



# 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 28, 2018; 9:00 – 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:**

Ed Adams – Chair  
Sarah Richards – Vice-Chair

Tom Fournier – Auditor

**Also in attendance or presenting:**

Sandy Welch – WICD Financial Administrator  
Matt Zupich, WICD Natural Resource Planner  
Shana Joy (by phone) – WSCC Regional Manager

Kelsi Mottet – WICD Outreach/Education Coordinator  
Bruce Gordon – WICD Natural Resource Planner  
Jared Hamman – NRCS Soil Conservationist

### 3 Call to Order and Welcome

Ed Adams, Board Chair, called the meeting to order at 9:07 a.m. with a quorum present.

### 4 Minutes

**Motion (1) Tom Fournier moved to approve the minutes of the March 6, 2018 Board meeting. Motion passed.**

### 5 Financials

• Sandy Welch presented the monthly Financial Report, noting that annual updates and subscriptions to 2018 Quickbooks/payroll and Microsoft Office 365 were included in the expenses.

**Motion (2) Tom Fournier moved to approve the P & L and voucher report including vouchers #6165 - 6187 (\$25,822.43); POS purchases (\$1,062.60); and EFTPS for monthly 941 payroll tax (\$5,211.29); Motion passed.**

• Audit Schedule 22 – Sandy will communicate with Board members Tom Fournier and Anza Muenchow to schedule a time to meet before the May Board meeting. Ed Adams can be available as a backup.

• April Board meeting schedule – discussed potential conflicts with the regularly scheduled date of April 25<sup>th</sup>.

**Motion (3) Sarah Richards moved to reschedule the April board meeting from Wednesday, April 25 to Thursday, April 19. Motion passed.**

• Plant Sale Final Report - Sandy presented a final overview of the sale.

• Associate Supervisor Policy – Reviewed the existing policy – no changes discussed.

• WADE Conference attendance, June 11-13 - Ed, Tom, and Sarah do not plan to go. Sarah suggested WADE and WACD work to integrate their conferences to be at the same time.

### 6 WSCC Report (Shana Joy) – April 18th Firewise/Fire Recovery Policy Meeting in Ellensburg. April 25-26th WSCC Policy & Budget Development Meeting. May 15-17 WSCC Strategic Planning meeting. “CAPP” – Conservation Accountability & Performance Program discussed. Internal reporting due May 30th. Capital funding allocations to projects that CDs sent in – several to WICD. PSCD database discussion.

### 7 WACD Report – Sarah Richards, Northwest Area Director, reported on her recent attendance to WSCC CPO (Communications Partnership & Outreach) Committee phone meeting. Sarah mentioned importance of more engagement from supervisors, especially for Legislative Days. Board discussed strategies for improving engagement.

### 8 NRCS Report (Jared Hamman) – Reported on current landowner applications – 11 from Whidbey Island submitted for EQIP. Discussed NRCS staffing.

### 9 Contract Approval -

Matt Zupich presented new details about the Greenbank Beach & Boat Club Design Project and the Penn Cove Project.

**Motion (4) Sarah Richards moved to approve WICD as secondary sponsor on the GBBC agreement with the State of WA Recreation and Conservation Office and Salmon Recovery Funding Board. Motion passed.**

- 10 Cost Share -**  
Bruce Gordon presented a potential cost share project and the financial challenges for its eligibility within the current resolution.  
**Motion (5) Sarah Richards moved to recommend to the Commission that the board makes an exception to the current WICD Cost Share Resolution, and to fund this cooperator at 90% for cost-share. Motion passed.**
- 11 FY19 Budget and Planning Process –**  
Discussed plans for a Fall/Winter Annual Awards event.
- 12 Communications Report -**  
Kelsi shared details showing increased visitation by the public to online platforms, and her progress in syncing print handouts and digital downloads through site visit packets.
- 13 Upcoming Dates, review of motions and adjourn at 11:22 a.m.**
- April 19 – WICD Regular Board meeting 9:00 a.m.
  - April 25-26th WSCC Policy & Budget Development Meeting. (Karen, Sarah)
  - May 9 – Schedule 22 Internal Audit performed. (Tom, Anza, Sandy, Karen)
  - May 15-17 WSCC Strategic Planning meeting.
  - May 23 - WICD Regular Board meeting 9:00 a.m.
  - May 30 – Annual Financial Report due to WA State Auditor’s Office.
  - May 30 – Schedule 22 internal Audit Report due to WSCC.
  - June 11-13 WADE Conference in Leavenworth.
- 12 Motions:**
- Motion (1) Tom Fournier moved to approve the minutes of the March 6, 2018 Board meeting. Motion passed.**
- Motion (2) Tom Fournier moved to approve the P & L and voucher report including vouchers #6165 - 6187 (\$25,822.43); POS purchases (\$1,062.60); and EFTPS for monthly 941 payroll tax (\$5,211.29); Motion passed.**
- Motion (3) Sarah Richards moved to reschedule the April board meeting from Wednesday, April 25 to Thursday, April 19. Motion passed.**
- Motion (4) Sarah Richards moved to approve WICD as secondary sponsor on the GBBC agreement with the State of WA Recreation and Conservation Office and Salmon Recovery Funding Board. Motion passed.**
- Motion (5) Sarah Richards moved to recommend to the Commission that the board makes an exception to the current WICD Cost Share Resolution, and to fund this cooperator at 90% for cost-share. Motion passed.**