



# 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      APPROVED

April 25, 2013

8:00-10:00 a.m. Work session – Long range planning

10:00 - 12:00 p.m. Board Meeting

### 1      **Public Meeting**

A regular meeting of the Board of Supervisors of the Whidbey Island Conservation District was held at the District office, 1 NE 4<sup>th</sup> Street, Coupeville.

### 2      **Attendance and Quorum**

**The following Supervisors, being a quorum of the Board, were present:**

Fran Einterz, Chairman

Tom Fournier – Treasurer

Tim Keohane – Member

Sarah Richards – Member

Wendi Hilborn – Absent

**Also in attendance:**

Karen Bishop, District Manager

Sandy Welch – Office Administer

Stu Trefry, Regional Manager, WA State Conservation Commission

### 3      **Meeting Call to Order.**

Fran Einterz, board chairman, called the meeting to order at 10:00 a.m. Fran said that Wendi Hilborn would be joining us for the end of the planning session but would likely not make it for the meeting.

### 4      **Minutes**

Supervisors reviewed the March 21, 2013 meeting minutes.

**Motion (1) Tim Keohane moved to approve the March 21, 2013 regular meeting minutes.**

**Motion passed.**

### 5      **Financial Report – Sandy Welch**

Sandy presented the March 22 – April 25, 2013 financial report. Sandy also reported that the Plant Sale P & L was revised slightly (change between payroll and travel) since the last board meeting.

**Motion (2) Tom moved to approve the March 22 – April 25, 2013 P & L, vouchers 4604 - 4630 (\$28,678.16), POS purchases (\$1,880.70), EFTPS (\$4,901.34), quarterly E pay (670.54) totaling \$36,130. Motion passed.**

**Other – Sandy Welch**

**Bank Signature Card** The Whidbey Island Bank signature card was updated with all current board members.

**Copy Machine Replacement** – Sandy is working on collecting bids (lease with maintenance or purchase with maintenance) from suppliers for the replacement of the copy machine that will soon be no longer covered under our service plan.

### 6      **Staff Reports**

**District Manager, Karen Bishop**

Karen said that the State Accountability Audit is complete and went well. An exit audit will be conducted by phone on April 30, 9:00. Tom, Karen, Sandy, Stu and representatives from the auditor's office will attend. The Schedule 22 internal audit will be conducted prior to the next meeting. Sandy will work with Tom Fournier and Wendi Hilborn to participate in the audit for calendar year 2012. Karen said that the Board has been asked by WSCC to fill out a survey regarding the 3 Director's Talk process. Fran agreed to work with Karen on this.

**7 FY2014 Budget and Work Plan**

Karen said the draft is nearly complete and she will be E mailing it out to the Board by May 3. Supervisors should review and provide feedback on any changes that should be made before the document goes out for public review. Public notices have been placed announcing the Open House and Awards event on May 9, as well as information that the FY14 Budget and Work Plan will be available for review, for two weeks, beginning May 8 with final approval taking place at the May 23 Board Meeting.

Final award recipients are as follows:

- Farm Cooperator – Kramer Brothers
- Lifetime Supporter – Mary Margaret Haugen
- Forest Cooperator – Doug and Sally Rollin
- Island Recycling, Jill and Dave Campbell – Clean Water Cooperator
- John Joynt – District Volunteer and Supporter

**8 Farm Plan Approval**

Ken Drecksel presented the details of Farm Conservation Plan AG.2.13-6 for approval. Ken said this was a complex plan of which he completed about 90%. The owners decided to proceed with applying for EQIP. NRCS ended up completing the final part of the plan for the EQIP contract.

**Motion (3) Tom Fournier moved to approve Farm Plan AG.2.13-6. Motion passed.**

**9 Category 3 and Livestock Cost Share**

Karen updated the board on the information she had E mailed out last week regarding the Category 3 projects that had been identified for funding by WSCC. The District approached four landowners who were asked to respond immediately. One cooperator, Penn Cove Farms would like to proceed with installing a manure separator and a manure tunnel. This project will be implemented with 75% funding from NRCS and 25% from the Livestock Cost Share funds.

**Motion (4) Tim Keohane moved to approve \$40,700 for Penn Cove Farms to install a manure separator and a manure tunnel under terms of the Cost Share Agreement. TA funds for WICD not to exceed \$5000. Work must be completed and inspected by June 28. Motion passed.**

**10 WICD Board Elections**

**Motion (5) Fran Einterz moved to approve the following slate of WICD officers effective immediately:**

- Wendi Hilborn – Chair**
  - Sarah Richards – Vice-Chair**
  - Tom Fournier – Auditor / as well as board oversight over bank statements**
  - Sandy Welch was designated as WICD Treasurer**
- Motion passed.**

**8 Upcoming Dates and Review of motions:**

- WICD Open House and Awards – May 9, 4:00 – 6:0p.m., Coupeville Library**
- WICD Board Meeting May 23, 10:00 – 12:00**

**Review of Motions:**

**Motion (1) Tim Keohane moved to approve the March 21, 2013 regular meeting minutes. Motion passed.**

**Motion (2) Tom moved to approve the March 22 – April 25, 2013 P & L, vouchers 4604 - 4630 (\$28,678.16), POS purchases (\$1,880.70), EFTPS (\$4,901.34), quarterly E pay (670.54) totaling \$36,130. Motion passed.**

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**Wendi Hilborn – Chair**

**Sarah Richards – Vice-Chair**

**Tom Fournier – Auditor / as well as board oversight over bank statements**

**Sandy Welch was designated as WICD Treasurer**

**Motion passed.**

**Meeting adjourned at 12:00 p.m. and the District Long Range Planning session resumed.**