



Whidbey Island Conservation District

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Public Meeting Minutes July 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:

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

Presenters:

Matt Zupich – WICD Manager	Sandy Welch – WICD Administrator
Kelsi Mottet – WICD Staff	Jean Fike – WSCC Regional Manager

3 Call to Order and Welcome

Sarah Richards called the meeting to order at 9:01 a.m. and asked attendees to introduce themselves. Following introductions, Matt Zupich announced the WSCC selected Dave Edwards to fill a mid-term appointed position on WICDs Board of Supervisors.

4 Minutes

Motion (1) Mark Sytsma moved to approve the June 24, 2020 meeting minutes as presented. Motion passed.

5 Financial Report and Other Business

- Sandy Welch conducted a detailed review of the structure and elements of monthly Financial Reports, using the July report as an example, for the benefit of WICD's 3 new supervisors. Sandy answered several questions and noted Board feedback regarding the report structure.

Motion (2) Gary Ketcheson moved to approve the Payroll, Expense, and Voucher #s 6767-6769 totaling \$15,350.85; Bank direct vouchers for payroll & expenses #s 1037-1045 totaling \$22,917.05; 2nd Quarter deposits to Employment Security and L&I totaling \$482.42; Bank POS purchases & online bill payments totaling \$650.12; and monthly 941 payroll tax filing totaling \$4,343.29. Motion passed.

- Matt reviewed the FY21 SCC Implementation Grant Addendums and requested approval.

Motion (3) Mark Sytsma moved to approve the WCSS Implementation Grant Addendums for the first half of FY21. Motion passed.

- Matt briefly reviewed last month's report on a gap in WICDs FY21 budget. Staff are now implementing an action plan including reducing work hours, applying for grants, and exploring other funding options. He noted that staff will likely produce a revised annual budget in the next few months.

7 WSCC Update

- Jean Fike reviewed SCC's current budget situation including current FY budget reductions and efforts to include CDs in developing budget requests for the 21-23 biennium, likely with budget reductions as well.
- Jean reported on the status of proposed changes to the WAC on CD elections including upcoming public hearings and public comment periods. She encouraged WICD to submit any feedback to SCC prior to the September Commission meeting where final decisions are to be made.
- Jean discussed SCC's move to scale back the requirements, process, and end product of this year's Annual Report in an effort to be more efficient and effective given the challenges created by COVID.

8 Technical Assistance Plans

- Kelsi Mottet reviewed the O'Brien Forest Management Plan (7-20-1) and requested board approval.

Motion (4) Gary Ketcheson moved to approve the O'Brien Forest Management Plan and authorize Matt Zupich to sign the Plan on behalf of the WICD Board. Motion passed.

- Kelsi reviewed the Deighton Forest Management Plan (7-20-2) and requested board approval.

Motion (5) Gary Ketcheson moved to approve the Deighton Forest Management Plan and authorize Matt Zupich to sign the Plan on behalf of the WICD Board. Motion passed.

9 NW Region Engineering Program

- Matt briefly discussed the Shared Engineer program for the benefit of new supervisors and shared an example of some recent work completed by Tom Slocum, the NW Region's Engineer.

10 Manager Report

- Matt reported the Penn Cove NTA is currently due to expire on September 1, 2020 but, due to delays caused by COVID, WICD will be submitting a request to extend the project for an additional 3 months to December 1, 2020.

14 Upcoming Dates and Review of Motions

- July 31 – WSCC FY21 Grant Addendums Due
- August 26 – WICD Board Meeting via Zoom
- September 7 – Labor Day Holiday – Office Closed
- September 16-17 – WSCC Regular Meeting
- September 23 – WICD Board Meeting via Zoom

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Motion (5) Gary Ketcheson moved to approve the Deighton Forest Management Plan and authorize Matt Zupich to sign the Plan on behalf of the WICD Board. Motion passed.

15 Adjourned at 10:51 a.m.