



# 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 28, 2015

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

Ed Adams – 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

Ken Drecksel – WICD Farm and Forest Conservation Planner

Rob Hallbauer – Natural Resource Planner

### 3 Call to Order and Welcome

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

Ed Adams was welcomed as the new WICD Board member recently appointed by the WA State Conservation Commission.

### 4 Minutes

**Motion (1) Wendi Hilborn moved to approve the minutes of the April 22, 2015 meeting. Motion passed.**

### 5 Elections

**Motion (2) Wendi Hilborn 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.**

### 6 Financials

Sandy Welch presented the financials. Sandy noted the receipt of funds from WSCC for the cost share project for Penn Cove Farms/ Island Potato waste storage lagoon project. Sandy noted the \$549.50 for the TIPS brochures paid to Pierce CD, and the \$484.60 for the Quick Books renewal.

**Motion (3) Sarah Richards moved to approve the April 23 – May 28 , 2015 P & L and voucher report including vouchers #5264 – 5291 (\$27,730.51); POS purchases (\$1,237.98); and EFTPS for monthly 941 payroll tax (\$5,268.56) all totaling \$34,237.05. Motion passed.**

**Motion (4) Sarah Richards moved to accept the donation from Daryl and Claudia VanderPol for \$2,500 restricted to use for Diking District 2 support. Total contributed funds from the VanderPols to be transferred out of the Operating Account into a separate restricted savings account - \$5000. Current Board of Supervisors and officers (with the exception of Tim Keohane – out of state) shall be signers. Motion passed.**

**Motion (5) Sarah Richards moved to approve updating the Heritage Bank signature cards to reflect the new current Board Supervisors and officers. Motion passed.**

- 7 WSCC Master Contract**  
**Motion (6) Ed Adams moved to table the approval of the WSCC Master contact until the June meeting to allow adequate board review. Motion passed.**
- 8 WICD Work Plan and Budget**  
Karen Bishop said that there have not been any comments received as a result of the public notices announcing public review of the draft WICD FY16 work plan and budget. She also pointed out that some of the grant funding in the projected budget is not secured. Grant applications for Beginning Farmer and Rancher, and the NEP drainage maintenance manual development are pending and we should be notified by June 30.  
**Motion (7) Sarah Richards moved to approve the WICD FY16 Work Plan and Budget. Motion passed.**
- 9 Landowner Cost Share**  
Ken Drecksel said the Comfort Farm owners asked that their cost share project be withdrawn from funding for this fiscal year and moved to be completed in the fall of 2016. Staff explained to Comforts that the board prioritizes cost share projects based on the scoring matrix and their project will be rescored in the new fiscal year. Ken said that the Jorgensen project is moving along on schedule. The Kramer project has had some delays due to permitting requirements but should be completed on time.  
**Motion (8) Wendi moved to acknowledge that the Comfort money will be removed from the WICD cost share addendum for FY15, as per landowner request. Motion passed.**
- 10 Cultural Resources Policy**  
Ken Drecksel gave an overview of the cultural resources policy adopted by WSCC that will need to be followed for projects using implementation funds and cost share funds beginning in FY16. This is a result of an Executive Order signed by Governor Inslee.
- 11 Forest Plan Presentation - Rob Hallbauer**  
**Motion (9) Wendi Hilborn moved to approve forest plan 5\_15-1. Motion passed.**
- 12 Staff Reports**  
**Grant Application – Frannie Einterz**  
Frannie said that she had submitted a grant application to Island Thrift in partnership with the Coupeville School District for rain barrel and alternative stormwater management education for \$5,000. WICD should be notified whether the project was funded by June 30.  
**Historical Mapping Project – Bruce Gordon**  
Bruce Gordon described the process staff is following to digitize and provide online access of historical maps that have been stored in the WICD office.
- 13 NRCS Report – Tony Sunseri**  
Tony announced that he will be leaving for a position in Idaho at the end of June. The board expressed appreciation for the great work Tony has accomplished as the District Conservationist. Tony said the EQIP cutoff for FY16 is July 17. He said he has sent a task order off to fund WICD to provide NRCS program outreach for Whidbey Island. The NRCS Client Gateway is up online. Landowners should establish a user name and password which will allow access to all information in the document management system. All contract information can be viewed online through Client Gateway.
- 13 Upcoming Dates, Review of Motions, Adjourn**  
**Dates:**  
**June 25, 9:00 – 11:00 WICD Board Meeting, WICD office**  
**July 23, 9:00 – 11:00 WICD Board Meeting, WICD office**  
**Motions:**  
**Motion (1) Wendi Hilborn moved to approve the minutes of the April 22, 2015 meeting. Motion passed.**  
**Motion (2) Wendi Hilborn 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.**

**Motion (3) Sarah Richards moved to approve the April 23 – May 28 , 2015 P & L and voucher report including vouchers #5264 – 5291 (\$27,730.51); POS purchases (\$1,237.98); and EFTPS for monthly 941 payroll tax (\$5,268.56) all totaling \$34,237.05. Motion passed.**

**Motion (4) Sarah Richards moved to accept the donation from Daryl and Claudia VanderPol for \$2,500 restricted to use for Diking District 2 support. Funds remaining after May 31 will be set aside in a separate restricted savings account. Motion passed.**

**Motion (5) Sarah Richards moved to approve updating the Heritage Bank signature cards to reflect the new current Board Supervisors and officers. Motion passed.**

**Motion (6) Ed Adams moved to table the approval of the WSCC Master contact until the June meeting to allow adequate board review. Motion passed.**

**Motion (7) Sarah Richards moved to approve the WICD FY16 Work Plan and Budget. Motion passed.**

**Motion (8) Wendi moved to acknowledge that the Comfort money will be removed from the WICD cost share addendum for FY15, as per landowner request. Motion passed.**

**Motion (9) Wendi Hilborn moved to approve forest plan 5\_15-1. Motion passed.**

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