



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 Sept. 28, 2016; 9:00 – 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 4th 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
Jared Hamman – NRCS Representative	Kelsi Franzen – WICD Marketing, Outreach and Education Coordinator

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 August 24, 2016 meeting. Motion passed.

Motion (2) Ed Adams moved to approve the July 22, 2016 Special Board Meeting Minutes. Motion passed.

5 Financials

Sandy Welch presented the financial report and highlighted the payout of 25% medical leave accrual to Sarah Cassatt; Project implementation services of \$8,500 to Element Solutions and \$1,995 to Davido Engineering. In addition, Conferences, Dues and Training includes WACD dues for \$3,600.

Motion (3) Tom Fournier moved to approve the August 25, 2016 P & L and voucher report including vouchers #5671 - 5696 (\$38,248.23); POS purchases (\$645.58); and EFTPS for monthly 941 payroll tax (\$4,336.12) all totaling \$43,229.93. Motion passed.

Sandy and Karen will be working on an updated cash flow and budget to be brought to the board at a future board meeting. The board discussed pre-tax health reimbursement accounts as a possible future benefit opportunity for employees.

6 Contracts and Agreements

Sandy presented for approval the revised Interlocal Agreement between WICD and Skagit Conservation District Regarding Engineering Services which covers basic contract language, intended to be used with an associated Addendum specific to individual projects. This interlocal will be used for projects outside of engineering cluster funded projects. Revision from last month's draft renames agreement as an Interlocal Agreement.

Motion (4) Sarah Richards moved to approve the Interlocal Agreement between WICD and Skagit Conservation District Regarding Engineering Services. Motion passed.

Motion (5) Tom Fournier moved to approve the revised Glendale Beach project Addendum to the Interlocal Agreement between WICD and Skagit Conservation District Regarding Engineering Services. Motion passed.

7 NRCS Report

Jared Hamman, representing NRCS, reported on the FY16 funding for EQIP contracts. There will be a sign-up deadline on Nov. 18 focusing on statewide funding pools.

8 WACD Business

Ed, Sarah, Tom and Karen will be attending the NW Region WACD Meeting on October 11 in Puyallup.

Ed, Tom, Sarah, and Karen will be attending the Annual Meeting Nov. 28 – 30 in Blaine.

9 Open Public Meetings training

The board requested that Karen send the Open Public Meetings training video link to Supervisors so that Supervisors can refresh themselves on the content. Karen said she will also have new employees go through the training.

10 Project Updates

- **NPS 1Cost Share** – Roy Zipp of NPS will be working the WSCC Contract form through the NPS system.
- **Greenbank Beach** – Karen explained that there is much interest in this project by both Island County and neighboring landowners. She recently provided information to County Commissioners.
- **Sher Culvert Replacements** – Karen said that Matt Z. and Tom Slocum met and Tom S. thinks the two of them can help Mr. Sher work through the permitting process.
- **As-Builts for Dugualla NRCS project** – Jared from NRCS will work with Tom S. on the most efficient way to get these done.
- **Sierra bluff erosion / West Beach drainage** – WICD is assisting to provide professional resources and information for both of these projects. A West Beach Community drainage meeting will be held on Friday evening, Oct. 21. Sarah R. may join Libby Beach property owners today at 2:30.
- **SAO Audit for WICD** – Karen said the SAO audit for the district will be conducted on October 12 – 18.
- **General TA** – Karen is working with staff to pick up Sarah and Rob's projects, wrap – up or re-assign.

The Board would like staff to put together a project tour sometime in the next few months.

11 Executive Session Minutes

Motion 6 - Sarah Richards moved to approve executive session minutes for board meetings held on August 29, August 30, September 7 and September 12 to interview candidates for the Natural Resource Planner, and Marketing , Education and Outreach coordinator positions. Motion passed.

12 Marketing, Education and Outreach Report – Kelsi Franzen

Kelsi updated the board on her first few weeks of work at WICD. She specifically discussed the Firewise project, and the upcoming long range planning process.

13 Upcoming Dates – Board Meetings, Elections and Plant Sale

Motion 7 – Sarah Richards moved that we re-affirm meeting date changes to accommodate the Holidays and Plant Sale. Board Meetings will be Wednesdays – Nov. 16, Dec. 21, Jan. 25, and Feb. 15. Motion passed.

Motion 8 – Tim Keohane moved that Election date be set for Feb. 7, and Plant Sale pick-up day will be Feb. 25. Motion passed.

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Meeting adjourned at 11:35 a.m.