



# 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

## Public Meeting Minutes December 18, 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                      Anza Muenchow – Auditor                      Tim Keohane - Member  
Sarah Richards – Vice-Chair                      Tom Fournier – Member

#### Presenters:

Matt Zupich – WICD District Manager  
Sandy Welch – WICD Office/Fiscal Administrator  
Kelsi Mottet – WICD Staff  
Gwendolyn Hannam – WICD Staff  
Shannon Bly – WICD Staff

#### Guests:

Kyle Flack - citizen  
Curt Daniels - citizen

### 3 Call to Order and Welcome

Ed Adams, Board Chair, called the meeting to order at 9:01 a.m.

### 4 Minutes

- Sarah Richards requested the November 2019 minutes be corrected to reflect her position as Vice-Chair of the Board.

**Motion (1) Tim Keohane moved to approve the minutes of the November 23, 2019 board meeting as corrected. Motion passed.**

### 5 Financial Report and Other Business

- Sandy Welch presented the monthly Financial Report.

**Motion (2) Anza Muenchow moved to approve the Payroll, Expense, and Voucher #s 6661-6685 totaling \$29,827.90; Bank POS purchases totaling \$1,299.99; EFTPS monthly 941 payroll tax filing totaling \$5,372.22. Motion passed.**

- Sandy also gave an update on the current status of Plant Sale orders, which have surpassed expectations when compared to previous years. She also reviewed the Plant Sale packing and distribution schedule including a request for supervisors to fill some time slots on the pick-up/open sale day.

### 6 Technical Assistance & Outreach

- Kelsi Mottet presented Farm Plan 12-19-1 and requested board approval. Completing this plan is the final step toward earning her Conservation Planner certification through the WSCC's Center for Technical Development.

**Motion (3) Tim Keohane moved to approve Farm Plan 12-19-1. Motion passed.**

- Gwendolyn Hannam presented Farm Plan 12-19-2 and requested board approval. Completing this plan is the final step toward earning her Conservation Planner certification through the WSCC's Center for Technical Development.

**Motion (4) Anza Muenchow moved to approve Farm Plan 12-19-2. Motion passed.**

- Shannon Bly updated the board on her activities as Outreach Coordinator including WICDs social media presence and its apparent effect on increased Plant Sale orders this year, and a demonstration of a new online assistance/information request form linked to WICDs developing Smartsheet database.

### 7 Contracts, Agreements, Policies

- Matt Zupich informed the board that an addendum to the Master Professional Services Agreement for engineering services on the Greenbank project is due to expire on December 31, 2019. Matt contacted Skagit CD earlier in the month to request the addendum be extended to align with the extended project timeline. He received email confirmation from Skagit CD's manager but has not yet received the document for signature.

**Motion (5) Tom Fournier moved to give Matt Zupich, District Manager, the authority to sign an extension of Addendum #2018\_3.2 to the Master Professional Services Agreement between Whidbey Island and Skagit Conservation Districts for engineering services on the Greenbank Marsh restoration project.**

- Matt also reported on a staff request for the ability to work from home on an as-needed basis. He suggested the District adopt a telework policy if the board supports this concept. The board expressed support to move forward with developing a telework policy.

## **8 District Manager Report**

- Matt Zupich and Sarah Richards reported on their experiences at the 2019 WACD Annual Conference in Tacoma including some of the proceedings of the WACD Annual Meeting and the outcomes of several pertinent resolutions.
- Matt reminded the board that Legislative Days are coming up January 20-21, 2020 in Olympia. WACD staff is willing to help schedule appointments and has requested the names of those planning to attend. Sarah, Anza, and Tim expressed interest.
- The budget revision discussion was moved under the Personnel Committee Report since the budget and staff compensation inform one another.

## **9 Personnel Committee Report**

- Ed Adams reported the Personnel Committee recently conducted the District Manager's annual review which included discussion of staff reviews that Matt conducted. Staff is doing well and there are no issues to report.
- Sandy Welch reviewed the 2020 Wage & Salary Adjustment options and recommendations. The board decided to first take action to adjust Kelsi's base salary to account for her transition into a Planner position.

**Motion (6) Tom Fournier moved to adjust Kelsi Mottet's base salary up to \$51,000 starting January 1, 2020. Motion passed.**

- Sandy then reviewed a revised budget and tied it to the recommended 2020 wage and salary adjustments. The board considered options presented by staff as well as a few other options before taking action.

**Motion (7) Sarah Richards moved to approve a 3% cost of living increase for all staff starting January 1, 2020. Motion passed.**

**Motion (8) Anza Muenchow moved to approve the revised budget as presented. Motion passed.**

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

- December 25 – Christmas Day Holiday, office closed
- January 1 – New Year's Day Holiday, office closed
- January 20 – Martin Luther King, Jr. Holiday, office closed
- January 21 – WACD Legislative Days, Olympia
- January 22 – WICD Board meeting, 9 am – Noon, WICD office
- February 4 – WICD Elections, 2 – 6 pm, WICD office
- February 17 – Presidents' Day Holiday, office closed
- February 19 – WICD Board meeting, 9 am – Noon, WICD office
- February 29 – WICD Plant Sale Pickup Day, Greenbank Farm

**Motion (1) Tim Keohane moved to approve the minutes of the November 23, 2019 board meeting as corrected. Motion passed.**

**Motion (2) Anza Muenchow moved to approve the Payroll, Expense, and Voucher #s 6661-6685 totaling \$29,827.90; Bank POS purchases totaling \$1,299.99; EFTPS monthly 941 payroll tax filing totaling \$5,372.22. Motion passed.**

**Motion (3) Tim Keohane moved to approve Farm Plan 12-19-1. Motion passed.**

**Motion (4) Anza Muenchow moved to approve Farm Plan 12-19-2. Motion passed.**

**Motion (5) Tom Fournier moved to give Matt Zupich, District Manager, the authority to sign an extension of Addendum #2018\_3.2 to the Master Professional Services Agreement between Whidbey Island and Skagit Conservation Districts for engineering services on the Greenbank Marsh restoration project.**

**Motion (6) Tom Fournier moved to adjust Kelsi Mottet's base salary up to \$51,000 starting January 1, 2020. Motion passed.**

**Motion (7) Sarah Richards moved to approve a 3% cost of living increase for all staff as of January 1, 2020. Motion passed.**

**Motion (8) Anza Muenchow moved to approve the revised budget as presented. Motion passed.**

**11 Adjourned at 11:33 a.m.**