



Whidbey Island Conservation District

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Public Meeting Minutes August 26, 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 remotely via Zoom.

2 Attendance and Quorum

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

Sarah Richards – Chair	Gary Ketcheson – Auditor	Tim Keohane - Member
Mark Sytsma – Vice Chair	Dave Edwards – Member	

Presenters:

Matt Zupich – WICD Manager	Sandy Welch – WICD Administrator
Shannon Bly – WICD Staff	Jean Fike – WSCC Regional Manager
Alan Chapman – WACD NW Area Director/Whatcom CD Supervisor	

Other attendees:

Mark Helpenstell - Citizen

3 Call to Order and Welcome

Sarah Richards called the meeting to order at 9:01 a.m. and asked attendees to introduce themselves.

4 Minutes

Motion (1) Gary Ketcheson moved to approve the July 22, 2020 meeting minutes as presented. Motion passed.

5 Financial Report and Other Business

- Sandy Welch reviewed the July Financial Report.

Motion (2) Gary Ketcheson moved to approve the Payroll, Expense, and Voucher #s 6770-6771 totaling \$4,698.91; Bank direct vouchers for payroll & expenses #s 1046-1056 totaling \$32,170.74; Bank POS purchases & online bill payments totaling \$730.07; and monthly 941 payroll tax filing totaling \$4,350.05. Motion passed.

- Matt Zupich gave an update on WICDs FY21 budget including the status of several grant applications and other funding opportunities. He noted that staff will likely produce a revised annual budget in the coming months.
- Sandy reviewed WICDs 2020 Asset Management Inventory and requested approval.

Motion (3) Tim Keohane moved to approve the WICD 2020 Asset Management Inventory. Motion passed.

6 Contracts & Agreements

- Matt briefly reviewed a draft Interlocal Agreement between WICD and Island County to provide site visits, technical assistance, and BMP designs for landowners participating in the County's Shore Friendly program.

Motion (4) Gary moved to approve the Shore Friendly Interlocal Agreement with Island County Public Health. Motion Passed.

7 WSCC Update

- Jean Fike reported the new SCC website was due to launch this week but was delayed due to some unforeseen circumstances.
- Jean reported on the status of proposed changes to the WAC on CD elections and encouraged WICD to submit any feedback to SCC prior to the September Commission meeting where final decisions are to be made. She also mentioned that mandatory elections training will be offered by SCC on October 2nd and recommended at least 2 staff members participate.

- Jean gave an update on the current status of SCC budget cuts and noted that cuts in the future may affect funding for Districts depending on how well SCC's budget packages fare during the next Legislative session.
- Jean addressed a recent request from WDFW to be added to the WSCC as a full voting member. SCC is seeking feedback from Districts regarding this request. Sarah suggested the board table this discussion until the September meeting.

8 **WACD Update**

- Alan Chapman, WACD NW Area Director, joined the meeting to share some basic information about WACD, upcoming NW Area meetings, the WACD Annual Meeting, WACDs strategic plan, and encouraged increased CD participation in WACD activities.
- Sarah initiated a discussion on CD resolutions and the basic process through which resolutions are elevated to the State level. Alan noted that the resolution process and past resolutions are posted on the WACD website.
- Sarah reported that WACD will be seeking letters of support for WSCC's budget decision packages to send out to Legislators. She asked how WICD might host a virtual tour or meeting to engage with our local Legislators. Matt will work with staff on some ideas.

9 **Outreach Report**

- Shannon Bly shared a detailed outreach report via email with the board prior to the meeting then focused her discussion with the board on Orca Recovery Day plans. She noted that staff decided not hold any in-person events this year and will be utilizing online tools to host several virtual events. She also proposed a possible planting/weeding event at the Cornet Bay restoration site but with participants limited to staff and board in light of COVID safety and restrictions.

10 **Manager Report**

- Matt Zupich revisited a discussion from last month regarding the nexus between supervisor email accounts and public records act compliance. Dave Edwards shared with Matt a District Operations Brief on this subject which points out that Districts should have a policy on electronic communications. WICD does have such a policy but it is specific to staff and does not mention supervisors. Dave and Sarah offered to help Matt amend this policy to include supervisors and potentially mandate supervisor use of WSCC- or WICD-provided email accounts.

11 **Upcoming Dates and Review of Motions**

- September 7 – Labor Day Holiday – Office Closed
- September 15 – WACD Board Meeting
- September 17 – WSCC Regular Meeting - Online
- September 23 – WICD Board Meeting via Zoom
- October 7 – WACD NW Area Work Session via Zoom
- October 17 – Orca Recovery Day
- October 12 – Columbus Day Holiday – Office Closed
- October 21 – WACD NW Area Business Meeting via Zoom
- October 28 – WICD Board Meeting via Zoom
- November 1 – WICD Native Plant Sale Pre-Ordering Begins

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Motion (3) Tim Keohane moved to approve the WICD 2020 Asset Management Inventory. Motion passed.

Motion (4) Gary moved to approve the Shore Friendly Interlocal Agreement with Island County Public Health. Motion passed.

12 **Adjourned at 10:45 a.m.**