



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

April 22, 2015

9:00 a.m. - 11:00 a.m.

Followed by WICD FY 16 Planning Session

1 Public Meeting

A regular meeting of the Board of Supervisors of the Whidbey Island Conservation District was held at the Jenne Farm, Engle Road, 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

Fran Einterz – Regular Member

Tim Keohane – Regular Member

Also in attendance:

Karen Bishop - District Manager

Sandy Welch – Office Administer, Treasurer

Bruce Gordon – WICD Farm Planner

Ed Adams - Guest

Shana Joy – WSCC Puget Sound Regional Manager

3 Call to Order and Welcome

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

4 Minutes

Motion (1) Wendi Hilborn moved to approve the minutes of the March 26, 2015 meeting. Motion passed.

5 Financials

Motion (2) Tim Keohane moved to transfer \$35,745 from the assessment funds account to the checking account in order to cover the cost share landowner payment until the District is reimbursed from WSCC. Motion passed.

Motion (3) Tom Fournier moved to approve the March 26 – April 22, 2015 P & L and voucher report including vouchers #5237 - 5263 (\$65,787.76); POS purchases (\$494.10); E Pay Employment Security and L & I (693.76), and EFTPS for monthly 941 payroll tax (\$5,309.70) all totaling \$71,676.90. Motion passed.

6 Policy and Procedure Updates

Sandy Welch presented the proposed changes to the WICD Policy and Procedure Manual. Changes were made in sections 2.1 and 2.2, 7.2, 8.1, 8.5, 8.6, and 8.7 and will remain attached to the meeting minutes with changes noted in red.

Motion (4) Tom Fournier moved to approve the changes to the WICD Policy and Procedure Manual in sections 2.2, 7.2, 8.1, 8.5, 8.6, and 8.7 and the changes, noted in red, will be attached to the April 22, 2015 meeting minutes. Motion passed.

7 Schedule 22 Internal Audit

Motion (5) Fran Einterz moved to assign approval of the Schedule 22 Internal Audit to Tom Fournier and Tim Keohane. Tom and Tim will go through the audit and direct staff to submit the final report. Motion passed. Ed Adams will also sit in on the Internal Audit.

8 Fiscal Year-End Projects

Karen Bishop said that WICD was successful in obtaining additional year-end funding from WSCC for projects and supplies that can be completed and purchased by June 30. The proposal submitted is attached to the minutes and includes \$18,397 for staffing and overhead, as well as \$3,190 for equipment. Karen proposed hiring a temporary part-time employee until June 30 in order to complete the archiving work for landowner plans and historical maps.

Motion (6) Tom Fournier moved to authorize the District Manager to hire a temporary part-time employee as outlined in the WICD Policy and Procedure Manual to work 24 – 28 hours per week, May 1 – June 30, 2015 in order to complete year-end projects. Motion passed.

Motion (7) Sarah Richards moved to authorize the District to purchase the equipment supplies not to exceed \$3,190 which is funded through the year-end funding from WSCC. Motion passed.

9 Cost Share Landowner Payment

Bruce Gordon presented the final cost share project information for the Penn Cove Farm/ Island Potato waste storage lagoon project to the board. NRCS completed the final project inspection and WICD staff completed the project close-out information in the CPDS system.

Motion (8) Tim Keohane moved to approve payment of \$35,745 to Penn Cove Farm / Island Potato for the waste storage lagoon project. Motion passed.

10 Farm Plan Presentation

Bruce Gordon presented farm plan 4_15-1.

Motion (9) Sarah Richards moved to approve Farm Plan 4_15-1. Motion passed.

11 District Manager Report – Karen Bishop

Karen discussed the format of the Open House and Awards event set for May 5, 4:00 – 5:30 at the Coupeville Library. The board decided that WADE attendees will include Karen from staff, and Sarah Richards and Ed Adams as Supervisors. Karen said that the Ebey’s Watershed Stormwater Remediation Project has been closed out with the Dept. of Ecology. The final report is available for review. Karen said that she recently submitted the NEP Agricultural Drainage Guide proposal to DOE for NEP funding. The request was for \$120,003. Karen said that she was preparing for the Farm Forum which will be held on May 11. David Bauermeister and the NABC Poultry Processing truck will be at the event as well as a representative from USDA Rural Development.

12 WICD Farmer and Equestrian Owner Survey Results

Supervisors reviewed the summaries of the farm surveys recently conducted by WICD with intern Frannie Einterz leading this project. The survey results will be used to guide the FY16 work plan and will be shared with partners. Supervisors suggested getting the WICD name on the survey results.

13 WSCC Regional Manager Report

Shana Joy said that the WSCC Grants Procedure Manual is out for review and encourages districts to provide comments by May 1. The new cultural resources policy was approved by WSCC at their March meeting and will go into effect on July 1 for cost share projects funded through the capital budget and projects funded with WSCC operating money. New appointed Supervisors will be approved at the WSCC meeting on April 21st.

12 Upcoming Dates, Review of Motions, Adjourn

Dates:

May 5, 4:00 – 5:30 p.m. – WICD Open House and Awards event, Coupeville Library.

May 11, 6:00 – 8:00 p.m. – Whidbey Farm Forum, Nordic Hall, Coupeville

May 28, 9:00 – 11:00 a.m. - WICD Board Meeting, WICD office.

June 25, 9:00 – 11:00 WICD Board Meeting, WICD office

Motions:

Motion (1) Wendi Hilborn moved to approve the minutes of the March 26, 2015 meeting. Motion passed.

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Motion (3) Tom Fournier moved to approve the March 26 – April 22, 2015 P & L and voucher report including vouchers #5237 - 5263 (\$65,787.76); POS purchases (\$494.10); E Pay Employment Security and L & I (693.76), and EFTPS for monthly 941 payroll tax (\$5,309.70) all totaling \$71,676.90. Motion passed.

Motion (4) Tom Fournier moved to approve the changes to the WICD Policy and Procedure Manual in sections 2.2, 7.2, 8.1, 8.5, 8.6, and 8.7 and the changes, noted in red, will be attached to the April 22, 2015 meeting minutes. Motion passed.

Motion (5) Fran Einterz moved to assign approval of the Schedule 22 Internal Audit to Tom Fournier and Tim Keohane. Tom and Tim will go through the audit and direct staff to submit the final report. Motion passed.

Motion (6) Tom Fournier moved to authorize the District Manager to hire a temporary part-time employee as outlined in the WICD Policy and Procedure Manual to work 24 – 28 hours per week, May 1 – June 30, 2015 in order to complete year-end projects. Motion passed.

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Motion (8) Tim Keohane moved to approve payment of \$35,745 to Penn Cove Farm / Island Potato for the waste storage lagoon project. Motion passed.

Motion (9) Sarah Richards moved to approve Farm Plan 4_15-1. Motion passed.

Meeting adjourned at 10:45 a.m.