



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 January 27, 2021; 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:

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

Attendees:

Sandy Welch – WICD Administrator	Shannon Bly – WICD Outreach Coordinator	Kelsi Mottet – WICD Planner
Jean Fike – WSCC Regional Manager	Alan Chapman – WACD NW Area Director/Whatcom CD Supervisor	
Jennifer Abermanis – Citizen	Paul Belanger – Citizen	

3 Call to Order and Welcome

Dave Edwards called the meeting to order at 9:00 a.m. and led introductions.

4 Minutes

Motion (1) Tim Keohane moved to approve the December 16, 2020 meeting minutes as written. Motion passed.

5 Financial Report and Other Business

- Sandy Welch reviewed the January Financial Report.

Motion (2) Gary Ketcheson moved to approve the Payroll, Expense, and Voucher #s 6783-6785 totaling \$27,649.12; Bank direct vouchers for payroll & expenses #s 1095-1103 totaling \$19,652.12; 4th Quarter deposits to Employment Security, L&I, and WA PFML totaling \$607.65; 2020 sales tax payment to WA Dept of Revenue totaling \$3,533.53; Bank POS purchases & online bill payments totaling \$1,390.84; and monthly 941 payroll tax filing totaling \$4,585.81. Motion passed.

- Sandy reviewed the status and answered questions related to the district elections processes, including the plan in place for receiving/counting ballots and confirmed that a member from the local League of Women Voters will serve as a poll-site attendant.

6 Outreach Report

- Shannon Bly gave an update on the Plant Sale including current sales stats, volunteer recruitment, and plans for complying with COVID restrictions during distribution. Several Board members volunteered to assist with distribution.

7 Technical Assistance

- Kelsi Mottet shared background and information about the NRCS Task Order program and how it integrates with the Conservation Commission and local CDs. She then presented for WICD approval a Task Order Addendum created in partnership with the local NRCS office and approved by the WSCC. The addendum outlined EQIP application or project implementation assistance to 8 local landowners.

Motion (3) Tim Keohane Keohane moved to approve the final Task Order for Technical Assistance and Services between NRCS & WSCC in the amount of \$4,866.66 to be executed between February 1, 2021 and June 30, 2021 by WICD staff. Motion passed.

8 WACD/WSCC Reports

- Jean Fike reported on the status of the ongoing settlement agreement related to agricultural Non-Point BMPs, gave an update on the current legislative session and funding forecast, and shared a reminder about evolving changes to COVID regulations.
- Al Chapman reported that the WACD work plan is underway and shared an update on the discussions surrounding resolutions and how they are circulated.

9 WICD Operations

- Legislative Week is February 8-12, 2021. Sarah Richards shared her experience and background information about the event. She will reach out to Snohomish CD Manager Linda Lyshall to potentially partner with her to schedule joint meetings with legislators.
- Staff Update - Sandy shared that Shannon Bly has accepted a full-time position elsewhere and will be leaving her position at the District starting March 1st. The Board discussed plans for moving forward and identified a Hiring Committee composed of Dave Edwards, Gary Ketcheson, and Mark Sytsma. Additionally, the Board scheduled a special meeting on Wednesday, February 10, 7PM to discuss staffing needs.
- CAPP: Board Workshop discussion – Jean has engaged Shana Joy from the WSCC to lead a Conservation & Accountability Performance Program (CAPP) presentation on February 17th at 2PM. The public is welcome to attend.
- Associate Supervisor Policy – Dave shared the existing WICD Associate Supervisor Resolution, and the Board discussed the benefits of having Associate Supervisors and how they might bring some energy to recruitment.
- Biochar – Gary Ketcheson and interested citizen Paul Belanger shared information about biochar and local biochar opportunities and programs.

10 Other, Upcoming Dates and Review of Motions

- February 2 – WICD Election Day
- February 8-12 – WACD Legislative Days
- February 15 – Presidents Day Holiday, office closed
- February 15 – WACD Regular Meeting
- February 17 – WICD Board Meeting, via Zoom
- February 17 – WICD Board CAPP Workshop – 2PM via Zoom
- February 26-27 – WICD Plant Sale Pickup
- March 24 – WICD Board Meeting 9AM via Zoom
- March 31 – Deadline for Appointed Supervisor Applications

Motion (1) Tim Keohane moved to approve the December 16, 2020 meeting minutes as written. Motion passed.

Motion (2) Gary Ketcheson moved to approve the Payroll, Expense, and Voucher #s 6783-6785 totaling \$27,649.12; Bank direct vouchers for payroll & expenses #s 1095-1103 totaling \$19,652.12; 4th Quarter deposits to Employment Security, L&I, and WA PFML totaling \$607.65; 2020 sales tax payment to WA Dept of Revenue totaling \$3,533.53; Bank POS purchases & online bill payments totaling \$1,390.84; and monthly 941 payroll tax filing totaling \$4,585.81. Motion passed.

Motion (3) Tim Keohane Keohane moved to approve the final *Task Order for Technical Assistance and Services between NRCS & WSCC* in the amount of \$4,866.66 to be executed between February 1, 2021 and June 30, 2021 by WICD staff. Motion passed.

12 Adjourned at 11:20 a.m.