



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, 2018; 9:00 – Noon

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
Tim Keohane – Member (by phone) Anza Muenchow - Auditor

Also in attendance or presenting:

Karen Bishop – WICD District Manager Sandy Welch – WICD Financial Administrator
Bruce Gordon - WICD Natural Resource Planner Wendy Visconty – Maxwellton Creek Alliance representative
Daryl VanderPol – Maxwellton Creek Alliance representative

3 Call to Order and Welcome

Ed Adams, Board Chair, called the meeting to order at 9:00 a.m. with a quorum present.

4 Minutes

Motion (1) Anza Muenchow moved to approve the minutes of the June 27, 2018 Board meeting. Motion passed.

5 Financials - Sandy Welch presented the monthly Financial Report.

Motion (2) Anza Muenchow moved to approve the P & L and voucher report including vouchers #6253 -6272 (\$26,295.47); ePay deposits to Employment Security and L&I (\$584.88); POS purchases (\$836.27); and EFTPS for monthly 941 payroll tax (\$4,888.08); Motion passed.

Motion (3) Sarah Richards moved to move the 90-Day CD Reserve (\$32,877.63 plus interest) into a Money Market account, adding \$5,000 in excess from FY2018. Motion passed.

Motion (4) Ed Adams moved to approve expenses to replace two computers. Motion passed.

Motion (5) Anza Muenchow moved to accept the proposed changes in the meal reimbursement policy to align with the WA State Office of Financial Management meal guidelines. Motion passed.

Motion (6) Sarah Richards moved to update the authorized signature form for WSCC for FY19. Motion passed.

.6 Contracts and Agreements

Northwest Engineering Agreement Authorization -

Motion (7) Tom Fournier moved to approve the Interlocal Agreement between San Juan, Whatcom, Skagit, and Whidbey CDs to receive engineering services of the Northwest Region Cluster Engineer, employed by Skagit Conservation District. Motion passed.

WSCC Livestock funding proposal –

Motion (8) Sarah Richards moved to approve the proposed scope of work for the Livestock funding grant from WSCC. Motion passed.

Greenbank Beach and Boat Club grant reimbursement procedure update –

Karen and Sandy presented the Greenbank Agreement # 2018_3.1 modification #0.1. The Board authorized the District Manager to sign the modification, and noted the modification reduces financial risk to the District.

Lone Lake project update –

Karen updated the board on the Lone Lake project (Dept of Ecology WQALG-2019-WhIs-0009) which started on July 1, 2018. The board discussed the risk of this project which Karen said is covered under our Enduris insurance policy.

7 Maxwellton Creek Alliance (MCA) proposal –

Wendy Visconty and Daryl VanderPol, representatives of MCA, joined the meeting.

The Maxwellton Creek Alliance is applying to become a WA Nonprofit corporation and cannot accept donations or funding except through another entity. MCA is not seeking IRS status but is seeking a fiscal sponsor to receive grants and to receive

donations for MCA work. Also, as part of their non-profit corporation application, MCA is seeking an entity to be recorded as the receiver of funds should MCA ever decide to dissolve.

Motion (9) Sarah Richards moved to approve the request to be the entity on record to receive excess assets should Maxwelton Creek Alliance dissolve. Board noted little or no risk in receiving excess funds. Motion passed.

Before deciding whether to be a fiscal sponsor for MCA, the Board asked District Manager to research the legal and audit implications and bring information back to the Board.

8 Farm Plan Presentation –

Bruce Gordon presented Farm Plan 7_18_1.

Motion (10) Sarah Richards moved to approve Farm Plan 7_18_1. Motion passed.

9 WACD –

The Board discussed pursuing a resolution to institute a “one district, one vote” policy for the NW area. Ed and Tom agreed to work on the language.

Attendance and travel logistics for the November Annual Meeting were discussed. Karen will do a cost analysis.

10 District Manager’s Report -

Puget Sound Conservation Districts update: Board discussed Russell Foundation funding which will be targeted to staffing a PSCD coordinator position. WSCC investigation of Thurston CD released which Karen encourage supervisors to review.

Staffing: The Board requested a change to the required qualifications in the job description for the Farm and Forest Natural Resource Specialist job opening. Interviews to be scheduled for September 5-7.

Critical areas: The Island County Ag Critical Areas ordinance has been approved, was not appealed, and went into effect on July 20. Board suggested we track critical areas workload.

11 Upcoming Dates, review of motions, and adjourn at 11:46 a.m.

- August 22 – WICD Board Meeting, 9:00 – Noon
- August 23- Kick-off meeting for Lone Lake Algae Project, 5:00 – Deer Lagoon Grange
- August 23 - Living with Beavers Workshop, 7:00 – Deer Lagoon Grange
- August 29 – WICD Board Meeting, 9:00 – Noon
- September 26 – WICD Board Meeting, 9:00 – Noon
- October 2 – NW Region WACD Meeting – Skagit County
- October 24 – WICD Board, 9:00 – Noon
- November 14 – WICD Board
- November 26 – 29 – WACD Annual Meeting – Kennewick

12 Motions:

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