



# 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 January 30, 2019; 9:00 AM – 3:00 PM

### 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                      Sarah Richards – Vice-Chair                      Tom Fournier – Member  
Anza Muenchow - Auditor                      Tim Keohane – Member

**Also in attendance or presenting:**

Karen Bishop – WICD District Manager                      Sandy Welch – WICD Financial Administrator  
Bruce Gordon- WICD Technical Staff                      Jarred Hamman – NRCS Conservationist

### 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) Tim Keohane moved to approve the minutes of the December 19, 2018 Board meeting. Motion passed.**

**Motion (2) Tim Keohane moved to approve the minutes of the December 19, 2018 Executive Committee Meeting. Motion passed.**

### 5 Financial Report and Other Business - Sandy Welch presented the monthly Financial Report which included the annual sales tax deposits as well as a cost share project payout.

**Motion (3) Anza Muenchow moved to approve the P & L and voucher report including vouchers #6399 - 6421 (\$55,299.97); POS purchases (\$830.17); and EFTPS for monthly 941 payroll tax (\$5,868.82), 4<sup>th</sup> Quarter L & I and Emp. Sec. (\$606.74), and DOR Annual Sales Tax \$2,525.06 totaling \$55,299.97. Motion passed.**

**Motion (4) Sarah Richards moved to approve hiring two temporary part-time people for plant sale support, for a total of 40 hours at \$25/hour.**

### 6 Cost Share Project Update – Bruce Gordon reported on the completion of the Finch cost share project.

### 7 NRCS Report – Jared Hamman, NRCS, reported on upcoming EQIP deadlines.

### 8 WSCC Tour and Meeting report – Ed Adams and Tim Keohane attended the WSCC Tour and Dinner. Ed said the staff did an excellent job of hosting and preparing for these events.

### 9 WACD Meeting and Legislative Days – Sarah Richards updated the board on her visits with legislators. She would like more Supervisor participation next year. Her focus was trying to address legislator concerns. WACD will be hosting Friday at 2:00 phone calls for weekly legislative updates. Sarah encouraged staff to send project information to legislators while they are both in and out of session.

**Executive Session – attending: Ed Adams, Sarah Richards, Tom Fournier, Tim Keohane, Anza Muenchow, Karen Bishop**

**Motion (5) Tim Keohane moved to enter Executive Session at 10:45 a.m. to interview four applicants for the District manager position. Motion passed.**

**Out of Executive Session at 1:30 p.m.**

### 10 WICD Staffing

**Motion (6) Sarah Richards moved that an offer letter for the position of District Manager be drafted by Karen Bishop and sent to the board for review with the goal of having the offer to the applicant by January 31<sup>st</sup>. Motion passed.**

### 11 Upcoming Dates

- Feb. 20 – 22 Plant Sale bundling
- Feb. 23 Plant sale pick up – Greenbank Farm
- March 27 , 9:00 – Noon - Board Meeting

**Review of motions, and adjourn at 3:00 p.m.**

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**Motion (4) Sarah Richards moved to approve hiring two temporary part-time people for plant sale support, for a total of 40 hours at \$25/hour.**

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**Motion (6) Sarah Richards moved that an offer letter for the position of District Manager be drafted by Karen Bishop and sent to the board for review with the goal of having the offer to the applicant by January 31<sup>st</sup>. Motion passed.**