**Whidbey Island Conservation District**

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**Public Meeting Minutes**

**September 23, 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

Gary Ketcheson – Auditor Dave Edwards – Member

**Presenters**:

Matt Zupich – WICD Manager Sandy Welch – WICD Administrator

Alan Chapman – WACD NW Area Director/Whatcom CD Supervisor

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

Gary Ketcheson called the meeting to order at 9:05 a.m.

**4** **Minutes**

**Motion (1) Tim Keohane moved to approve the August 26, 2020 meeting minutes as amended. Motion passed.**

**5 Financial Report and Other Business**

* Sandy Welch reviewed the August Financial Report and noted a few payments that had to be reissued because the original payments, sent via Heritage Bank’s online billpay service, did not go through for unknown reasons. There was some discussion about whether Electronic Fund Transfers were a feasible option instead. Sandy will let the Board know if this problem continues before pursuing an alternative payment method.

**Motion (2) Gary Ketcheson** **moved to approve the Payroll, Expense, and Voucher #s 6772-6773 totaling $4,698.91; Bank direct vouchers for payroll & expenses #s 1057-1065 totaling $21,152.65; Bank POS purchases & online bill payments totaling $3,2473.88; and monthly 941 payroll tax filing totaling $4,111.23. Motion passed.**

* Matt Zupich gave an update on WICDs FY21 budget including a brief discussion about pursuing Task Orders through the local NRCS office – NRCS will reimburse WICD for staff to produce farm plans where the operator intends to apply for NRCS funding.
* Matt requested board approval and authorization to sign a letter of support for Snohomish CD’s RCPP proposal which includes funding for WICD to provide technical and financial assistance for landowners willing to implement riparian buffers.

**Motion (3) Tim Keohane moved to approve the letter of support for Snohomish CD’s RCPP proposal titled “Multi-Benefit Riparian Buffers for NW WA.” Motion passed.**

* Matt reported the WICD’s office lease is due to expire and reviewed the landlord’s proposal to extend the lease for another 5-year period. Sarah suggested convening a committee to negotiate the terms of the lease extension.

**Motion (4) Tim Keohane moved to authorize a committee, consisting of Matt Zupich, Sandy Welch, Sarah Richards, and Gary Ketcheson, to negotiate with the property owner the terms of the lease extension which will then be presented for approval at the October board meeting. Motion passed.**

* Matt presented a proposed Supervisor email policy developed in response to concerns about Supervisors using personal email accounts to conduct district business and compliance with the Public Records Act. There was some discussion about the pros and cons of requiring Supervisors to use Commission-provided accounts versus making it optional and whether to require Supervisors to certify they understand the liability involved in using personal email accounts. Dave pointed out that new Supervisors have to go through Public Records Act training as part of their orientation and thus should be well aware of the consequences of using personal email accounts for district business. Matt will contact Enduris to ask if the District is liable if a Supervisor opts to use their personal email.

**Motion (5) Dave Edwards moved to approve the addition of Policy 1.22 Board Supervisor Email Accounts to the WICD Operations Manual. Motion passed.**

**6 Contracts & Agreements**

* Matt briefly reviewed a draft Interlocal Agreement between WICD and Snohomish CD to partner on an Island County-wide Stormwater Near Term Action (NTA) funded by the National Estuary Program through Puget Sound Partnership.

**Motion (6) Tim Keohane moved to approve the Stormwater NTA Interlocal Agreement with Snohomish Conservation District. Motion Passed.**

**7 WSCC Update**

* Matt reported on behalf of Jean Fike, SCC Regional Manager.
* SCC staff are holding a virtual CD Elections meeting on Saturday, September 26th to discuss recent WAC changes to the CD elections process – Supervisors are encouraged to attend.
* Mandatory elections training will be offered live by SCC on October 2nd or afterward via recording. Matt and Sandy will both participate in the training at their earliest convenience but prior to 2021 elections.
* Matt resumed discussion from last month regarding WDFW’s request to be added to the Conservation Commission as a full voting member. SCC is seeking feedback from Districts regarding this request. After some discussion, the Board decided to get further clarification on the current makeup of the Commission – voting vs non-voting members – and the implications of adding a state agency as a voting member before submitting comments, which are due October 30th.
* SCC staff launched a new website as well as an updated Supervisor Reference Guide and several new Supervisor training videos available on the SCC website.
* Alan Chapman briefly reviewed changes to the CD elections WAC which were recently approved by the Conservation Commission.

**8 WACD Update**

* Alan gave an update on the upcoming NW Area meetings and WACD Annual Meeting. More details will be sent out directly to Supervisors in the near future.
* Matt initiated a discussion about the resolutions process. Sarah shared some of her experiences with this process.

**9 Manager Report**

* Matt reported on behalf of Kelsi Mottet, District Planner, that the Pondilla Estates Community near Ft. Ebey recently received recognition as a Firewise USA Community. This is the 3rd community on Whidbey that Kelsi has helped achieve this recognition.
* The Puget Sound Caucus is now advertising to hire 3 Area Forester positions. Ideally, candidates will be selected for interview in early October and interviews held by the end of October. Matt is on the candidate review committee and will perhaps be on the interview committee if needed and he will be compensated for his time.
* Matt and Shannon will be meeting with Snohomish CD staff in early October to begin planning a cooperative, virtual Legislative tour for current Island County Legislators and candidates. Sarah suggested WICD should also hold in-person, one-on-one tours with Legislators soon after this fall’s election.
* Matt and Sandy reported the new *Nearshore Living* publication, funded through the Better Ground grant, is ready for digital distribution and printed copies are due to arrive soon. Sandy and Shannon put in a lot of effort to produce this updated version of a former WICD publication titled *Living Responsibly in Your Community*.

**10 Upcoming Dates and Review of Motions**

* October 7 – WACD NW Area Work Session via Zoom
* October 17 – Orca Recovery Day
* October 12 – Columbus Day Holiday – Office Closed
* October 21 – WACD NW Area Business Meeting via Zoom
* October 28 – WICD Board Meeting via Zoom
* 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
* TBA - WACD 2020 Virtual Annual Meeting

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**11 Adjourned at 11:15 a.m.**