



# 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

---

**Public Meeting Minutes**  
**August 27, 2015**  
**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 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

**Also in attendance:**

Karen Bishop - District Manager

Sandy Welch – Office Administer, Treasurer

Shana Joy – WSCC Puget Sound Regional Manager

Jared Hamman - NRCS

Rob Hallbauer – WICD Resource Conservation 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) Wendi Hilborn moved to approve the minutes of the July 30, 2015 meeting. Motion passed.**

**5 Financials**

**Sandy Welch presented the financial report. Sandy noted that \$12,500 in Basic Allocation funding from WSCC was included in income.**

**Motion (2) Tom Fournier moved to approve the July 31 – August 27, 2015 P & L and voucher report including vouchers #5343 - 5371 (\$31,012.27); POS purchases (\$1,033.93); and EFTPS for monthly 941 payroll tax (\$4,642.48) all totaling \$36,688.68. Motion passed.**

**FY16 Funding and Budget revision**

Reviewed and discussed latest FY16 budget draft. Considering office rental expense is still in negotiation, the board asked to postpone approval of FY16 budget revision until the Sept. board meeting.

**Farm Tour – Update and Future**

Discussed WICD's involvement in the future of the Farm Tour and the relevance of clarifying the needs of the farmers and partners. The importance of communicating changes to farmers, sponsors and supporters was emphasized.

**Motion (3) Sarah Richards moved that the District take a hiatus on producing the Whidbey Island Farm Tour while the needs of the farmers and partners are reassessed. Motion passed.**

**Policy Change**

Karen presented a draft of an addition to Policy 8.6 Revenue System of Internal Controls stipulating a 25% maximum overhead that the District will pay to partners. The policy also refers to an Overhead Guidance document for determining what the District will charge partners. The Guidance document shall be periodically updated as necessary.

**Motion (4) Ed Adams moved to accept changes to Internal Control Policies related to overhead. Motion passed.**

### **Office Space**

The current office lease is ending Oct 31, 2015. The Board discussed proposed rent increases from landlord, potential options for relocation and methods for determining a fair rental rate.

**Motion (5) Ed Adams moved that the chair and vice chair work with District Manager to assess rental options and to take appropriate steps to renew the lease or locate new space. Motion passed.**

### **Office Inventory**

Karen presented the annual office inventory of equipment and furnishings, dated July 23, 2015.

**Motion (6) Wendi Hilborn moved to approve the updated Office Inventory. Motion passed.**

### **6 WSCC Report – Shana Joy, WSCC Puget Sound Regional Manager**

Shana shared upcoming events and deadlines related to WSCC:

Sept 4 – Suggested changes to election manual due. Biggest expected change is online form for reappointment.

Sept 4 – Annual Report of Accomplishments is due. Online upload.

Sept 8, 11:00am – Engineering cluster meeting for Northwest. New agreement will need to be in place for WSCC by Oct. 31. Wendi Hilborn indicated interest in attending.

Sept 16 & 17 – Regular WSCC meeting in Zillah. Funding allocations for capital funds and VSP discussed.

Sept 21 – All Districts meeting in Ellensburg. Elections discussion.

Oct 6 – WACD NW Area meeting in Bremerton hosted by Kitsap CD.

The Board asked Shana to resend the link to the Supervisor Needs Assessment.

### **7 NRCS Report – Jared Hamman, NRCS**

Jared reported:

A potential task order between WICD and NRCS has been delayed until January '16

EQIP deadline has moved from July to October 16, 2015

Tony Sunseri's vacated NRCS District Conservation position has not been advertised yet

NRCS has received 2 applications for EQIP from Whidbey

Conservation Planning Program plans need to be done by December, 2015

### **8 Ebey's Project Update – Rob Hallbauer**

Rob Hallbauer reported on the progress on the DOE NEP funded Ebey's grant. District is working with NRCS and District Engineers on transfer line and pump project for NPS Farm 1 site. WICD is waiting for word on cost share funding through WSCC.

### **9 Upcoming Meetings**

Discussed MRC meeting and schedule of upcoming Board meetings. Dates for WICD Board meetings:

September 25, Friday

October 22, Thursday

November 19, Thursday

December 17, Thursday

January 28, 2016, Thursday

February 18, 2016, Thursday

**Motion (7) Sarah Richards moved to approve the schedule of Board meeting dates September '15 – February '16. Motion passed.**

### **10 Karen Bishop reported on the following:**

District participation in the Is. Co. Critical Areas TAG

Monthly articles submitted by WICD to the Whidbey Weekly publication

Drought funding grant application to WSCC for funding provided by DOE

WA Conservation Society Membership – grant opportunity

**Motion (8) Wendi Hilborn moved that WICD pay dues and become a member of the WA Conservation Society. Motion passed.**

### **11 Upcoming Dates, Review of Motions, Adjourn**

**Dates:**

**Motions:**

**Motion (1) Wendi Hilborn moved to approve the minutes of the July 30, 2015 meeting. Motion passed.**

**Motion (2) Tom Fournier moved to approve the July 31 – August 27, 2015 P & L and voucher report including vouchers #5343 - 5371 (\$31,012.27); POS purchases (\$1,033.93); and EFTPS for monthly 941 payroll tax (\$4,642.48) all totaling \$36,688.68. Motion passed.**

**Motion (3) Sarah Richards moved that the District take a hiatus on producing the Whidbey Island Farm Tour while the needs of the farmers and partners are reassessed. Motion passed.**

**Motion (4) Ed Adams moved to accept changes to Internal Control Policies related to overhead. Motion passed.**

**Motion (5) Ed Adams moved that the chair and vice chair work with District Manager to assess rental options and to take appropriate steps to renew the lease or locate new space. Motion passed.**

**Motion (6) Wendi Hilborn moved to approve the updated Office Inventory. Motion passed.**

**Motion (7) Sarah Richards moved to approve the schedule of Board meeting dates September '15 – February '16. Motion passed.**

**Motion (8) Wendi Hilborn moved that WICD pay dues and become a member of the WA Conservation Society. Motion passed.**

**Meeting adjourned at 11:20 a.m.**