Whidbey Island Conservation District

P.O. Box 490 – 1 NE 4th Street, Coupeville, WA 98239 - 360.678.4708 Fax: 360.678.2271

Public Meeting Minutes May 22, 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 4th Street, Coupeville, WA.

2 Attendance and Quorum

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

Ed Adams - Chair Sarah Richards — Vice-Chair Anza Muenchow - Auditor Tim Keohane — Member

Also in attendance or presenting:

Matt Zupich – WICD District Manager Sandy Welch – WICD Office/Fiscal Administrator

Kelsi Mottet - WICD Technical Staff

3 Call to Order and Welcome

Ed Adams, Board Chair, called the meeting to order at 9:05 a.m.

4 Minutes

Motion (1) Anza Muenchow moved to approve the minutes of the April 24, 2019 board meeting as amended. Motion passed.

- 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 6491-6513 totaling \$44,363.05; Bank POS purchases totaling \$1,122.14; EFTPS monthly 941 payroll tax filing totaling \$5,686.18. Motion passed.
 - Sandy presented a proposed board resolution to retroactively offer Social Security coverage to district employees per Section 218 of the Social Security Act. This resolution does not reflect an oversight by WICD, rather, it is an effort by the WA Department of Retirement Security to ensure the Social Security coverage is available to eligible public employees.

Motion (3) Sarah Richards moved to approve WICD Resolution 19_05_1. Motion passed.

• Sandy presented several proposed changes to the WICD Operations Manual (sections 2.1.1, 2.4, 8.5.2, 8.5.3). Proposed changes are intended to minimize redundancies, improve clarity, and address a suggestion by our insurance provider regarding sexual harassment and discrimination policies and/or procedures.

Motion (4) Sarah Richards moved to approve the proposed changes to sections 2.1.1, 2.4, 8.5.2, & 8.5.3 of the WICD Operations Manual. Motion passed.

- Sandy reported that WICD's Annual Financial Report has been completed and submitted to the State Auditor's Office (SAO).
- Sandy reviewed SAO guidance regarding public entity use of payment processing services such as PayPal. WICD switched from PayPal to Square a few years ago because Square had the shortest payment hold period. The Board assessed the potential risks decided to continue using Square.
- 6 **Technical Assistance Plan** Kelsi Mottet presented Forest Plan 5_19_1 for review and approval. **Motion (5) Tim Keohane moved to approve Forest Plan 5_19_1. Motion passed.**
- 7 NRCS Report Matt Zupich gave an NRCS update on behalf of Jared Hamman.
- 8 WACD Report Sarah Richards reported that WACD staff worked hard this legislative session with many positive results. Sarah discussed her efforts with the Communications Committee to improve policies regarding conflict resolution within WACD. She also encouraged the WICD Board to complete the recently distributed annual review of the WACD Executive Director.

- **9 FY20 Annual Work Plan and Budget** Matt reported the WICD FY20 Annual Work Plan and Budget were posted for public comment as required. No comments were received.
 - Motion (6) Anza Muenchow moved to approve the WICD FY20 Annual Work Plan and Budget. Motion passed.
- 10 Contracts & Agreements Matt requested renewing the WSCC Master Contract and the Engineering Cluster Agreement. The original copy of the engineering agreement has not yet arrived in the mail so board signature will occur when it arrives.
 - Motion (7) Tim Keohane moved to approve renewing the WSCC Master Contract. Motion passed.
 - Motion (8) Anza Muenchow moved to approve renewing the Engineering Cluster Agreement. Motion passed.

11 District Manager Report – Matt Zupich

- Both current cost-share projects appear to be on schedule for completion before the end of the fiscal year. Erin is working on 3 new cost-share projects for FY20.
- Matt attended a rate study kickoff meeting with FCS Group this week. He shared a timeline and other details of upcoming work. He will set up appointments with each County Commissioner to prep them for the rate & charge proposal we will be submitting to them this summer.
- Staff participated in a webinar regarding Palouse CDs use of Smartsheet, a cloud-based collaboration and work management platform. After the webinar, staff decided to move forward with purchasing Smartsheet licenses to start integrating it into WICD processes in FY20.
- Discussed current efforts to develop a job description and scope of work for a Shared Forester between Whidbey, San Juan Islands, and Skagit CDs.
- Matt did more research about the WDVA's conservation corps and veteran intern programs. Any entity can participate. WICD is not currently in a position to take this on but will continue developing ideas for a future veteran project.
- Kelsi has been accepted into the Basic Conservation Planner training course scheduled for September in Pullman.

12 Other

- Sarah reported on WIG's effort to establish itself as a standalone organization. They are currently advertising to hire a parttime administrative employee.
- The board agreed to begin informally sharing board chair duties as an opportunity to cross-train board members for future needs.

13 Upcoming Dates

- May 27 Memorial Day Holiday
- May 30-31 WSCC Regional Managers Meeting, WICD Office
- May 31 Approved Annual Work Plan/Budget deadline
- June 10-12 WADE Conference, Leavenworth
- June 24-28 State Auditor's Office audit
- June 26 WICD Board Meeting, 9 am Noon

14 Adjourned at 11:45 a.m.

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