



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 March 24, 2020; 9:00 AM – 11:45 AM

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:

Josh Monaghan – WICD Manager	Sandy Welch – WICD Administrator	Jean Fike – WSCC Regional Manager
Jennifer Abermanis – citizen	Alan Chapman- WACD	

3 Call to Order and Welcome

Dave Edwards called the meeting to order at 9:02 a.m. and led introductions, including introductory remarks from Josh Monaghan, interim District Manager

4 WSCC Report

- Jean Fike shared a general Commission update including information on the state budget and changes in restrictions for public offices under the state COVID response.

5 Financial Report and Actions

- Sandy Welch reviewed the December Financial Report.

Motion (1) Gary Ketcheson moved and Mark Sytsma seconded to approve the Payroll, Expense, and Voucher #s 6788-6789 totaling \$2430.84; Bank direct vouchers for payroll & expenses #s 1113-1126 totaling \$31,294.48; Plant Sale refunds totaling \$274.42; Bank POS purchases & online bill payments totaling \$1553.86; and monthly 941 payroll tax filing totaling \$4,058.89. Motion passed.

Motion (2)- Sarah Richards moved and Tim Keohane seconded to approve transfer of \$7,000 in funds from leave reserve account to operating budget to cover recent payout of accrued leave. Motion passed.

Motion (3)- Sarah Richards moved and Time Keohane seconded to move 15,000 from Rate and Charge account to Operating budget to align with budgeted spending. Motion passed.

New Food System Project Grant

- Sandy Welch gave a brief overview of a recently awarded grant to fund farm walks in partnership with WSC and WIGA.

6 Partnerships

Cluster Engineer Agreement

- Board discussed proposed contract and direct Josh Monaghan to gather additional information and share and updated on this topic at the April Board meeting.

Puget Sound Caucus Support Letters

- Discussion of how to respond to requests for support letters. Board asked that Manager keeps them informed about these. Not action needed.

Whidbey Island Grown- partnership

- Discussion of the partnership between WIG and WICD.

Shared Forester Contracting

- Josh Monaghan shared that Puget Sound CD Caucus has hired Stacy Dixon as area forester. A next step is to develop contracting agreement with Snohomish Conservation District for this work.

Motion (4) Gary Ketcheson moved and Sarah Richards seconded to delegate task of review and approval of shared forester agreement to Supervisor Tim Keohane, with Support from Josh Monaghan. Motion passed.

7

Other Business

District Manager Hiring

- Board discussed draft position description and laid out timeline to gather additional edits for a revision to be brought back to a board meeting for review and approval.

Possible change in Board meeting time

- Board discussed possibly changing meeting date/ time to accommodate better participation from WACSS and WACD guests. Possible alternatives suggested were Tuesday or Thursday mornings. David Edwards will follow up with San Juan Board to discuss how options and will come back to Board with an update.

Part time graphic support

- Josh Monaghan presented option to keep Sandy Welch on staff on a parttime basis to work on 3 specific graphics projects through the end of June.

Motion (5) Tim Keohane moved and Sarah Richards seconded to approve retaining Sandy Welch as a parttime employee through the end of June to complete 3 graphic design projects. Motion passed.

Sharing that the District is in Transition

- Board discussed themes and messaging to share with public. Included importance of honoring and celebrating recently retired staff and to share our excitement for this moment and the future.
- Supervisor Mark Sytsma and Jennifer Abermanis volunteered to lead work with Josh Monaghan to develop messaging for the District to share with clients and the broader community.

8

Other, Upcoming Dates and Review of Motions

- March 24 – WICD Board Meeting, via Zoom
- March 31 – Deadline for Appointed Supervisor Applications
- April 28 – WICD Board Meeting, via Zoom
- May 30 – Deadline for annual financial reporting to be submitted to State Auditor
- May 30 – Deadline for Annual Plan of Work to be submitted to Commission
- June 30 – All Conservation Commission grants must be spent by this date

Motion (1) Gary Ketcheson moved and Mark Sytsma seconded to approve the Payroll, Expense, and Voucher #s 6788-6789 totaling \$2430.84; Bank direct vouchers for payroll & expenses #s 1113-1126 totaling \$31,294.48; Plant Sale refunds totaling \$274.42; Bank POS purchases & online bill payments totaling \$1553.86; and monthly 941 payroll tax filing totaling \$4,058.89. Motion passed.

Motion (2)- Sarah Richards moved and Tim Keohane seconded to approve transfer of \$7,000 in funds from leave reserve account to operating budget to cover recent payout of accrued leave. Motion passed.

Motion (3)- Sarah Richards moved and Time Keohane seconded to move 15,000 from Rate and Charge account to Operating budget to align with budgeted spending. Motion passed.

Motion (4) Gary Ketcheson moved and Sarah Richards seconded to delegate task of review and approval of shared forester agreement to Supervisor Tim Keohane, with Support from Josh Monaghan. Motion passed.

Motion (5) Tim Keohane moved and Sarah Richards seconded to approve retaining Sandy Welch as a parttime employee through the end of June to complete 3 graphic design projects. Motion passed.

9

Adjourned at 11:45 a.m.