



# 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 October 28, 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	Tim Keohane - Member
Mark Sytsma – Vice-Chair	Dave Edwards – Member
Gary Ketcheson – Auditor	

#### Attendees:

Matt Zupich – WICD Manager	Sandy Welch – WICD Administrator	Kelsi Mottet – Natural Resource Planner
Kevin Zobrist – WSU Professor, Extension Forestry	Jared Hamman – NRCS	Jean Fike – SCC Regional Manager
Alan Chapman – WACD NW Area Director/Whatcom CD Supervisor		

### 3 Call to Order and Welcome

Sarah Richards called the meeting to order at 9:00 a.m.

### 4 Minutes

**Motion (1) Tim Keohane moved to approve the September 23, 2020 meeting minutes as written. Motion passed.**

### 5 Financial Report and Other Business

- Sandy Welch reviewed the October Financial Report including a discussion of the WA Paid Family & Medical Leave account setup.

**Motion (2) Gary Ketcheson moved to approve the Payroll, Expense, and Voucher #s 6774-6777 totaling \$5,823.91; Bank direct vouchers for payroll & expenses #s 1066-1075 totaling \$18,114.56; 3<sup>rd</sup> Quarter deposits to Employment Security, L&I, and WA PFML totaling \$1,529.06; Bank POS purchases & online bill payments totaling \$1,304.30; and monthly 941 payroll tax filing totaling \$4,406.71. Motion passed.**

- Sandy reviewed revisions to the WICD Annual Budget noting major changes to both revenue and expenses then requested board approval. Matt Zupich noted the revised budget includes reduced payroll expenses because staff are still working reduced hours; if staff hours were increased to regular, full-time hours, the budget would still have a \$26,000 shortfall.

**Motion (3) Tim Keohane moved to approve the revised WICD FY 21 Annual Budget. Motion passed.**

- Matt reported a committee of board and staff met to discuss the office lease extension proposal. The committee's counter-offer was accepted by the landlord, 4<sup>th</sup> Street LLC, and now requires board approval. A few questions arose from the board regarding impacts to staff time when the office carpeting is being replaced (as part of the lease extension). Matt will reach out to the landlord to clarify carpet replacement plans.

**Motion (4) Gary Ketcheson moved to approve the office lease extension agreement as presented. Passed.**

**Motion (5) Tim Keohane moved to authorize Matt Zupich to sign the agreement on behalf of the WICD board. Motion passed.**

- Sarah reported she is resigning as board chair, effective immediately. She will serve the remainder of her term, through May 2021, but not seek re-election. The board discussed electing new officers.

**Motion (6) Tim Keohane moved to elect Dave Edwards as board chair, Mark Sytsma as vice-chair, and Gary Ketcheson as auditor. Motion passed.**

- Sandy reported authorized signature forms need to be updated for both the WSCC and Whidbey Island Bank. In order to update the Whidbey Island Bank account signatures, the board must make a motion to remove former supervisor names and add current board supervisor names. Sandy and Matt will help the board coordinate this update process.

**Motion (7) Sarah Richards moved to remove Ed Adams, Anza Muenchow, and Tom Fournier signatures from WICD's Whidbey Island Bank accounts and add Tim Keohane, Sarah Richards, Gary Ketcheson, Mark Sytsma, and Dave Edwards signatures to the accounts. Motion passed.**

## **6 WICD 2021 Elections and Appointments**

- Sandy and Matt reviewed a draft resolution for WICD's 2021 supervisor election including discussion of the supervisor appointment process that will occur in tandem. They also discussed plans for holding the election including mail-in balloting, important milestones, and other actions to ensure compliance with CD elections statutes.

**Motion (8) Gary Ketcheson moved to approve the WICD 2021 Election Resolution #20.10\_1. Motion passed.**

## **7 Technical Assistance**

- Kelsi Mottet reviewed forest plan update #10-1-20 for Reilly O'Sullivan. Matt Zupich and Ken Drechsel had originally completed a forest plan for Reilly's uncle, Steve O'Sullivan, 3 years ago. Reilly has since inherited the property from Steve and this update reflects her interest to continue managing the forest as her uncle intended.

**Motion (9) Gary Ketcheson moved to approve forest plan # 10-1-20 for Reilly O'Sullivan and authorized Matt Zupich to sign on behalf of the WICD board. Motion passed.**

## **8 WSU Extension Forestry Presentation**

- Kevin Zobrist presented information on WSU Extension Forestry Program functions, services, and results followed by a brief Q&A session.

## **9 NRCS Report**

- Jared Hamman reported NRCS moved into a new fiscal year as of October 1 and gave an update on new Whidbey Island EQIP contracts noting the application deadline is coming up on November 20<sup>th</sup>. He answered a question about the difference between NRCS and CD cost-share programs – in short, NRCS has more funding but less staff capacity. There was also some discussion regarding NRCS Task Orders as a possible source of funding for CD staff to help landowners prepare for the next EQIP cycle.

## **10 WSCC Report**

- Jean Fike discussed the importance of engaging CD boards in tracking potential changes to CD elections statutes and encouraged attendance at statewide elections meetings hosted by SCC – the next one is November 21<sup>st</sup>, 9:30 am.
- Jean reviewed the WSCC 21-23 Biennium Capital and Operating Budget Request packages.
- Matt resumed a tabled discussion on WDFW's request to be added as a voting member of the WSCC. After some debate, the board agreed to the responses as entered into the online survey form.

**Motion (10) Sarah Richards moved to accept responses as entered into the online WDFW feedback survey during the October 2020 board meeting. Motion passed.**

## **11 WACD Report**

- Jean read a letter from Carol Smith, WSCC Executive Director, congratulating WICD for earning a WACD NW Area Special Recognition Award for Public Engagement relating to an impressive turnout of both voters and candidates during the 2020 supervisor election process.
- Alan Chapman gave a brief report on the WACD NW Area annual meeting held last week. He noted there is an upcoming NW Area Board Meeting and is asking CD boards to submit any topics of interest for discussion at the meeting.
- Alan reported the WACD Annual Conference will be held November 30<sup>th</sup> through December 2<sup>nd</sup> with the WSCC Annual Business Meeting held on December 3<sup>rd</sup>. More details are available on the WACD website.

## **12 Manager Report**

- Matt reported he was contacted by a social media archiving service the same day a SCC District Operations Brief on Social Media Records Archiving was sent out to CDs. He stressed the importance of properly managing social media records and discussed the inherent risks and challenges social media records present for CDs to maintain compliance with the Public

Records Act (PRA). Staff currently archives all of WICD's social media accounts at least monthly as it is currently the most feasible option for managing these records – there are no free archiving services available. Matt noted that paid services achieve higher compliance and are significantly easier to search than manual archiving but are also costly – he received a quote of \$400/month from one service. He will be exploring other options such as a single account through WACD or some other way for multiple CDs to join on one account to help drive down costs.

- The Puget Sound Caucus Area Forester Committee received 13 applications meeting the minimum qualifications for three Area Forester positions. Application reviews are underway and interviews are due to start at the beginning of November.
- Matt announced that WICD and Snohomish CD are partnering on virtual tour for District 10 legislators currently scheduled for November 12<sup>th</sup>. Rep. Dave Paul was the only legislator to respond to the invitation and plans to attend. Matt will forward details of the virtual tour to the board as soon as possible.
- Matt reported he has been conducting annual staff performance reviews and intends to finish before the December board meeting. He will work with the board chair and vice-chair to set up his own annual evaluation in the coming months.

## **10 Upcoming Dates and Review of Motions**

- November 1 – WICD Native Plant Sale Pre-Ordering Begins
- November 11 – Veteran's Day Holiday – Office Closed
- November 18 – WICD Board meeting via Zoom
- November 26-27 – Thanksgiving Holiday – Office Closed
- Nov 30 – Dec 2 - WACD 2020 Virtual Annual Meeting
- December 3 – WSCC Business Meeting via GoToMeeting
- December 16 – WICD Board meeting via Zoom
- December 25 – Christmas Day Holiday, office closed

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**11 Adjourned at 11:59 a.m.**