



# 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 July 24, 2019; 9:00 AM – 12:00 PM

### 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:**

Ed Adams - Chair                      Sarah Richards – Vice-Chair  
Anza Muenchow – Auditor              Tom Fournier – Member

**Also in attendance or presenting:**

Matt Zupich – WICD District Manager              Sandy Welch – WICD Office/Fiscal Administrator  
Kelsi Mottet – WICD Technical Staff

### 3 Call to Order and Welcome

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

### 4 Minutes

**Motion (1) Sarah Richards moved to approve the minutes of the June 26, 2019 board meeting as read. Motion passed.**

**Motion (2) Anza Muenchow moved to approve the July 16, 2019 Special Meeting minutes as read. Motion passed.**

### 5 Financial Report and Other Business

- Sandy Welch presented the monthly Financial Report including an end of fiscal year review.

**Motion (3) Anza Muenchow moved to approve the Payroll, Expense, and Voucher #s 6539-6562 totaling \$37,647.00; 2<sup>nd</sup> Quarter deposits to Employment Security and L&I totaling \$683.30; Bank POS purchases totaling \$717.49; EFTPS monthly 941 payroll tax filing totaling \$5,271.32. Motion passed.**

- Sandy gave a status update of the State Auditor's Office Accountability Audit of WICD. The board and staff discussed the differences noted between the current remote audit and an on-site audit as conducted in the past.
- Sandy reviewed the WICD 2019 Asset Management Inventory.

**Motion (4) Anza Muenchow moved to approve the WICD 2019 Asset Management Inventory. Motion passed.**

- Matt presented a membership renewal application for the Washington Conservation Society including designating someone to vote on behalf of the board at WCS meetings.

**Motion (5) Tom Fournier moved to approve renewing membership with the Washington Conservation Society and designated Matt Zupich as the voting representative for WICD.**

### 6 Technical Assistance Plans

- Kelsi Mottet presented Forest Plan 7\_19\_1 for review and approval.

**Motion (6) Tom Fournier moved to approve Forest Plan 7\_19\_1. Motion passed.**

- Kelsi presented a board commitment form authorizing her to attend WSCC's Conservation Planner Training this coming fall.

**Motion (7) Anza moved to approve signing the commitment form for Kelsi to attend WSCC's Conservation Planner training. Motion passed.**

- Kelsi gave an update on the district's Firewise program per board request.

### 7 WACD Report

- Sarah Richards presented a WACD update including current efforts to hire a new Executive Director and revise the process for CD's to submit resolutions. Follow-up to a board question last month - Enduris responded that they do not cover CD Board Members while serving on the WACD Board.

## **8 NRCS Report**

- Matt Zupich gave an NRCS report on behalf of Jared Hamman.

## **9 District Manager Report**

- Matt Zupich reviewed the proposed FY20 WSCC Implementation Grant Addendums for WICD.

**Motion (8) Anza Muenchow moved to approve the FY20 WSCC Implementation Grant Addendums.**

- Matt requested guidance on the fate of 8 boxes of old Farm Tour cards. The board suggested giving them to Whidbey Island Grown which is the rightful owner.

## **10 Rates & Charges**

- John Ghilarducci of FCS Group gave a presentation on the current rates and charges proposal. The board discussed a number of details regarding the proposal and suggested some refinements to the presentation.

**Motion (9) Sarah Richards moved to approve the Rates & Charges proposal as presented. Motion passed.**

## **11 Upcoming Dates and Review of Motions**

- August 1 – WICD/SCD Rates & Charges Proposal due to County Commissioners
- August 9 – Snohomish CD Partner Breakfast & Monte's Retirement Party
- August 21 – All Districts Meeting - Elections, Ellensburg
- August 28 – WICD Board Meeting, 9 am – Noon
- September 2 – Labor Day Holiday

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**Motion (4) Anza Muenchow moved to approve the WICD 2019 Asset Management Inventory. Motion passed.**

**Motion (5) Tom Fournier moved to approve renewing membership with the Washington Conservation Society and designated Matt Zupich as the voting representative for WICD.**

**Motion (6) Tom Fournier moved to approve Forest Plan 7\_19\_1. Motion passed.**

**Motion (7) Anza moved to approve signing the commitment form for Kelsi to attend WSCC's Conservation Planner training. Motion passed.**

**Motion (8) Anza Muenchow moved to approve the FY20 WSCC Implementation Grant Addendums.**

**Motion (9) Sarah Richards moved to approve the Rates & Charges proposal as presented. Motion passed.**

## **12 Adjourned at 11:30 a.m.**

Whidbey Island Conservation District  
Resolution No. 19\_06\_1

Cost Share

WHEREAS, the Washington State Legislature authorizes the entering into agreements..."to furnish financial or other aid...to any occupier of lands within the district in carrying on of preventative and control measures and works of improvement for the conservation of renewable natural resources," RCW 89.08.220; and

WHEREAS, the Washington State Conservation Commission Policy, #13-05 Cost Share Assistance Policy, authorizes local conservation district board to establish annual cost share ratios and landowner labor rates within policy parameters; and

WHEREAS, the Whidbey Island Conservation District (WICD) Board of Supervisors determines entering into such agreements will likely increase participation of land occupiers to implement USDA NRCS approved conservation practices which will benefit natural resources and the public; and

WHEREAS, the WICD Board of Supervisors would like to establish cost share policies to provide adequate incentives for conservation practice implementation on Whidbey Island;

THEREFORE BE IT RESOLVED, the WICD Board of Supervisors hereby authorizes the establishment of the following cost share policies for state fiscal year 2018 and 2019 cost share funds awarded by the Washington State Conservation Commission for Whidbey Island:

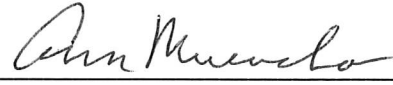
1. Determination of "Total Project Cost" for Table 1 of the cost share contract
  - a. For the following conservation practices, Total Project Cost will be determined on the basis of actual contractor bids for the specific projects, and/or on contractor bid amounts for similar projects on Whidbey island, as interpreted by assigned WICD staff.
    - i. Waste Storage Facility,
    - ii. Roof
    - iii. Heavy Use Area Protection
    - iv. Fence
    - v. Underground Outlet (if greater than 150 feet in length)
  - b. For other conservation practices, Total Project Cost will be calculated as follows from the "non-HU (Historically Underserved)" payment rates in the Natural Resources Conservation Service (NRCS) "Washington-EQIP Combined" incentive payments list for the current federal fiscal year. Rates in this schedule are based on 75 percent of project cost (i.e. the 75 percent cost basis).
    - i. Divide the non-HU payment rate by 0.75 to convert to the 100 percent cost basis amount.
    - ii. Multiply the 100 percent cost basis amount by 1.5 to more closely approximate actual construction cost on Whidbey Island. The resulting product is the Total
    - iii. Project Cost for the contract.
2. Cost share assistance rate of reimbursement will be made for eligible projects to implement ordinary and customary NRCS conservation practices at 50%, 75%, or 90% of actual, eligible cost, not to exceed the "Eligible SCC Funding/Maximum" amounts specified in Table 1 of each individual contract. Eligibility for specified reimbursement rates will be based on the total

points scored on the most current WICD Cost-Share Ranking Matrix (WICD Matrix). Additive cost share from all sources shall not exceed 100% of total eligible project expenses.

- a. Projects scoring 20 total points or less on the WICD Matrix are not eligible for cost share assistance.
  - b. Projects scoring between 20 and 39 total points on the WICD Matrix are eligible for 50% reimbursement.
  - c. Projects scoring 40 or more total points on the WICD Matrix are eligible for 75% reimbursement.
  - d. Projects scoring 40 or more total points *and* the applicant(s) meet current USDA criteria for Socially Disadvantaged, Limited Resource, Beginning Farmers, and/or Veteran Farmers, are eligible for 90% reimbursement.
  - e. Projects implemented for demonstration, education, and/or pilot purposes are eligible for 90% reimbursement.
3. Actual, Eligible Costs for contracted practices may include any combination of
- a. Contractor charges
  - b. Materials purchases (not to include purchase of tools or equipment)
  - c. Labor costs actually paid to employees, as properly documented
  - d. Cooperator's own labor and labor provided at no monetary cost, as by family members and friends, is valued at the amount of \$22.00 per hour for persons 18 years of age and older, and at the Washington State established minimum wage for persons 17 years of age or younger.
  - e. Use of cooperator's own equipment is valued according to the most recent USDA Farm Service Agency Skagit and Snohomish area County Committee equipment and implements rates. (These rates include operator and fuel.)

 7/24/19  
Edward Adams, Chair Date

 7/24/19  
Sarah Richards, Vice Chair Date

 7/24/19  
Anza Muenchow, Auditor Date