



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
July 25, 2013
10:00 - 12:00 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 4th 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

Also in attendance:

Karen Bishop - District Manager
Sandy Welch – Office Administer
Bruce Gordon – Farm Planner
Sarah Cassatt – Public Information and Resource Planner
Stu Trefry - Regional Manager, WA State Conservation Commission (by phone)

3 Meeting Call to Order

Wendi Hilborn, board chairman, called the meeting to order at 10:00 a.m.

4 Minutes

Supervisors reviewed the June 27, 2013 meeting minutes.

Motion (1) Wendi Hilborn moved to approve the June 27, 2013 regular meeting minutes. Motion passed.

5 Financial Report – Sandy Welch

Sandy presented the June 28 – July 25, 2013 financial report. Expenses include annual Property and Liability insurance, \$5,091; annual WACD dues, \$5,040; supplies for North Whidbey CSA project, \$422.75; deposit on Plant Sale inventory, \$1,240; and cost share reimbursement, \$40,700. Supervisors discussed WACD dues and asked Karen to invite Dave Vogel and Dave Guenther from WACD to attend WICD August board meeting.

Motion (2) Tom Fournier moved to approve the June 28 – July 25 P & L, the voucher report including vouchers #4686 – 4712 (\$76,108.92), POS purchases (\$934.06), EFTPS (\$4,935.80), ePay quarterly Employment Security and L&I filings (\$695.74). Motion passed.

6 FY14 Inventory of Equipment and Furniture

The annual office inventory as of 7/10/13 was reviewed and signed by the board chair. The depreciated value of all capital assets is \$29,593.36. **Motion (3) Sarah Richards moved to accept current office inventory. Motion passed.**

7 Year-end cash balances
Supervisors discussed the year-end balances in the Overhead Collection Fund (\$3,242.48) and the 2012 Assessment Collection Fund (\$14,607.02). **Motion (4) Sarah Richards moved to place the 2012 Assessment Collection Fund balance (\$14,607.02) in a 30-day CD. Motion passed. Motion (5) Sarah Richards moved to go ahead with purchase of storage shed, up to \$3,000. Over that amount must come back for approval. Motion passed.**

8 WSCC Report – Stu Trefry, Regional Manager
Stu discussed allocation decisions made at the recent commission meeting. WSCC will fund each districts' top 2 projects. Upcoming WSCC meeting will decide allocations for the \$4.5 million available for shellfish projects. Karen presented WSCC addendums FY14 funding to WICD. **Motion (6) Sarah Richards moved to approve WSCC addendums FY14 funding to WICD. Motion passed.**

9 Staff Reports
Karen Bishop – District Manager
Karen presented and supervisors discussed a revised FY14 Budget and Work Plan. **Motion (7) Tom Fournier moved to approve the revised FY14 Budget and Work Plan as presented. Motion passed.**
Sarah Cassatt (Public Information and Resource Planner) & Bruce Gordon (Farm Planner)
Sarah and Bruce presented work done on Hicks Animal Management Plan. Supervisors acknowledged the assistance provided to facilitate Hicks' development of their Animal Management Plan as required by Island County Planning Enforcement officer.

10 Upcoming Dates and Review of motions:
WICD Board Meeting - August 22, 2013

Review of Motions:

Motion (1) Wendi Hilborn moved to approve the June 27, 2013 regular meeting minutes. Motion passed.

Motion (2) Tom Fournier moved to approve the June 28 – July 25 P & L, the voucher report including vouchers #4686 – 4712 (\$76,108.92), POS purchases (\$934.06), EFTPS (\$4,935.80), ePay quarterly Employment Security and L&I filings (\$695.74). Motion passed.

Motion (3) Sarah Richards moved to accept current office inventory. Motion passed.

Motion (4) Sarah Richards moved to place the 2012 Assessment Collection Fund balance (\$14,607.02) in a 30-day CD. Motion passed.

Motion (5) Sarah Richards moved to go ahead with purchase of storage shed, up to \$3,000. Over that amount must come back for approval. Motion passed.

Motion (6) Sarah Richards moved to approve WSCC addendums FY14 funding to WICD. Motion passed.

Motion (7) Tom Fournier moved to approve the revised FY14 Budget and Work Plan as presented. Motion passed.

Meeting adjourned at 11:15 a.m.

