



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 February 13, 2019; 9:00 AM – 12:00 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 4th 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
Kelsi Mottet - WICD Technical Staff Matt Zupich - WICD Technical Staff

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) Anza Muenchow moved to approve the minutes of the January 30, 2019 Board meeting. Motion passed.

Motion (2) Anza Muenchow moved to approve the minutes of the January 30, 2019 Executive Committee Meeting. Motion passed.

5 Financial Report and Other Business - Sandy Welch presented the monthly Financial Report which covered a short period since the last meeting.

Motion (3) Anza Muenchow moved to approve the Payroll, Expense, and Voucher #s 6422-6443 totaling \$30,075.63; Bank POS purchases totaling \$2,131.62; EFTPS monthly 941 payroll tax filing totaling \$5,385.86. Motion passed.

Motion (4) Tim Keohane moved to remove Karen Bishop's name from WICD bank accounts and replace with Matt Zupich as the incoming District Manager. Motion passed.

6 Plant Sale Report – Sandy Welch reported pre-order sales are good but is concerned for the affect that recent cold, snowy weather may have on the viability/availability of some plants. She also reminded the board of their schedules for pick-up day.

7 Staffing – Karen Bishop led a discussion regarding WICD staffing needs and proposed hiring strategy for 2 open positions.

Motion (5) Tom Fournier moved to approve posting job announcements for a Natural Resource Planner and Conservation Support Specialist. Motion passed.

Karen Bishop reported on a potential shared forester position with Skagit and San Juan Conservation Districts that would be funded, in part, by NRCS.

Motion (6) Tim Keohane moved to pursue a shared forester position with Skagit and San Juan Conservation Districts. Motion passed.

Karen Bishop reported that staff completed a budget revision to support the request for posting 2 new positions.

Motion (7) Sarah Richards moved to approve the revised budget as presented. Motion passed.

Karen Bishop reported that the Beginning Farmer and Rancher grant with San Juan WSU Extension has \$3000 remaining with \$5000 in additional funds being offered to WICD. She calculated this would support 138 hours or 6 hours/week through the end of the grant in August 2019. She offered to continue working on this project as a part-time/temporary employee of WICD.

Motion (8) Sarah Richards moved to accept the additional funds from San Juan WSU Extension and hire Karen Bishop as a part-time/temporary employee to complete the Beginning Farmer and Rancher grant project. Motion passed.

Karen Bishop presented a proposed hiring timeline for the 2 new positions.

Motion (9) Tim Keohane moved to approve the hiring timeline. Motion passed.

8 Greenbank Project report – Matt Zupich reported the current restoration design project is nearing an end so Greenbank Beach and Boat Club is looking to apply for grants to fund the next project phases. GBBC asked if WICD would be willing to sponsor the next grant for this project.

Motion (10) Anza Muenchow moved that WICD will not be a primary sponsor for the next grant but agrees to continue supporting GBBC as a secondary sponsor. Motion passed.

- 9 **Ducks Unlimited/Useless Bay project** – Matt Zupich reported on a request from the regional Ducks Unlimited biologist to write a letter of support for a project DU is sponsoring on private property in the Useless Bay area.
Motion (11) Tim Keohane moved that WICD cannot fulfill the request at this time due to lack of information and experience with this property. Motion passed.
- 10 **Forest Plan Presentations** – Kelsi Mottet presented Forest Plans 2-18-1 and 2-18-2.
Motion (12) Tim Keohane moved to approve Forest Plan 2-18-1. Motion passed.
Motion (13) Tim Keohane moved to approve Forest Plan 2-18-2. Motion passed.
- 11 **Legislative Update** – Sarah Richards reported on a weekly legislative phone call hosted by WACD. She encouraged the WICD board and District Manager to listen in but will also forward her notes. She also encouraged more outreach to legislators in support of conservation districts and reported on the status of a few relevant bills.
- 12 **District Manager report**
Cost-share update – Bruce is working on 2 cost-share projects which need to be approved at the March board meeting and completed by June, the end of the biennium.
Rates & charges – WICD and Snohomish CD will work together on this since it includes all of Island County. First effort is for district managers and board of supervisor representatives to meet with county commissioners and introduce the concept of rate and charge vs assessment. Sarah Richards volunteered to attend these meetings. Also need to hire a consultant as soon as possible to help put the rate and charge proposal together.
Whidbey Island Grown – Karen suggests WICD does not need to attend regular meetings but can still provide marketing assistance. She has requested they send us their meeting minutes to help keep track of their activities.
Whidbey Island Growers Association – Kelsi is actively working with this group and will continue to do so.
District Manager transition – Karen and Matt are working diligently to make as smooth a transition as possible. Karen offered to work on a part-time/temporary basis to continue helping Matt with the transition.
Motion (14) Tom Fournier moved to hire Karen on a part-time/temporary basis for up to 30 hours total through June 30, 2019 to provide support for the incoming District Manager. Motion passed.
Farewell party – Sarah Richards is planning a farewell party for Karen in late March.
- 13 **Upcoming Dates**
- Feb. 18 – President’s Day holiday, office closed
 - Feb. 23 – WICD Plant Sale pickup – Greenbank Farm
 - March 6 – NRCS NW Team, Local Work Group, 10:00 – 1:00, Padilla Bay
 - March 20 – WICD Special Board Meeting - job interviews
 - March 27 – WICD Board Meeting, 9:00 - Noon
- 14 **Adjourn at 12:00 p.m.**
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