



# 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 August 24, 2016; 9:00 – 10:15 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
Tom Fournier – Auditor	Ed Adams – Regular Member
Tim Keohane – Regular Member	

**Also in attendance:**

Karen Bishop - District Manager	Sandy Welch – Office Administer, Treasurer
Shana Joy – WSCC Regional Manager	Jared Hamman – NRCS Representative
Rob Hallbauer – WICD Natural Planner	

### 3 Call to Order and Welcome

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

### 4 Minutes

**Motion (1) Tom Fournier moved to approve the minutes of the July 27, 2016 meeting. Motion passed.**

### 5 Financials

Sandy Welch presented the financial report and highlighted significant expenses related to renewal of annual property and liability insurance (\$5603.00), and engineering services (\$5104.95).

**Motion (2) Tom Fournier moved to approve the July 28 – August 24, 2016 P & L and voucher report including vouchers #5647-5670 (\$33,440.84); POS purchases (\$446.55); and EFTPS for monthly 941 payroll tax (\$4,252.38) all totaling \$38,139.77. Motion passed.**

Karen shared the benefits to the District by joining the WA Conservation Society.

**Motion (3) Tim Keohane moved the District join the WA Conservation Society for 1 year for \$150. Motion passed.**

Sandy shared information from the State Auditor's Office regarding value thresholds for inclusion in the office inventory record. The Board agreed to leave the WICD policy as written, but directed Sandy to remove low value inconsequential items from the record.

### 6 Contracts and Agreements

Sandy presented for approval the Master Engineering Services Agreement with Skagit CD which covers basic unchanging details and an associated Addendum specific to the WCLT Glendale Beach project.

**Motion (4) Tom Fournier moved to approve the Master Engineering Services Agreement between WICD and Skagit CD. Motion passed.**

**Motion (5) Tom Fournier moved to approve the Glendale Beach project Addendum to the Master Engineering Services Agreement between WICD and Skagit CD. Motion passed.**

### 7 NRCS Report

Jared Hamman representing NRCS reported that he is now focusing on RCPP for the entire team – 7 counties. He expects an RFP for Puget Sound RCPP from WSCC in January 2017. He also provided an update from Dave Kreft, NRCS Easement Coordinator, regarding farmland easements.

### 8 WSCC Report

Shana Joy shared the following items:

- WSCC Annual Reports from Districts are due August 26. Karen shared that WICD's report highlights our small forest landowner program.
- Comments on proposed election changes are due September 2 through the WSCC website. Tom suggested a short form for re-appointment of an appointed position.

- An update on the budget development process – all decision packages presented to the WSCC Board at their Aug 23 special meeting were recommended to move forward. The final budget package is due to OFM Sept 9.

**9 Forest Plans**

**Motion (6) Sarah Richards moved to approve Forest plan 8\_16\_1. Motion passed.**

**Motion (7) Sarah Richards moved to approve Forest plan 8\_16\_2. Motion passed.**

**10 Project Updates**

Reports for the following projects:

- **NPS 1** – Engineering done – NPS vault and pump system will be designed by NPS.
- **Greenbank Beach** – installed monitoring wells this week. Karen and Rob met with a representative from the homeowner’s association to discuss transitioning project when Rob leaves.
- **Sher** - 2 culvert replacements – one on Maxwelton Creek and one on a tributary of Maxwelton. Engineer Tom Slocum drew up plans for 2 bridges. Board discussed options for project sponsorship – Department of Fish & Wildlife, Island County or possibly WICD.

**11 Applicants for WICD Public Employment**

**EXECUTIVE SESSION**

**10:15 a.m. Motion (8) Tim Keohane moved for the board to go into Executive Session until 11:30 a.m. for the purpose of evaluating the qualifications of applicants for WICD public employment. Motion passed.**

In addition to Board members, WICD District Manager Karen Bishop and WSCC Regional Manager Shana Joy were present during the Executive Session.

**11:30 a.m. Motion (9) Tim Keohane moved to extend Executive Session to 12:00p.m. Motion passed.**

**Out of Executive Session at 11:58 a.m.**

Six applicants were selected to be interviewed for the Marketing, Outreach and Education position and five applicants were selected to be interviewed for the Natural Resource Planner position. Interviews were set for Monday – Wednesday, August 29 – August 31.

**12 District Manager Report**

Karen shared information on following items:

- SAO accountability audit scheduled for October 12-18, 2016
- Farmland Preservation Grant application support
- Whidbey Island Fair results
- Island County 2% Hotel-Motel Tax grant opportunity for local farmers and partners

**Motion (10) Sarah Richards moved to approve application for 2% funds for up to \$5000 for coordinated outreach maps for farms and partners. Motion passed.**

**13 Upcoming Dates, Review of Motions, Adjourn**

**Dates:**

**Board Meeting – September 28, 2016 – 9:00 – 11:00a.m.**

**WACD Regional Meeting – Pierce CD Host – October 11, 2016**

**Motions:**

**Motion (1) Tom Fournier moved to approve the minutes of the July 27, 2016 meeting. Motion passed.**

**Motion (2) Tom Fournier moved to approve the July 28 – August 24, 2016 P & L and voucher report including vouchers #5647-5670 (\$33,440.84); POS purchases (\$446.55); and EFTPS for monthly 941 payroll tax (\$4,252.38) all totaling \$38,139.77. Motion passed.**

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**Motion (5) Tom Fournier moved to approve the Glendale Beach project Addendum to the Master Engineering Services Agreement between WICD and Skagit CD. Motion passed.**

**Motion (6) Sarah Richards moved to approve Forest plan 8\_16\_1. Motion passed.**

**Motion (7) Sarah Richards moved to approve Forest plan 8\_16\_2. Motion passed.**

**Motion (8) Tim Keohane moved for the board to go into Executive Session until 11:30 a.m. for the purpose of evaluating the qualifications of applicants for WICD public employment. Motion passed.**

**Motion (9) Tim Keohane moved to extend Executive Session to 12:00p.m. Motion passed.**

**Motion (10) Sarah Richards moved to approve application for 2% funds for up to \$5,000 for coordinated outreach maps for farms and partners. Motion passed.**

**Meeting adjourned at 12:00 p.m.**