



# 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 - DRAFT**  
**March 23, 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:**

Wendi Hilborn - Chair

Sarah Richards – Vice Chair

Tom Fournier - Auditor

Ed Adams – Regular Member

Tim Keohane – Regular Member

**Also in attendance:**

Karen Bishop - District Manager

Sandy Welch – Office Administer, Treasurer

Ken Drecksel – Farm Conservation Planner

Jared Hamman, NRCS (by phone)

**3 Call to Order and Welcome**

Wendi Hilborn, Chair, called the meeting to order at 9:00 a.m.

**4 Minutes**

**Motion (1) Tim Keohane moved to approve the minutes of the February 18, 2016 meeting. Motion passed.**

**5 Financials**

Sandy Welch presented the financial report. The expenses included one year subscriptions to Outlook 365 for seven users (\$540.96) and professional services to Whidbey Tech Solutions to install the subscriptions, migrate all email histories, and provide training (\$831.56). The report also included travel expenses related Legislative Day in Olympia.

**Motion (2) Tom Fournier moved to approve the February 19 – March 23, 2016 P & L and voucher report including vouchers #5517 - #5547 (\$31,380.33 ); POS purchases (\$1,846.29); and EFTPS for monthly 941 payroll tax (\$4,772.82) all totaling \$37,999.44. Motion passed.**

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

Total revenue from the sale topped \$20,000 (\$20,719.46 final), with over \$2,000 taken in at the live sale on Saturday, February 27<sup>th</sup>. Board noted that Sandy did an excellent job. Final profit for the sale was \$1,034.09.

**6 Island County Economic Development Council Membership**

Karen detailed the benefits to WICD becoming a member of the Island County EDC.

**Motion (3) Sarah Richards moved to approve a one-year membership to the Island County Economic Development Council. Motion passed.**

**7 NRCS Report**

Jared Hamman shared by phone that NRCS received 5 applications from Whidbey – A Wildlife enhancement project has been funded, and a hedgerow project for a CSA farm may be funded. The other three high tunnel projects have no funding. EQIP sign-up was announced March 22 for shellfish growers.

- 8 WICD Policies and Procedures Manual Updates**  
Sandy presented, and the Board discussed, proposed changes and additions to the Policies and Procedures Manual in order to comply with the State Auditor's Schedule 22 for accountability.  
**Motion (4) Tom Fournier moved to accept proposed changes to the policies and procedures (attached to minutes). Motion passed.**  
Tom Fournier and Ed Adams are scheduled to meet with Sandy and Karen on March 30, 10:00am to conduct the online Schedule 22.
- 9 WSCC Report**  
Regional Manager Shana Joy said that WICD is functioning in the green in all areas of the Good Governance Checklist, the WSCC tool for district accountability.
- 10 Farm Plan Presentation – Ken Drecksel**  
Ken presented Mariner Farm Plan 3\_16\_1. Board discussed and determined there is no significant risk.  
**Motion (5) Sarah Richards moved to approve Mariner Farm Plan 3\_16\_1. Motion passed.**
- 11 Contracts and Agreements  
Engineering Cluster**  
Karen presented an update on the Engineering Agreement. The Board directed Karen to draft a letter to WSCC with the Board's concerns and proposed solutions.  
Karen presented the Greenbank Marsh Restoration Issue Assessment contract. The Board discussed and determined that there is minimal risk because it is a study using accumulated data from professional consultants.  
**Motion (6) Tim Keohane moved to approve the Greenbank Marsh Restoration Issues Assessment contract. Motion passed.**
- 12 WSCC Communications Project**  
Board agreed to review at the Planning Session retreat.
- 13 District Manager's Report**
- Karen presented a new schedule of Board Meeting dates targeting the 4<sup>th</sup> Wednesday of each month.
  - District Planning Session for the Annual Work plan scheduled for Thursday, April 7, 5:00pm. Former WSCC Regional Manager Stu Trefry would like to use WICD to train current RM Shana Joy in the Long-Range Planning process, so it will be done later in the year.
  - Presentation Report to Board of Is. Co. Commissioners scheduled for the afternoon of Wednesday, May 4.
  - Karen shared initial cost benefits from time efficiencies related to the new email Outlook 365 upgrade.
  - Karen will be attending a WSCC planning meeting in Ellensburg April 20 and 21. Will send info. to Ed.
  - Discussed the WCLT Glendale project. Board raised concerns about it being outside WICD scope of work unless LID is integrated in design.
- Motion (7) Ed Adams moved to accept the proposed meeting dates. Motion passed.**
- 14 Upcoming Dates, Review of Motions, Adjourn**  
**April 27, Board Meeting**  
**May 4 PM, WICD and SCD Board and Staff presentation to the Island County Commissioners.**  
**May 25, Board Meeting**  
**Motions:**  
**Motion (1) Tim Keohane moved to approve the minutes of the February 18, 2016 meeting. Motion passed.**  
**Motion (2) Tom Fournier moved to approve the February 19 – March 23, 2016 P & L and voucher report including vouchers #5517 - #5547 (\$31,380.33 ); POS purchases (\$1,846.29); and EFTPS for monthly 941 payroll tax (\$4,772.82) all totaling \$37,999.44. Motion passed.**  
**Motion (3) Sarah Richards moved to approve a one-year membership to the Island County Economic Development Council. Motion passed.**  
**Motion (4) Tom Fournier moved to accept proposed changes to the policies and procedures (attached to minutes). Motion passed.**  
**Motion (5) Sarah Richards moved to approve Mariner Farm Plan 3\_16\_1. Motion passed.**  
**Motion (6) Tim Keohane moved to approve the Greenbank Marsh Restoration Issues Assessment contract. Motion passed.**  
**Motion (7) Ed Adams moved to accept the proposed meeting dates. Motion passed.**

Meeting adjourned at 11:50 a.m.

Attach to  
3/23/16 BOB  
minutes

## Policy changes for Board Review:

*In response to questions from 2015 Schedule 22, Internal Audit*

1. Is a reconciliation of the government's bank accounts (including accounts with the County Treasurer) to the general ledger/books performed? This would include a **reconciliation of both ending cash and investment balances** as well as total activity in the bank accounts to the general ledger/books (for total revenues, expenditures, and balances). ***Does our monthly Treasurer's report adequately cover all this?***
  - DRAFT: Monthly review by District Manager or board supervisor of bank account records, **including a reconciliation of ending cash and investment balances**, and tracing all checks cleared per bank statements to cancelled warrants and the check register presented with financials at the monthly board.  
*Section 8: Financial Policies; 8.1 Expenditure System of Controls; page 54*
  
2. Identify the personnel in charge of performing the reconciliation function and, if applicable, the personnel in charge of reviewing and monitoring the reconciliation function. ***Possibly make this replacement to our policy manual's current text:***  
DRAFT: The Financial Report (A.K.A. Treasurer's Report) **as prepared by the Office Administrator or District Manager** shall be reviewed monthly by the Board Auditor and/or the entire Board.  
REPLACES: Monthly review of a Financial Report (A.K.A. Treasurer Report) by the Board Treasurer and presentation to the entire Board.  
*Section 8: Financial Policies; 8.1 Expenditure System of Controls; page 54*
  
3. Journal Entries Process - Identify the personnel in charge of posting journal entries into the government's general ledger and, if applicable, the personnel in charge of reviewing and monitoring the journal entries being posted, both during the year and at year-end. The job position/title will be sufficient for the identification purpose. ***Possibly make this replacement to our policy manual's current text:***  
All adjustments to accounts receivable, cash and investments and material general ledger adjustments **shall be posted by the Office Administrator or District Manager**, and shall be approved by the WICD Board of Supervisors and documented in board meeting minutes.  
*Section 8: Financial Policies; 8.1 Expenditure System of Controls; page 54*
  
26. Please select one of the options to describe the Entity's risk assessment activities. Formal process, informal process, or ad hoc (on the fly or as needed). *Formal process is structured, scheduled and documented processes to proactively identify, assess and respond to risks. Informal process is unstructured, undocumented and/or unscheduled processes to proactively identify risks. For example, an informal process may be the subject of a conversation or agenda item with the governing body at management meetings. Ad hoc is the government relying on individuals to react to their own perception or assessment of risks within their assigned roles and there is no process to proactively identify risks.*  
DRAFT: **District Manager and Board of Supervisors shall evaluate risk exposure prior to authorizing project contracts. Consideration will take place at monthly Board meetings.**  
*To be inserted in Policy Manual, 8.6 Revenue System of Internal Controls, page 62*