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 26, 2019; 9:00 AM – 12:00 PM

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:

Ed Adams - Chair Sarah Richards - Vice-Chair

Tom Fournier – Member

Also in attendance or presenting:

Matt Zupich – WICD District Manager Sandy Welch – WICD Office/Fiscal Administrator

Kelsi Mottet – WICD Technical Staff Erin Borden – WICD Technical Staff

3 Call to Order and Welcome

Sarah Richards, Board Vice-Chair, called the meeting to order at 9:03 a.m.

4 Minutes

Motion (1) Tom Fournier moved to approve the minutes of the May 22, 2019 board meeting as amended. Motion passed.

- 5 Financial Report and Other Business Sandy Welch presented the monthly Financial Report.
 - Motion (2) Tom Fournier moved to approve the Payroll, Expense, and Voucher #s 6514-6538 totaling \$56,345.75; Bank POS purchases totaling \$1,895.52; EFTPS monthly 941 payroll tax filing totaling \$5,875.54. Motion passed.
 - Sandy proposed a transfer of funds from WICD's leave/reserve account into the operating account to make up for leave payouts to 3 former employees who retired and/or resigned this year.

Motion (3) Ed Adams moved to approve a transfer of up to \$16,000 from the WICD general reserve and leave accrual account to the operating account. Motion passed.

Sandy gave a status update of the State Auditor's Office Accountability Audit of WICD. The board discussed options for
entrance and exit interviews with SAO. The board agreed to not participate in an optional entrance interview and chose to
participate remotely for the exit interview.

6 Technical Assistance Plans

• Kelsi Mottet presented Forest Plan 6_19_1 for review and approval.

Motion (4) Tom Fournier moved to approve Forest Plan 6_19_1. Motion passed.

• Erin Borden presented 2 Farm Plans, 6_19_1 & 6_19_2, for review and approval.

Motion (5) Ed Adams moved to approved Farm Plans 6_19_1 and 6_19_2. Motion passed.

• Erin gave a status update of in-progress and planned cost-share projects.

7 WICD Board Officer Positions

The board discussed officer positions for FY20.

Motion (6) Tom Fournier moved to maintain current board officer positions as-is. Motion passed.

- 8 Contracts, Agreements, Resolutions Matt Zupich
 - Matt requested board signature on the WA DRS Section 18 Coverage Agreement. The board approved this agreement at the May board meeting so no action required. Ed Adams signed the agreement as board chair.
 - Matt presented the proposed WICD 2019-2021 Biennium Cost Share Resolution.

Motion (7) Ed Adams moved to approve WICD Cost Share Resolution 19_06_1. Motion passed.

9 WACD Report – Sarah Richards reported on the WACD meeting held yesterday, June 25, 2019. WACD's Executive Director, Patricia Hickey, has resigned and a search for a new director will soon be underway. Sarah reported WACD does not offer insurance coverage for the District Representatives and is requesting that coverage be extended to each representative from their home conservation district. The board discussed the need to investigate options with WICD's insurance provider and gather more information before taking action on this request.

10 District Manager Report – Matt Zupich

- Asked for board feedback regarding the current format and content of staff monthly reports. Board asked to wait on making any changes until we see how Smartsheet might help with tracking staff activities in a more cost-effective manner.
- Gave a status update of the current rates & charges proposal. Discussed recent meetings with each Island County Commissioner and reviewed the proposal timeline.

11 Other

Matt shared information on potential grant funding through regional and local NTAs. The board discussed staff capacity to
take on more work if more than one of these NTAs are funded.

12 Upcoming Dates

- June 26-28 State Accountability Audit of WICD
- June 30 Last day of FY19
- July 4 Independence Day Holiday
- July 16 WICD Rates & Charges Public Hearing, Coupeville Library, 6-7 pm
- July 17 Snohomish CD Rates & Charges Public Hearing, Camano Library, 6-7 pm
- July 24 WICD Board Meeting, 9am-12pm
- August 1 WICD/SCD Rates & Charges Proposal due to County Commissioners

14 Adjourned at 10:57 a.m.

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