Motion (2) Tom Fournier moved to approve the Dec. 20, 13 – Jan. 30, 14 P & L, voucher report including #4839 – 4863 (\$30,903.03), POS purchases (\$1,543.15), and EFTPS (\$6,201.22), EFT deposits (2,047.56) all totaling \$40,694.96. Motion passed.

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Motion (7) Tom Fournier moved to approve Forest Conservation Plan #1.14_1. Motion passed.

Next Board meeting – February 20, 2014 (third Thursday), 10:00 a.m.

Board Planning session - March 18, 2014, 8:30 – 2:00p.m.

Meeting adjourned at 12:34 p.m.