



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 29, 2014
9:00 a.m. - 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 District office, 1 NE 4th Street, Coupeville.

2 Attendance and Quorum

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

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

Sarah Cassatt – Public Information and Resource Planner

Rob Hallbauer – Natural Resource Planner

3 Call to Order and Welcome

Sarah Richards, Board Vice-Chair, called the meeting to order at 9:05 a.m.

4 Minutes

Motion (1) Tom Fournier moved to approve the minutes of the April 27, 2014 meeting. Motion passed.

5 Forest Plan Presentation – Rob Hallbauer

Rob Hallbauer presented Forest Plan #4.14_1

Motion (2) Tim Keohane moved to accept Forest Plan #4.14_1. Motion passed.

Supervisors suggested looking at our Cooperator Agreement to make sure that WICD's expectations are clear with regard to BMP implementation expectations.

6 Ebey's Watershed Project Update – Rob Hallbauer

Rob presented the updated data for the Ebey's Watershed project, including the recent flyer assembled for businesses. Staff is also organizing presentations/field trips for Coupeville Middle School students. Supervisor's suggested including Waste-Wise coordinator Janet Hall in this information as well as including the National Park Service in discussions on BMP implementation for the recently funded phase II of the project. Supervisors reviewed the Scope of work for the Ebey's Prairie Watershed Pre-Design Project.

Motion (3) Fran Einterz moved to approve the Scope of work for the Ebey's Prairie Watershed Pre-Design Project, funded through the National Estuary Program (NEP). Motion passed.

7 Update on Outreach and Events – Sarah Cassatt

Sarah Cassatt updated the board on the recent WICD Open House, the Alternative Stormwater Landscaper Training workshop, the Meat Producers workshop with Dr. Jan Busboom from W.S.U., the Navy Earth Day event, and the Raingarden project with a local girl scout troop. Sarah said there are 15 sites selected to be on the 2014 Whidbey Farm Tour which includes an emphasis around Bayview Corner. WICD also has a two-part Farm Conservation Planning workshop coming up, as well as a Firewise workshop – both scheduled for May.

8 NRCS Report – Karen Bishop presented the NRCS update as E mailed to her by Jared Hamman, NRCS.

- 9 District Manager Report – Karen Bishop**
Karen said that an agreement had been received from the WA State Dept. of Agriculture for \$3,000 to conduct crop mapping for 2014.
Motion (4) Fran Einterz moved to approve the \$3,000 crop mapping contract with the WA State Dept. of Ag. Motion passed.
Karen said the Penn Cove Farms compost roof Category 3 cost share project was complete, had been inspected and was ready to pay the landowner and then submit documentation for reimbursement from WSCC.
Motion (5) Tim Keohane moved to approve payment of \$18,232 for the Category 3 Penn Cove Farm Compost roof cost share project. Motion passed.
- 10 Financial Report – Sandy Welch**
Sandy Welch presented the financial report which includes the payment for the cost share project for \$18,232. DOE is behind in their payments to WICD for the Ebey’s project and they have been notified.
Motion (6) Tom Fournier moved to approve the March 28 – April 29, 2014 P & L, voucher report including #4928 – 4957, POS purchases (\$993.56), EFTPS (\$5,190.46), EFT for Emp. Security and L & I (674.22) totaling \$53,018.89. Motion passed.
- 11 Schedule 22 Internal Audit**
Staff will look into the following items with regard to questions on the schedule 22: 1) how long plant sale funds are held at PayPal before being moved to the WICD accounts, 2) check with Enduris on how the district is bonded (question #86), 3) develop a leave slip for leave approval, 4) develop an active contracts list, 5) check on question #76 regarding sending draft minutes to WSCC regional manager (note: RM sees these when attending board meetings), and 6) check on records retention policy.
Supervisors went through all of the questions on the internal audit which will be approved at the May Board meeting.
- 12 Upcoming Dates, Review of Motions, Adjourn**
Action Items
Motion (1) Tom Fournier moved to approve the minutes of the April 27, 2014 meeting. Motion passed.
Motion (2) Tim Keohane moved to accept Forest Plan #4.14_1. Motion passed.
Supervisors suggested looking at our Cooperator Agreement to make sure that WICD’s expectations are clear with regard to BMP implementation expectations.
Motion (3) Fran Einterz moved to approve the Scope of work for the Ebey’s Prairie Watershed Pre-Design Project, funded through the National Estuary Program (NEP). Motion passed.
Motion (4) Fran Einterz moved to approve the \$3,000 crop mapping contract with the WA State Dept. of Ag. Motion passed.
Motion (6) Tom Fournier moved to approve the March 28 – April 29, 2014 P & L, voucher report including #4928 – 4957, POS purchases (\$993.56), EFTPS (\$5,190.46), EFT for Emp. Security and L & I (674.22) totaling \$53,018.89. Motion passed.

Next Board meeting – May 22, 9:00 – 11:00 a.m.

Meeting adjourned at 12:10 p.m.