



# Whidbey Island Conservation District

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

---

## Public Meeting Minutes May 27, 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 – Acting Chair      Tim Keohane – Member  
Gary Ketcheson – Member      Mark Sytsma - Member

#### Presenters:

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

#### Other Attendees:

Dave Edwards - citizen

### 3 Call to Order and Welcome

Sarah Richards, Acting Chair, called the meeting to order at 9:03 a.m. She welcomed Gary Ketcheson and Mark Sytsma, as WICD's new board supervisors, then asked each attendee to introduce themselves.

### 4 Board Membership

- Sarah, Matt Zupich, and Jean Fike each contributed to an informal orientation for the new supervisors, Gary and Mark, including brief reviews of the WSCC website and resources, WICD's insurance through Enduris, WICD's Operations Manual, WICD's Long-Range Plan, and other relevant items.
- Matt reviewed the status of the current board vacancy and application process following Ed Adams' resignation last month. Several people have expressed interest.
- In light of recent changes to board membership, Matt indicated that the board should elect new officers. The board discussed officer roles and noted the vacant board position will not be filled until at least the July board meeting.

**Motion (1) Tim Keohane moved to elect Sarah Richards as Chair, Mark Sytsma as Vice-Chair, and Gary Ketcheson as Auditor until the August 2020 board meeting, when it is anticipated the vacant board position will be filled, at which time the board will reassess officer positions. Motion passed.**

### 5 Minutes

In a discussion of the April minutes, Matt pointed out that Sarah is the only current supervisor to have been present at the April board meeting and thus the only supervisor eligible to approve the minutes.

**Motion (2) Gary Ketcheson moved to allow Sarah Richards' sole approval of minutes of the April 22, 2020 board meeting because she is now the only current board supervisor to be present at that meeting. Motion passed.**

### 6 Financial Report and Other Business

- Sandy Welch reviewed the monthly Financial Report and answered a few questions from the board.

**Motion (3) Tim Keohane moved to approve the Payroll, Expense, and Voucher #s 6761-6763 totaling \$4,570.48; Bank direct vouchers for payroll & expenses #s 1012-1021 totaling \$22,086.12; Bank POS purchases & online bill payments totaling \$642.27; EFTPS monthly 941 payroll tax filing totaling \$4,567.63. Motion passed.**

- Matt reviewed recent attention to the nexus between social media and public records. He showed a draft District Operations Brief (#1-2020) titled "Managing social media public records" that WSCC recently developed. He reported that WICD's draft

communications policy may not comply with Public Records Act (PRA) standards for social media public records as written. He noted that, statewide, CDs may be required to purchase specialized software to ensure PRA compliance and there is an effort to determine if a shared account across districts is feasible to help minimize costs. He will continue to track this topic and modify WICD's draft policy once it is known how to comply with the PRA. There were subsequent discussions regarding public records in general and open public meeting requirements as well.

**7 WSCC Update**

- Jean gave updates on the outlook of State and WSCC budgets, WSCC's COVID-19 resources webpage, Gov Delivery sign-up for the new supervisors, and WSCC-led Conservation Community Calls.

**8 FY21 Annual Work Plan & Budget**

- Matt reported the 2-week public review period on WICDs FY 21 Work Plan & Budget ended last week. There were no public comments received except some edits/comments submitted by Gary Ketcheson, which were reviewed in the meeting. Matt answered a few questions from the board then requested board approval to submit a final plan & budget to WSCC by the May 29, 2020 deadline.

**Motion (4) Tim Keohane moved to approve the WICD FY21 Annual Work Plan & Budget as presented. Motion passed.**

**9 District Manager Report**

- Matt reported that the Annual WADE Conference has been changed from in-person to virtual and will be held June 15-17.
- Matt reported that he's working on a "Return to Work" plan for staff based on several resources including guidance from the Governor's office, WSCC, & CDC. Island County was recently granted a variance to move into Phase 2 of the Governor's "Safe Start" plan which means WICD staff may be able to resume modified office and field work in early June. There was some discussion about certain elements of WICD's Return to Work plan and Matt will keep the board informed of its status over the next few weeks.

**Motion (5) Sarah Richards moved to support the District Manager's development and implementation of a "Return to Work" plan for WICD. Motion Passed.**

**10 Upcoming Dates and Review of Motions**

- May 29 – Annual Work Plan and Budget due to SCC
- June 15-17 – Virtual WADE Conference
- June 24 – Board meeting, 9 am – Noon, location TBD
- June 30 – End of FY20
- July 1 – Beginning of FY21
- July 22 – Board meeting, 9 am – Noon, location TBD

**Motion (1) Tim Keohane moved to elect Sarah Richards as Chair, Mark Sytsma as Vice-Chair, and Gary Ketcheson as Auditor until the August 2020 board meeting, when it is anticipated the vacant board position will be filled, at which time the board will reassess officer positions. Motion passed.**

**Motion (2) Gary Ketcheson moved to allow Sarah Richards' sole approval of minutes of the April 22, 2020 board meeting because she is now the only current board supervisor to be present at that meeting. Motion passed.**

**Motion (3) Tim Keohane moved to approve the Payroll, Expense, and Voucher #s 6761-6763 totaling \$4,570.48; Bank direct vouchers for payroll & expenses #s 1012-1021 totaling \$22,086.12; Bank POS purchases & online bill payments totaling \$642.27; EFTPS monthly 941 payroll tax filing totaling \$4,567.63. Motion passed.**

**Motion (4) Tim Keohane moved to approve the WICD FY21 Annual Work Plan & Budget. Motion passed.**

**Motion (5) Sarah Richards moved to support the District Manager's development and implementation of a "Return to Work" plan for WICD. Motion Passed.**

**11 Adjourned at 11:08 a.m.**