



# 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 25, 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 4<sup>th</sup> 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

Bruce Gordon, WICD Farm Planner

Ken Drecksell, WICD Farm and Forest Planner

Rob Hallbauer, WICD Natural Resource Planner

Tom Slocum, District Engineer (by phone)

### 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 April 27, 2016 regular Board meeting. Motion passed.**

### 5 Financials

Sandy Welch presented the financial report. The expenses included a \$50,000 cost share payment to a landowner/cooperator for a completed manure structure and heavy use protection area funded through the WSCC cost share program. The Board confirmed that funds will be temporarily moved from a reserve bank account to cover the expense until WSCC reimburses WICD.

The Board discussed requesting additional funding from WSCC to address staff time for WADE conference planning as it is similar in function to the Technical and Professional Development Workgroup role. Karen will discuss this with Shana Joy and draft a letter to be reviewed by the Board.

**Motion (2) Tom Fournier moved to approve the April 28 – May 25, 2016 P & L and voucher report including vouchers #5570 - #5593 (\$73,361.31 ); POS purchases (\$412.56); and EFTPS for monthly 941 payroll tax (\$4,552.56) all totaling \$78,326.43. Motion passed.**

### 6 FY17 Work Plan and Budget Final Approval

The Board reviewed the FY17 Work plan and Budget and recognized that it will likely need a revision in August.

There were no comments on the draft from the public even though the open house and work plan outreach was covered well by the local newspapers.

**Motion (3) Tom Fournier moved to approve the FY17 Work plan and Budget. Motion passed.**

### 7 WICD Board Election of Officers and Committee Appointments

**Motion (4) Tom Fournier moved to leave the WICD Board Supervisor officers the same as last year which includes Chairman, Wendi Hilborn; Vice-Chair, Sarah Richards; Auditor, Tom Fournier; Treasurer, Sandy Welch; Policy and Personnel Committee members are Ed Adams and Tim Keohane with Tom Fournier as an alternate. Motion passed.**

Additionally, the Board discussed supervisor training and asked Karen to send them each a link to Supervisor training modules.

## **8 Greenbank**

Engineer Tom Slocum joined the meeting by phone.

- The Board discussed the Greenbank Beach and Boat Club boat ramp issue and recommended that Tom share data collected through the SRFB project with the Greenbank Beach and Boat Club (GBBC). GBBC can use the data and contract with a private consultant to complete work outside of the RCO project.

- *RCO/Greenbank Marsh Restoration Project*

- Legal review component: A committee reviewed proposals from four attorneys and decided to hire Doug Kelly due to his proposal and qualifications. Doug will develop a contract draft for his work.
- There were originally 7 sub-contracts planned for the project – Tom recommended combining water table wells, surveying for elevations, model runoff during storms, and cultural resources survey into a combined RFQ for the sake of efficiency. Cost will be over \$20,000 so it will require the MRSC public procurement process.

## **9 Contracts, MOAs, and Agreements**

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

**Motion (5) Sarah Richards moved to approve the Greenbank Marsh Restoration Issues Assessment Professional Services agreement with Skagit Conservation District which replaces last month's services agreement. Motion passed.**

**Motion (6) Tom Fournier moved to approve the Glendale Parking Lot Design Project professional services agreement with Skagit CD. Motion passed.**

**Motion (7) Tim Keohane moved to approve the Ebey's Prairie Surface Water Retrofit Agreement with Island County Department of Natural Resources. Motion passed.**

Note: The Board was made aware that Karen signed the professional services contract with Jennifer Thomas for consulting work on the NRCS Drought Conservation Plan Project funded through WSCC.

## **10 Cultural Resources Policy Update**

The Board reviewed the revised exempt practices process. Exempt practices still require DAHP to concur. If DAHP does not concur, information needs to be sent to all of the tribes. Policy update includes incorporating new procedure.

**Motion (8) Tim Keohane moved to approve the updated WICD Cultural Resource Procedures for Projects/Practices with WSCC Cost Share. Motion passed.**

## **11 Cost Share Projects / Ranking**

WICD Farm/Resource Planner Bruce Gordon presented inspection and certification details for Phase 1 of Massey cost share project – Heavy Use Protection Area and 3-bin Manure Waste Storage Facility.

**Motion (9) Tim Keohane moved to approve payment and signature on the close-out for phase 1 of the Massey cost share project. Motion passed.**

Bruce presented the details and contract for initiating phase 2 of the Massey cost share project – a roof for the Waste Storage Facility. Funding has been allocated by WSCC and the project will begin and be completed in WICD's FY17 fiscal year.

**Motion (10) Tim Keohane moved to approve the cost share contract for Phase 2 of the Massey project which is for the roof over the waste composting facility to be completed in WICD's FY17 fiscal year. Motion passed.**

Four additional shellfish cost share projects were considered for submission to WSCC for FY17 funding.

**Motion (11) Sarah Richards moved to accept the additional 4 cost share project rankings and cost estimates to be submitted to WSCC for cost share funding FY17. In addition, this request may include additional funds for the NPS Farm 1 project. Motion passed.**

## **12 District Manager's Report**

Karen updated the board on WADE and WACD business. She also said that the USDA Beginning Farmer and Rancher Grant, where WICD is a partner, received funding. The project will begin in August. Staff is considering an application for the Ntl. Assoc. of Conservation Districts Urban Ag Conservation Initiative project in collaboration with WSU Small Farms staff for work with Navy families in the Oak Harbor area.

**13 Plan Approval**

**Motion (12) Ed Adams moved to approve the Dairy Nutrient Management Plan (DNMP) 5\_16\_1, cooperators agreement, and DNMP checklist. Motion passed.**

The Board discussed two forest plans where Ken Drecksel coached landowners in writing their own plans. Ken made site visits to the property and inventoried stands. Both plan updates qualify new buyers to remain in designated forest tax status.

**Motion (13) Tom Fournier moved to approve 2 forest plans – 5\_16\_1 (40 acres) and 5\_16\_2 (40 acres). Motion passed.**

**13 Staff Planning**

The Board acknowledged pending staff changes and agreed to meet for a special Staff Planning Workshop on June 8, 8:00 – 11:00 a.m. in the WICD conference room.

**Motions:**

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**Motion (2) Tom Fournier moved to approve the April 28 – May 25, 2016 P & L and voucher report including vouchers #5570 - #5593 (\$73,361.31 ); POS purchases (\$412.56); and EFTPS for monthly 941 payroll tax (\$4,552.56) all totaling \$78,326.43. Motion passed.**

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**Motion (13) Tom Fournier moved to approve 2 forest plans – 5\_16\_1 (40 acres) and 5\_16\_2 (40 acres). Motion passed.**

**Meeting adjourned at 11:35 a.m.**

**Next regular meeting Wednesday, June 22, 2016**