**Whidbey Island Conservation District**

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**Public Meeting Minutes**

**April 22, 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**:

Ed Adams - Chair Anza Muenchow – Auditor

Sarah Richards – Vice-Chair Tom Fournier – Member

**Presenters**:

Matt Zupich – WICD Manager Sandy Welch – WICD Administrator

Shannon Bly – WICD Staff

**Other Attendees:**

Dave Edwards - citizen Mark Sytsma - citizen

**3 Call to Order and Welcome**

Ed Adams, Chair, called the meeting to order at 9:02 a.m. Sarah Richards requested adding the following topics to the agenda: Year-End Funding, COVID-19 Protection Plan, WSCC Budget Survey, Local Food System Efforts

**4** **Minutes**

**Motion (1) Tom Fournier moved to approve the minutes of the March 18, 2020 board meeting as corrected. Motion passed.**

**5 Financial Report and Other Business**

* Sandy Welch reviewed the monthly Financial Report.

**Motion (2) Anza Muenchow** **moved to approve the Payroll, Expense, and Voucher #s 6758-6760 totaling $4,723.91; Bank direct vouchers for payroll & expenses #s 1001-1011 totaling $22,084.61; 1st Quarter deposits to Employment Security and L&I totaling: $633.02; Bank POS purchases & online bill payments totaling $767.92; EFTPS monthly 941 payroll tax filing totaling $5,396.85. Motion passed.**

* Sandy reviewed WICD’s Payroll Process policy and draft revisions that were necessary to make in response to the COVID-19 crisis.

**Motion (3) Anza Muenchow moved to approve the revised Payroll Process, policy 8.5.1, as written. Motion passed.**

* Sandy reported that the Schedule 22 internal audit is typically due at the end of May. Working reduced hours may not allow her sufficient time to complete the audit by the May deadline. Ed suggested contacting the State Auditor’s Office to request a deadline extension.
* Matt Zupich led a discussion about current supervisor openings after Ed recently announced his resignation from the board. Based on feedback from Commission staff, the soonest Ed’s position could be re-appointed is at the July Commission meeting. Sarah suggested the board write a letter to the Commission requesting an expedited appointment process given that there are already 2 applicants for one of WICDs appointed positions.
* Matt reported that, in response to the coronavirus pandemic, WICD is following all State and Federal guidelines to protect staff and the public from potential spread of the infection. Staff are primarily working from home, with no site visits occurring, and coordinating office visits with each other to limit exposure. When staff does work in the office, they are also to disinfect common surfaces before leaving for the day.
* Matt reported that he participated in the recent WSCC Budget Strategy webinar and completed the SCC online survey regarding CD budget priorities.
* Matt reported that WSCC will be unable to provide end-of-year funding to CDs this year due to the financial impacts of the COVID-19 crisis.

1. **Outreach Update**

* Shannon Bly reported on several outreach efforts she’s working on to maintain public & partner engagement with WICD and noted that there’s a surge of outreach coming from CDs and partners due to limitations on other program work (no TA site visits for example) imposed by the current stay at home order.
* Shannon requested the outgoing board members send her testimonials about their service on the WICD board.
* Shannon reported that Whidbey Island Grown is now a registered cooperative. The WIG Co-Op is currently working with 12 local farms to being offering a food hub-type of service to local restaurants and consumers while stay-at-home orders are in place such that orders will be taken online, produce/products are aggregated and orders filled, then distributed via drop sites.

1. **Review Draft FY21 Annual Work Plan**

* Matt Zupich led a review of staff recommended edits/changes to the Draft FY21 Annual Work Plan. The board agreed to begin the 2-week public review in early May. The board will consider any public input at the May board meeting and approve a final draft to be sent to WSCC by May 29.

1. **District Manager Report**

* Matt Zupich reported that WICD staff hours have been reduced in response to lack of work and budget constraints.
* Matt reported that he’s applied for an Employment Security Department program called Shared Work. The intent of the program is to help employers retain staff, who are experiencing reduced hours, by paying unemployment benefits for 10-50% of staff’s normal hours and not requiring a job search.
* Matt reviewed a Mobile Work Policy, which includes Telework, recently adopted by the Pierce CD board of supervisors. He will continue to customize a similar policy for WICD and bring it back to the board next month for consideration.

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

* May 27 – Board meeting, 9 am – Noon, WICD office
* May 29 – Annual Work Plan and Budget due to SCC
* 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 March 18, 2020 board meeting as corrected. Motion passed.**

**Motion (2) Anza Muenchow moved to approve the Payroll, Expense, and Voucher #s 6758-6760 totaling $4,723.91; Bank direct vouchers for payroll & expenses #s 1001-1011 totaling $22,084.61; 1st Quarter deposits to Employment Security and L&I totaling: $633.02; Bank POS purchases & online bill payments totaling $767.92; EFTPS monthly 941 payroll tax filing totaling $5,396.85. Motion passed.**

**Motion (3) Anza Muenchow moved to approve the revised Payroll Process, policy 8.5.1, as written. Motion passed.**

1. **Adjourned at 10:40 a.m.**