



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 24, 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:

Sarah Richards – Vice-Chair Tom Fournier – Member
Anza Muenchow - Auditor

Also in attendance or presenting:

Matt Zupich – WICD District Manager

3 Call to Order and Welcome

Sarah Richards, Board Vice-Chair, called the meeting to order at 9:06 a.m.

4 Minutes

Motion (1) Tom Fournier moved to approve the minutes of the April 16, 2019 Special Board meeting as amended. Motion passed.

Motion (2) Tom Fournier moved to approve the minutes of the March 27, 2019 Board meeting as amended. Motion passed.

5 Financial Report and Other Business – Matt Zupich presented the monthly Financial Report including discussion about leave accrual accounting and this year’s plant sale revenue.

Motion (3) Anza Muenchow moved to approve the Payroll, Expense, and Voucher #s 6471-6490 totaling \$23,972.11; Bank POS purchases totaling \$805.15; EFTPS monthly 941 payroll tax filing totaling \$4,115.98. Motion passed.

- The Board asked for clarification on several items in the budget reports showing up negative relative to the budget. Matt explained these items are showing the impact of the recent staff transition which has resulted in temporary underspending. This should self-correct over time now that new employees have been hired and are working.
- The State Auditor’s Office has scheduled WICD’s audit for the week of June 24, 2019. The audit will be conducted remotely via email and telephone which has never been offered in the past. This should reduce the cost of the audit for WICD as there will be no travel expenses for SAO staff.

6 District Manager Report – Matt Zupich

- WICD will be “lead district” and contract holder with FCS Group for their work on a joint rate study with Snohomish and San Juan Islands CDs. Matt presented a draft Interlocal Agreement which defines how the 3 districts will share FCS Group’s services and fees for this joint study.
- WA Dept of Health letter to WICD regarding annual review of shellfish growing areas reports that no areas in Island County are threatened with a downgrade in classification this year.
- Discussed the revised WICD Draft FY20 Annual Work Plan and Budget. It will be posted on the WICD website in the next few days for a 2-week public review period. A final draft must be approved at the May 22nd board meeting and submitted to WSCC by May 31st.
- Discussed possibilities of supporting local veterans interested in farming. Need to investigate the structure of a WA Dept of Veterans Affairs intern program and consider various options that will be manageable given the fact that WICD staffing situation is currently at capacity.

Motion (4) Tom Fournier moved to authorize the District Manager to sign the Joint Rate Study Interlocal Agreement. Motion passed.

13 Upcoming Dates

- 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
- June 10-12 – WADE Conference, Leavenworth
- June 24-28 – State Auditor’s Office audit
- June 26 – WICD Board Meeting, 9 am - Noon

14 Adjourned at 10:06 a.m.

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