



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
June 22, 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

Also in attendance:

Karen Bishop - District Manager

Sandy Welch – Office Administer, Treasurer

Jared Hamman, Soil Conservationist representing NRCS

Shana Joy and Stu Trefry, Regional Managers representing WSCC (by phone)

Ken Drecksell, WICD Farm and Forest Planner

Rob Hallbauer, WICD Natural Resource Planner

3 Call to Order and Welcome

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

4 Minutes

Motion (1) Wendi Hilborn moved to approve the minutes of the May 25, 2016 regular Board meeting. Motion passed.

5 Financials

Sandy Welch presented the monthly financial report and the 2017 WSCC Authorized Signature Form for approval and to collect signatures authorized to sign specific documents – WSCC Master contract, time sheets, travel vouchers, grant forms, and cost share documents.

Motion (2) Tom Fournier moved to approve the May 26 – June 22, 2016 P & L and voucher report including vouchers #5594 - #5617 (\$23,472.51); POS purchases (\$235.70); and EFTPS for monthly 941 payroll tax (\$5,248.88) all totaling \$28,957.09. Motion passed.

Motion (3) Sarah Richards moved to approve the WSCC Authorized Signature Form. Motion passed.

6 NRCS Report

Jared Hamman shared a report from the local NRCS agency which included information on local EQIP contracts in progress, a summary of the Regional Conservation Partnership Program (RCPP), details of a RFP for fish passage related to salmon and habitat.

7 WSCC Report

Shana Joy and Stu Trefry presented information on topics including: RCPP information for Puget Sound; a CPDS update; required WSCC grant addendums FY17; outreach strategies to gain legislative support for CDs; the proposed Long-range Planning process. The Board discussed the Long-range Planning process in more detail and agreed to communicate with Shana and Stu before the next Board meeting, review example plans, and contact other districts who have gone through the proposed process.

- 8 Policy Manual Revisions**
The Board reviewed proposed changes to the WICD Policies and Procedures Manual related to employee benefits.
Motion (4) Tom Fournier moved to approve the employee benefit changes to the Policies and Procedures Manual effective July 1 for all employees. The policy changes will be attached to the minutes. Motion passed.
- 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 Kelly Arndt Walker agreement with the change of WICD as the contact instead of Tom Slocum. Motion passed.
Motion (6) Wendi Hilborn moved to amend the financials to void check # 5615 to Kelly, Arndt, and Walker. Motion passed. The expenditure was not under contract yet and therefore not authorized.
Motion (7) Sarah Richards moved to approve the contract/agreement with Davido Consulting Group with the following addition to the notes section: “#6. All work to be completed within the fixed contract price of \$4,980.” Motion passed. Note: Risk – the contract was put together by the contractor - little risk due to the fact that it is a small contract.
The Board recommended a priority to develop a WICD contract package ready to send out with a bid form for standard use that is consistent with MRSC guidelines.
- 10 Forestry Plan**
WICD Natural Resource Planner Rob Hallbauer presented Farm Plan 6_16_1 for approval.
Motion (8) Sarah Richards moved to approve Forest plan 6_16_1. Motion passed.
- 11 District Manager’s Report**
The Board discussed future staffing needs and acknowledged that Sarah Cassatt extended her employment with the District through 7/31/16.
Karen recapped the WADE conference and was pleased with the program, attendance and early feedback from attendees.
Karen presented a prioritized list of WSCC approved year-end funding requests including staffing and equipment upgrades.
Motion (9) Wendi Hilborn moved to approve priorities 1 – 11 of the year-end funding request approved by WSCC and associated expenditures. Motion passed.
- Motions:**
Motion (1) Wendi Hilborn moved to approve the minutes of the May 25, 2016 regular Board meeting. Motion passed.
Motion (2) Tom Fournier moved to approve the May 26 – June 22, 2016 P & L and voucher report including vouchers #5594 - #5617 (\$23,472.51); POS purchases (\$235.70); and EFTPS for monthly 941 payroll tax (\$5,248.88) all totaling \$28,957.09. Motion passed.
Motion (3) Sarah Richards moved to approve the WSCC authorized signature form. Motion passed.
Motion (4) Tom Fournier moved to approve the employee benefit changes to the Policies and Procedures Manual effective July 1 for all employees. The policy changes will be attached to the minutes. Motion passed.
Motion (5) Sarah Richards moved to approve the Kelly Arndt Walker agreement with the change of WICD as the contact instead of Tom Slocum. Motion passed.
Motion (6) Wendi Hilborn moved to amend the financials to void check # 5615 to Kelly, Arndt, and Walker. Motion passed.
Motion (7) Sarah Richards moved to approve the contract/agreement with Davido Consulting Group with the following addition to the notes section: “#6. All work to be completed within the fixed contract price of \$4,980.” Motion passed.
Motion (8) Sarah Richards moved to approve Forest plan 6_16_1. Motion passed.
Motion (9) Wendi Hilborn moved to approve priorities 1 – 11 of the year-end funding request approved by WSCC and associated expenditures. Motion passed.

Meeting adjourned at 11:45 a.m.

Next regular meeting Wednesday, July 27, 2016