



# Whidbey Island Conservation District

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**Public Meeting Minutes  
July 22, 2016  
1:00 pm to 3:00 pm  
Special Meeting Minutes**

**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

**3 Call to Order and Welcome**

Wendi Hilborn, Chair, called the special meeting to order at 2:00 p.m. The purpose of the meeting was to discuss staffing and to approve the WSCC grant addendums for FY17.

**4 WSCC GRANT ADDENDUMS**

Karen presented the WSCC grant addendums for the Implementation, Firewise, and Livestock funding for FY17. The Implementation grant more accurately reflects that actual work that will be done with the WSCC funding this year whereas in the past, the addendums reflected work proposed to be accomplished with Implementation and additional funding.

**Motion (1) Sarah Richards moved to approve the Implementation, Firewise, and Livestock funding addendums for FY17. Motion passed.**

**5 WICD STAFFING AND RE-ORGANIZATION PROPOSAL**

Karen presented information on current staffing, a realignment proposal, and a document of Karen's vision moving into the future. This vision includes shifting management tasks and responsibilities to both existing and new staff over the next fiscal year. Job descriptions for the Natural Resource Conservation Planner position; and the Marketing, Education and Outreach position were reviewed by the board. Board comments were noted which Karen will integrate into updated job descriptions to be approved at the July 27 Board meeting. Karen was also asked to provide salary information at the July 27 Board meeting.

**Meeting adjourned at 2:45 p.m.**