



# 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**  
**May 22, 2014**  
**9:00 a.m. - 11:00 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 4<sup>th</sup> Street, Coupeville.

**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

Fran Einterz – Regular Member

Tim Keohane – Regular Member (by phone)

**Also in attendance:**

Karen Bishop - District Manager

Sandy Welch – Office Administer, Treasurer

Bruce Gordon – WICD Farm Planner

Tony Sunseri – NRCS

**3 Call to Order and Welcome**

Wendi Hilborn, Board 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 29, 2014 meeting. Motion passed.**

**5 Financials**

**Motion (2) Sarah Richards moved that WICD join the Sustainable Whidbey Coalition with a \$100 membership fee. Motion passed.**

**Motion (3) Tom Fournier moved to approve the April 30 – May 22, 2014 P & L, voucher report including #4958 – 4984 (27,681.00), POS purchases (\$600.90), EFTPS (\$5,004.26), EFTPS for 941 payroll tax totaling \$33,286.16. Motion passed.**

**6 Schedule 22 and WICD Policy Manual Changes**

The following policy manual changes that were identified in preparing the Schedule 22 were presented to supervisors including: 1) Addition of a records retention policy (Section 1.19, Page 19), 2) addition of a leave approval process (Section 3.3, Page 32), 3) clarification of timeline for moving funds from PayPal to district accounts, as well as clarification of “bonded or insured” policies for WICD staff and Supervisors (Section 8.1.0 and Section 8.1.1, Page 55 and 56). A list of contracts and agreements is kept electronically in the contracts folder on the server.

**Motion (4) Sarah Richards moved to certify the Schedule 22. Motion passed.**

**Motion (5) Sarah Richards moved to accept WICD Policy Manual changes including 1) Addition of a records retention policy (Section 1.19, Page 19), 2) addition of a leave approval process (Section 3.3, Page 32), 3) clarification of timeline for moving funds from PayPal to district accounts, as well as clarification of “bonded or insured” policies for WICD staff and Supervisors (Section 8.1.0 and Section 8.1.1, Page 55 and 56). Motion passed. (Note: a copy of these changes will be attached to these meeting minutes).**

**7 2013 Annual Financial Report**

**Motion (6) Tom Fournier moved to accept the 2013 Annual Financial Report. Motion passed.**

**8 FY15 Work Plan and Budget**

**Motion (7) Wendi Hilborn moved to approve the FY15 Work Plan and Budget. Motion passed.**

**9 Technology Upgrades**

**Motion (8) Sarah Richards moved to approve the purchase of 5 iPads for conservation planning (to be assigned to each individual planner) at a total cost not to exceed \$4,000, as funding becomes available. Motion passed.**

Whatcom CD, through a recent district efficiency grant, designed several tools to use with the iPads which are intended to streamline the planning processes.

**Motion (9) Wendi Hilborn moved to approve the purchase of 1 laptop to be used for GIS, presentations, and general office use, not to exceed \$1,200. Motion passed.**

**10 Election of WICD Board Officers**

**Motion (10) Tom Fournier moved to continue with the existing WICD Board officers including Chair, Wendi Hilborn; Vice-Chair, Sarah Richards; Auditor, Tom Fournier; and Treasurer, Sandy Welch. Tim Keohane and Fran Einterz will serve as the policy and personnel committee. Motion passed.**

**11 District Manager Report – Karen Bishop**

Karen updated the board on:

- the Island County Fish and Wildlife Habitat Conservation Areas update process
- the NRCS Technical Service Provider contract
- staff reviews she recently conducted. Personnel committee will conduct Karen's review in August.
- letter from Peg Tennant (Oak Harbor Farmer's Market/board) regarding CSA distribution at the Oak Harbor Market. Supervisors advised staff to explore other pick-up locations for the CSA.

**12 Farm Plan Presentation**

**Motion (11) Wendi Hilborn moved to approve Farm Plan #5.14\_1. Motion passed.**

**13 NRCS Report – Tony Sunseri**

Tony reported on a recent NRCS lead tour in neighboring counties. Tony updated the board on how NRCS funding was rolling out with the passing of the Farm Bill and how that affects local contract applicants.

**14 Upcoming Dates, Review of Motions, Adjourn**

**Action Items**

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**Motion (2) Sarah Richards moved that WICD join the Sustainable Whidbey Coalition with a \$100 membership fee. Motion passed.**

**Motion (3) Tom Fournier moved to approve the April 30 – May 22, 2014 P & L, voucher report including #4958 – 4984 (27,681.00), POS purchases (\$600.90), EFTPS (\$5,004.26), EFTPS for 941 payroll tax totaling \$33,286.16. Motion passed.**

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**Motion (10) Tom Fournier moved to continue with the existing WICD Board officers including Chair, Wendi Hilborn; Vice-Chair, Sarah Richards; Auditor, Tom Fournier; and Treasurer, Sandy Welch. Tim Keohane and Fran Einterz will serve as the policy and personnel committee. Motion passed.**

**Motion (11) Wendi Hilborn moved to approve Farm Plan #5.14\_1. Motion passed.**

**Next Board meeting – June 26, 2014 9:00 – 11:00 a.m.**

**Meeting adjourned at 11:30 a.m.**