



Whidbey Island Conservation District

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Public Meeting Minutes
April 27, 2016
9:00 a.m. - 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 4th Street, 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

Ed Adams – Regular Member

Tim Keohane – Regular Member

Also in attendance:

Karen Bishop - District Manager

Sandy Welch – Office Administer, Treasurer

Shana Joy, Regional Manager, WSCC

Jared Hamman, NRCS

Sarah Tanuvasa, NRCS

3 Call to Order and Welcome

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

4 Minutes

Motion (1) Ed Adams moved to approve the minutes of the March 23, 2016 regular Board meeting and April 7, 2016 special meeting. Motion passed.

5 Financials

Sandy Welch presented the financial report. The expenses included 2016 Quickbooks upgrade plus one year subscription to Enhanced Payroll (\$238.91), and computer tech assistance related to changing to Windows 10 OS on most of the office computers (\$230). The board acknowledged that the 90-day reserve CD will auto-renew on April 30. Shana Joy shared that the WSCC has a process for releasing an advance on Cost Share reimbursements if that becomes necessary.

Motion (2) Tim Keohane moved to approve the March 24, - April 27, 2016 P & L and voucher report including vouchers #5548 - #5569 (\$24,593.09); POS purchases (\$902.73); ePay quarterly deposits to Employment Security and L&I (\$601.89); and EFTPS for monthly 941 payroll tax (\$4,684.26) all totaling \$30,781.97. Motion passed.

WADE attendees

Motion (3) Sarah Richards moved to approve sending Karen Bishop, Sandy Welch, and Sarah Cassatt to the WA Association of District Employees annual conference, June 13 – 15, 2016. Motion passed.

Oak Harbor Chamber membership

Karen shared the benefits to outreach avenues offered by joining the Oak Harbor Chamber, particularly for access to Navy personnel and families by WICD. Materials from farmers could be routed through the WICD membership. Board members shared their experiences with other chambers on the island and encouraged Karen to see if there is a discount available for joining more than one Chamber .

Motion (4) Tom Fournier moved to authorize Karen to use Farm Tour funds to get the best deal to join chambers island-wide. Motion passed.

6 NRCS Report

Jared Hamman and Sarah Tanuvasa reported that the NRCS Client Gateway is not ready for entities to use for applications, only individuals. Upcoming program deadlines are CIG – May 10, RCPP Pre-Proposals - May 10, and ACEP - May 16. Six EQIP applications were received from Island County and 3 were funded. Task orders and cultural resources were discussed. WICD expressed interest in CTA funds to provide outreach for NRCS programs on Whidbey. The board also discussed the value of NRCS as Best Available Science in our critical areas updates.

7 WSCC Report

Shana Joy discussed Whidbey’s interest in administering a contract for cultural resources for NRCS projects. She updated the board on the recent WSCC 20/21 meeting in Ellensburg and encouraged the board to participate in stakeholder outreach. The WICD long range planning process update was discussed. Concerns were expressed by board members regarding the response to the “What’s Upstream” campaign and that perhaps the WSCC Communications group could discuss this. The difficulties with the Northwest Region Engineering Cluster administration was discussed.

Motion (5) Tim Keohane moved to send drafted letter to WSCC regarding Skagit Engineering Cluster (attached to minutes). Motion passed.

8 Contracts, MOAs and Agreements

The Board discussed the following proposed contracts, MOAs, and agreements, and made these actions:

Motion (6) Tom Fournier moved to go forward with NRCS Drought Project as long as WICD receives authorization from WSCC to move forward by May 6, 2016. Motion passed.

Discussion included copying Underwood and San Juan CDs on correspondences.

Motion (7) Wendi Hilborn moved to approve the contract between WICD/Whidbey Camano Land Trust for work on the Glendale Beach project. Motion passed.

Motion (8) Sarah Richards moved to approve the contract between WICD/Elements Solutions for work on the Greenbank Marsh Restoration Assessment project. Motion passed.

Motion (9) Wendi Hilborn moved to approve the MOA between WICD/Skagit Conservation District for engineering services on the Greenbank Marsh project. Motion passed.

After reviewing the draft scope of work, the Board decided to wait on approval of the Ebey’s Watershed agreement between WICD and Island County until the final draft was presented.

9 District Manager Report

Karen updated the board on the Annual Plan of Work and Budget timelines. The board will receive the draft plan around May 6, and it should go out on the website for public comment by May 12. Public notices and news articles will promote the open house and the draft work plan.

10 Upcoming Dates, Review of Motions, Adjourn

May 4, Wednesday, 10:30 a.m. Presentation to Board of Island County Commissioners

May 17, Tuesday, WICD Open House and Awards, 3:30 – 5:30, Coupeville Library

May 27, Wednesday, 9:00 – 11:00 a.m. - Board meeting

June 13 – 15 – WADE Conference, Leavenworth

June 22, Wednesday, 9:00 – 11:00 a.m. - Board Meeting

Motions:

Motion (1) Ed Adams moved to approve the minutes of the March 23, 2016 regular Board meeting and April 7, 2016 special meeting. Motion passed.

Motion (2) Tim Keohane moved to approve the March 24, - April 27, 2016 P & L and voucher report including vouchers #5548 - #5569 (\$24,593.09); POS purchases (\$902.73); ePay quarterly deposits to Employment Security and L&I (\$601.89); and EFTPS for monthly 941 payroll tax (\$4,684.26) all totaling \$30,781.97. Motion passed.

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Motion (5) Tim Keohane moved to send drafted letter to WSCC regarding Skagit Engineering Cluster (attached to minutes). Motion passed.

Motion (6) Tom Fournier moved to go forward with NRCS Drought Project as long as the contract is signed by May6, 2016. Motion passed.

Motion (7) Wendi Hilborn moved to approve the contract between WICD/Whidbey Camano Land Trust for work on the Glendale Beach project. Motion passed.

Motion (8) Sarah Richards moved to approve the contract between WICD/Elements Solutions for work on the Greenbank Marsh Restoration Assessment project. Motion passed.

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Meeting adjourned at 11:50 a.m.