**Whidbey Island Conservation District**

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 **Public Meeting Minutes**

**November 18, 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**:

Dave Edwards – Chair Tim Keohane - Member

Mark Sytsma – Vice-Chair Sarah Richards – Member

Gary Ketcheson – Auditor

**Attendees**:

Matt Zupich – WICD Manager Sandy Welch – WICD Administrator Shannon Bly – WICD Outreach Coordinator

Alan Chapman – WACD NW Area Director/Whatcom CD Supervisor

Jennifer Abermanis – citizen Kirk Kirkconnell - citizen

**3 Call to Order and** **Welcome**

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

**4** **Minutes**

**Motion (1) Sarah Richards moved to approve the October 28, 2020 meeting minutes as written. Motion passed.**

**5 Financial Report and Other Business**

* Sandy Welch reviewed the November Financial Report.

**Motion (2) Gary Ketcheson** **moved to approve the Payroll, Expense, and Voucher #s 6778-6779 totaling $4,698.91; Bank direct vouchers for payroll & expenses #s 1076-1083 totaling $17,407.592; Bank POS purchases & online bill payments totaling $1,640.47; and monthly 941 payroll tax filing totaling $4,171.45. Motion passed.**

* Sandy and Matt Zupich reviewed some of the recent outreach staff have done to promote WICD’s upcoming election and appointment cycle including an updated elections webpage, an E-Blast, legal notices in local newspapers, and plans to submit press releases as well.
* Sandy responded to a question regarding the process for updating supervisor signatures on WICD’s bank account and WSCC’s signature form. Staff will send the board an email with instructions as soon as possible.

**6 WICD Policy**

* Matt reviewed a proposed policy to establish parameters for candidate statements in WICD’s annual election. Mark Sytsma suggested some additional clarifying language which was added to the draft policy.

**Motion (3) Tim Keohane moved to approve Policy 1.23 Board Elections – Candidate Statements and add it to the WICD Operations Manual. Motion passed.**

**7 Outreach Report**

* Shannon Bly gave an update on the Plant Sale including current sales stats and plans for the remainder of the sale.
* Shannon discussed her District role with WIGC and current challenge with county permitting for Food Hub activities. Shannon, Matt, Sarah, and Dave will meet outside of the board meeting to discuss ways WICD can support WIGC with this issue.

**8 WSCC Report**

* Matt gave a report on behalf of Jean Fike, WSCC Regional Manager, including funding predictions and Legislative outreach.
* Matt gave a reminder that a special district elections meeting will be held on Saturday, November 1st. Supervisors are encouraged to attend.
* Matt informed the board that WSCC has posted a new supervisor training module on their website.

**11 WACD Report**

* Matt reported that he has registered on behalf of board and staff for the WACD Annual Conference. He briefly reviewed the conference website.
* Alan Chapman briefly reviewed the WACD Annual Conference agenda and made a plea to secure sponsorships to help defray conference costs.
* Alan reported on WACD activities including the Plant Materials Center (PMC), finance committee, proposed bylaw changes, tribal relations, and a few other updates. There was some discussion regarding PMC crop insurance.

**12 Manager Report**

* Matt reported that Kelsi Mottet, WICD Planner, has been accepted as the newest member of the WSCC Center for Technical Development’s Leadership Team. He briefly reviewed the work agreement which will provide an additional $5500 to WICD’s budget to pay for Kelsi’s time working with CTD.
* The Puget Sound Caucus Area Forester Hiring Committee recently interviewed 9 candidates, then scored and ranked a top 5 list. Matt and Dave were given the opportunity to review the application packages and interview notes for each of the 5 top candidates and provide feedback on behalf of WICD. The next phase of the hiring process is yet to be determined but should move along swiftly.
* Matt announced that WICD and Snohomish CD partnered on virtual tour for Rep. Dave Paul on November 12th. Rep. Paul was the only legislator to respond to the invitation and attend. Both districts would like plan another virtual tour prior to the next legislative session with hopes that all three District 10 Legislators would attend.
* Matt discussed a request from Sarah to provide the board with monthly operational data such as number of clients served and number of clients on a wait-list. Sarah would like to have this information in preparation for Legislative Days. Dave would also like to have this type of data to compare with metrics in the annual workplan.

**10 Other, Upcoming Dates and Review of Motions**

* Dave mentioned that he will soon be seeking Board input via email to help enhance Supervisor engagement in District business and partnerships.
* November 19 – WA Conservation Society Annual Meeting via GoToMeeting
* November 21 – CD Elections Meeting via GoToMeeting
* November 26-27 – Thanksgiving Holiday – office closed
* Nov 30 – Dec 2 - WACD 2020 Virtual Annual Meeting via Zoom
* December 3 – WSCC Business Meeting via Zoom
* December 16 – WICD Board meeting via Zoom
* December 25 – Christmas Day Holiday, office closed
* January 1 – New Year’s Day Holiday, office closed
* January 18 – MLK Day Holiday, office closed

**Motion (1) Sarah Richards moved to approve the October 28, 2020 meeting minutes as written. Motion passed.**

**Motion (2) Gary Ketcheson moved to approve the Payroll, Expense, and Voucher #s 6778-6779 totaling $4,698.91; Bank direct vouchers for payroll & expenses #s 1076-1083 totaling $17,407.592; Bank POS purchases & online bill payments totaling $1,640.47; and monthly 941 payroll tax filing totaling $4,171.45. Motion passed.**

**Motion (3) Tim Keohane moved to approve Policy 1.23 Board Elections – Candidate Statements and add it to the WICD Operations Manual. Motion passed.**

**11 Adjourned at 11:01 a.m.**