



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 26, 2017; 9:00 – 12:00 p.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 4th Street, Coupeville, WA.

2 Attendance and Quorum

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

Wendi Hilborn – Chair	Ed Adams – Regular Member	
Sarah Richards – Vice-Chair	Tom Fournier - Auditor	Tim Keohane – Regular Member

Also in attendance or presenting:

Karen Bishop – WICD District Manager	Sandy Welch – WICD Office Administer, Treasurer
Jared Hamman – NRCS Soil Conservationist	Matt Zupich, WICD Natural Resource Planner
Ken Drecksel, WICD Farm and Forest Conservation Planner	Kelsi Franzen, WICD Outreach/Education Coordinator

3 Call to Order and Welcome

Wendi Hilborn, Board Chair, called the meeting to order at 9:06 a.m.

4 Minutes

Motion (1) Sarah Richards moved to approve the minutes of the March 22, 2017 regular Board meeting. Motion passed.

5 Financials

Sandy Welch presented the financial report.

Motion (2) Tom Fournier moved to approve the P & L and voucher report including vouchers #5866 - 5895 (\$35,863.65); POS purchases (\$903.79); and EFTPS for monthly 941 payroll tax (\$6,013.50): ePay deposits to Employment Security and L&I (\$695.77) all totaling \$43,476.71. Motion passed.

Sandy shared that she would be absent (on vacation) for the May Board meeting. Options were discussed for preparation and approval of May vouchers. **Motion (3) Ed Adams moved that for the month of May, 2017 the Board Auditor can approve the May Voucher Report after the regular May Board meeting. Motion passed.**

Motion (4) Tim Keohane moved to approve rolling over the Certificate of Deposit for District Reserve into another 90-day term. Motion passed.

6 Internal Audit

Board member Ed Adams and Board Auditor Tom Fournier joined Karen and Sandy on April 25, 2017 to review and complete the SAO Schedule 22. **Motion (5) Tom Fournier moved to approve the SAO Internal Audit Schedule 22. Motion passed.**

Karen shared her conversation with the owner of North South Island Cleaning regarding the contract WICD presented to him. It was agreed that Tom would edit the contract to a 1-page document. **Motion (6) Sarah Richards moved to approve a month-to-month cleaning contract with North and South Island Cleaning for a 1 year duration. Motion passed.**

7 Contracts

Motion (7) Tim Keohane moved to approve Agreement WQNEP-2016-WhIsCD-00003 between WICD and ECOLOGY for the Maxwelton/ Livingston NTA project. Motion passed.

Motion (8) Sarah Richards moved to approve SCC Master contract for biennium FY18- FY19. Motion passed.

Motion (9) Tim moved to approved Karen signing the interlocal between SCD and WICD for Livingston NTA project. (WQNEP-2016-WhIsCD-00003). Motion passed.

8 NRCS Report

Jared Hamman shared information about incoming applications for NRCS assistance.

9 Project Reports

Matt provided an update on the activities in the Greenbank beach area. The Board asked WICD staff to request the Greenbank Beach and Boat Club representatives to be present at public meetings for the SRFB grant for which they are the applicant.

Motion (10) Wendi Hilborn moved to approve WICD continuing to support Greenbank Beach and Boat Club with Technical Assistance. Motion passed.

Board discussed activities in the Maxwellton Watershed. **Motion (11) Sarah Richards moved to approve participation in the Maxwellton Watershed Planning Group as an Ad Hoc member to provide technical support. Motion passed.**

Kelsi Franzen, WICD Outreach/Education Coordinator, provided an update on Central Whidbey Firewise activities.

10 Cost Share/Forest Plan

Motion (12) Sarah Richards moved to approve the Meyer cost share agreement. Motion passed.

Motion (13) Wendi Hilborn moved to approve Forest plan 4_17_1. Motion passed.

11 Grant Applications

Karen shared the details around a grant offered through NACD's Urban Ag Conservation Initiative program. **Motion (14) Sarah Richards moved to approve applying for a grant titled "Strengthen North Whidbey's Agricultural and Military Ties through a /vocational training and School Education Program." Motion passed.**

11 District Manager Report

Karen provided an update on the progress to draft an Annual Plan and Budget. Board requested to receive a draft May 3. The Board will meet by phone on May 8, 9:00 – 10:00 am to approve. It will go out to the public by May 10 for 2-week review.

13 Motions:

Motion (1) Sarah Richards moved to approve the minutes of the March 22, 2017 regular Board meeting. Motion passed.

Motion (2) Tom Fournier moved to approve the P & L and voucher report including vouchers #5866 - 5895 (\$35,863.65); POS purchases (\$903.79); and EFTPS for monthly 941 payroll tax (\$6,013.50): ePay deposits to Employment Security and L&I (\$695.77) all totaling \$43,476.71. Motion passed.

Motion (3) Ed Adams moved that for the month of May, 2017 the Board Auditor can approve the May Voucher Report after the regular May Board meeting. Motion passed. Meeting adjourned at 11:16 a.m.

Motion (4) Tim Keohane moved to approve rolling over the Certificate of Deposit for District Reserve into another 90-day term. Motion passed.

Motion (5) Tom Fournier moved to approve the SAO Internal Audit Schedule 22. Motion passed.

Motion (6) Sarah Richards moved to approve a month-to-month cleaning contract with North and South Island Cleaning for a 1 year duration. Motion passed.

Motion (7) Tim Keohane moved to approve Agreement WQNEP-2016-WhIsCD-00003 between WICD and ECOLOGY for the Maxwellton/ Livingston NTA project. Motion passed.

Motion (8) Sarah Richards moved to approve SCC Master contract for biennium FY18- FY19. Motion passed.

Motion (9) Tim Keohane moved to approve Agreement WQNEP-2016-WhIsCD-00003 for the Maxwellton/ Livingston NTA project. Motion passed.

Motion (10) Wendi Hilborn moved to approve WICD continuing to support Greenbank Beach and Boat Club with Technical Assistance. Motion passed.

Motion (11) Sarah Richards moved to approve participation in the Maxwellton Watershed Planning Group as an Ad Hoc member to provide technical support. Motion passed.

Motion (12) Sarah Richards moved to approve the Meyer cost share agreement. Motion passed.

Motion (13) Wendi Hilborn moved to approve Forest plan 4_17_1. Motion passed.

Motion (14) Sarah Richards moved to approve applying for a grant titled "Strengthen North Whidbey's Agricultural and Military Ties through a /vocational training and School Education Program." Motion passed.