**Whidbey Island Conservation District**

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**Public Meeting Minutes**

**March 18, 2020; 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 4th Street, Coupeville, WA and remotely via Zoom.

**2 Attendance and Quorum**

**The following Supervisors, being a quorum of the Board, were present**:

Ed Adams - Chair (remote) Anza Muenchow – Auditor (remote)

Sarah Richards – Vice-Chair (remote) Tom Fournier – Member (remote)

**Presenters**:

Matt Zupich – WICD District Manager Sandy Welch – WICD Administrator (remote)

Erin Borden – WICD Staff Shannon Bly – WICD Staff (remote)

Jean Fike – WSCC Regional Manager (remote)

**3 Call to Order and Welcome**

Sarah Richards, Board Vice-Chair, called the meeting to order at 9:03 a.m.

**4** **Minutes**

**Motion (1) Tom Fournier moved to approve the minutes of the February 19, 2020 board meeting as corrected. Motion passed.**

**5 Financial Report and Other Business**

* Sandy Welch briefly reviewed the monthly Financial Report.

**Motion (2) Anza Muenchow** **moved to approve the Payroll, Expense, and Voucher #s 6735-6757 totaling $43,630.51; Bank POS purchases totaling $1,327.98; EFTPS monthly 941 payroll tax filing totaling $5,552.65. Motion passed.**

* Sandy reviewed a comparison of the income and expenses for this year’s plant sale versus last year. Increased sales this year generated a net income of just over $3500 which is nearly $1000 more than last year. She also reported that staff held a debriefing meeting following the pick-up/open sale day noting any “lessons learned” and began transitioning lead duties from Sandy to Shannon for next year. There was a brief discussion about the pros and cons of having partners at the open sale.
* Matt Zupich reported that Snohomish CD leadership believes we can jointly develop the annual rates & charges billing database in-house rather than hiring a consultant. It’s also likely that we won’t need to pay for the consultant to develop a guide. Matt will report back when SCD confirms this option is feasible.

1. **Technical Assistance**

* Erin Borden reviewed Farm Plan 3-20-1 and requested board approval. She intends to help the cooperator apply for cost-share funding to install a manure compost facility and heavy use area protection for a couple of horses.

**Motion (3) Tom Fournier moved to approve Farm Plan 3-20-1. Motion passed.**

1. **WSCC Report**

* Jean Fike reported the March Commission meeting will be held remotely tomorrow and for the foreseeable future. She noted that annual work plans can be developed remotely, despite obvious challenges, and there may be a deadline extension due to current circumstances.
* Jean gave a brief legislative wrap-up report including failure of the CD elections and accountability bills (HB 2415 & HB 2588) and results of SCC’s budget requests. She will send out a summary via email.
* Jean reported that Ron Schultz is scheduled to have another surgery this week.
* The board asked Jean for Commission guidance/assistance with utilizing electronic signatures and policy on cost-share reimbursements in light of possible cooperator job loss/cash-flow issues due to the COVID-19 outbreak. She will have to do some research and respond later.

1. **Outreach Update**

* Shannon Bly shared a new “elevator pitch” which was developed by the SCC Communications Committee for use by CD supervisors and staff.
* Shannon reported that a number of Spring events she’s been working on have been cancelled due to the COVID-19 outbreak and more are expected if the situation worsens. She’s adapting her outreach by using social media to promote outdoor activities that families can enjoy safely during the outbreak.

1. **District Manager Report**

* Matt Zupich indicated that the SCC Budget Strategy meeting, originally to be held April 14-15 in Ellensburg, will be held online in response to the virus outbreak. More details to come from SCC.
* Matt noted that registration is now open for the WADE conference in June and asked supervisors to inform him if they plan to attend so that staff can complete their registration. Early registration is due by April 24th to receive a reduced registration fee.
* Matt reported that he has set staff up with remote logins to enable teleworking. Seems to be working well and public records concerns are not an issue as long as staff are not saving work files to their home computers.
* Matt asked the board if emergency policies need to be written in response to the outbreak, particularly leave policies in the event staff become sick and/or quarantined. The board agreed to make a temporary change to allow greater flexibility in the District leave policy. Ed Adams pointed out that the board can call a special meeting at any time to address emerging needs as the pandemic situation unfolds.

**Motion (4) Sarah Richards moved to grant the District Manager authority, in response to the COVID-19 pandemic, to allow staff to use leave without advanced notice and sick leave without documentation from a physician. Motion passed.**

1. **Upcoming Dates and Review of Motions**

* April 14-15 – SCC Budget Strategy Meeting, Online
* April 22 – WICD Board meeting, 9 am – Noon, location TBD
* May 27 – Board meeting, 9 am – Noon, WICD office
* May 29 – Annual Work Plan and Budget due to SCC
* June 15-17 – WADE Conference, Leavenworth
* June 24 – Board meeting, 9 am – Noon, WICD office
* June 30 – End of FY20
* July 1 – Beginning of FY21

**Motion (1) Tom Fournier moved to approve the minutes of the February 19, 2020 board meeting as corrected. Motion passed.**

**Motion (2) Anza Muenchow moved to approve the Payroll, Expense, and Voucher #s 6735-6757 totaling $43,630.51; Bank POS purchases totaling $1,327.98; EFTPS monthly 941 payroll tax filing totaling $5,552.65. Motion passed.**

**Motion (3) Tom Fournier moved to approve Farm Plan 3-20-1. Motion passed.**

**Motion (4) Sarah Richards moved to grant the District Manager authority, in response to the COVID-19 pandemic, to allow staff to use leave without advanced notice and sick leave without documentation from a physician. Motion passed.**

1. **Adjourned at 11:08 a.m.**