



# 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 March 27, 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 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:**

Matt Zupich – WICD District Manager                      Sandy Welch – WICD Financial Administrator  
Kelsi Mottet - WICD Technical Staff                      Erin Borden - WICD Technical Staff  
Bruce Gordon – WICD Technical Staff                      Jared Hamman – NRCS  
Shana Joy – WSCC Regional Manager (by phone)

### 3 Call to Order and Welcome

Sarah Richards, Board Vice-Chair, called the meeting to order at 9:00 a.m. Ed Adams, Board Chair, took over the meeting shortly thereafter.

### 4 Minutes

**Motion (1) Anza Muenchow moved to approve the minutes of the February 13, 2019 Board meeting. Motion passed.**

**Motion (3) Sarah Richards moved to approve the minutes of the March 20, 2019 Special Board meeting. Motion passed.**

### 5 Financial Report and Other Business - Sandy Welch presented the monthly Financial Report including discussion about leave accrual accounting and this year's plant sale revenue.

**Motion (2) Anza Muenchow moved to approve the Payroll, Expense, and Voucher #s 6444-6470 totaling \$63,440.43; Bank POS purchases totaling \$1,640.59; EFTPS monthly 941 payroll tax filing totaling \$6,731.34. Motion passed.**

- WSCC Authorized Signature form updated to include Matt Zupich, new District Manager
- Schedule 22 Internal Audit set for 5/7/19, 9 am, WICD office. Tom and Anza volunteered to participate.
- Shana Joy reviewed WSCC Conservation Accountability and Performance Program (CAPP) and WICD's current status on required standards. Discussed options for conducting internal review of voluntary standards.

### 6 WSCC Report – Shana Joy announced Carol Smith as the new WSCC Executive Director. Shana reported on upcoming interviews for the open Puget Sound Regional Manager position, state budget status, and next quarterly Regional Manager meeting to be hosted by WICD on 5/30 – 5/31/19.

### 7 NRCS Report – Jared Hamman provided an update on the 2018 Farm Bill and current NRCS programs.

### 8 Farm Plan Presentation – Erin Borden presented Farm Plan 3-18-1 for approval.

**Motion (4) Anza Muenchow moved to approve Farm Plan 3-18-1. Motion passed.**

**Forest Plan Presentations – Kelsi Mottet presented Forest Plans 3-18-1, 3-18-2, and 3-18-3 for approval.**

**Motion (5) Sarah Richards moved to approve Forest Plan 3-18-1. Motion passed.**

**Motion (6) Tom Fournier moved to approve Forest Plan 3-18-2. Motion passed.**

**Motion (7) Tim Keohane moved to approve Forest Plan 3-18-3. Motion passed.**

### 11 Cost-Share Program Updates – Bruce Gordon gave an update on the Tu and Swanson cost-share projects. The Tu contract was signed between board meetings to facilitate project completion by the June deadline. The Board expressed concern about the risk of signing the Swanson contract because a roof is not included with the waste-storage facility. Bruce included language in the cost-share agreement indicating the Swanson's have agreed to install a roof with funds from a Tilth grant they have recently received. He noted that a roof is not required for a waste storage facility so long as the landowner uses tarps or other material to effectively cover the waste and protect water quality.

**Motion (8) Tim Keohane moved to retroactively approve signing the Tu contract. Motion passed.**

**Motion (9) Tim Keohane moved to sign the Swanson contract. Motion passed.**

**Executive Session** – attending: Ed Adams, Sarah Richards, Tom Fournier, Anza Muenchow, Tim Keohane, Matt Zupich.

Ed Adams announced the Board would enter into Executive Session until 11:30 am for the purpose of evaluating the qualifications of 2 applicants being considered for employment with WICD.

**Out of Executive Session at 11:30 am.**

**Motion (10) Sarah Richards moved to authorize District Manager to check references on the #1 candidate for the Natural Resource Planner position and, if acceptable, extend an offer of employment. If the #1 candidate's references are unacceptable, repeat the procedure for the #2 candidate. Motion passed.**

**Motion (11) Ed Adams moved to extend an offer of employment to the #1 candidate for the Conservation Program Support Specialist position given that references have been checked and are acceptable. Motion passed.**

**12 District Manager Report** – Matt Zupich

- The Puget Sound Conservation District's Interlocal Agreement enables signatory CDs to share staff as needed. The Board indicated the District Manager has authority to do so up to \$10,000.
- Received consultant's proposal to perform a Rate Study in support of renewing WICD's expiring county assessment
- WADE Conference coming up in June. Matt and Anza are planning to go and will offer to both new staff members.
- Annual Work Plan/Budget meeting 3<sup>rd</sup> week of April. Matt will send out Doodle poll to set a date/time.

**Motion (12) Tim Keohane moved to authorize District Manager to sign Rate Study contract. Motion passed.**

**13 Upcoming Dates**

- April 16 – Annual Work Plan/Budget Meeting, 9 am – Noon, WICD Office
- April 24 – WICD Board Meeting, 9 am – Noon
- May 7 – Schedule 22 Internal Audit, 9-10 am
- May 22 – WICD Board Meeting, 9 am – Noon
- May 27 – Memorial Day Holiday
- May 30-31 – WSCC Regional Managers Meeting, WICD Office
- May 31 – Approved Annual Work Plan/Budget deadline

**14 Adjourn at 12:07 p.m.**

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