**SAN JUAN ISLANDS CONSERVATION DISTRICT**

**Regular Monthly Meeting of the Board of Supervisors**

**March 31, 2021**

**Location:** Zoom Meeting

**In Attendance (Via Zoom)**

**Supervisors:** Vicki Heater, Lynn Bahrych, David Bill, Deanna Eltinge,

Carson Sprenger (absent)

**Associates:** Jerry Rasmussen (absent), Henning Sehmsdorf (absent),

Linda Lyshall (absent)

**Staff:** Paul Andersson, Tony Fyrqvist, Matt Claussen

**Partners:** Jean Fike, WSCC Puget Sound Regional Manager; Alan Chapman, WACD NW Region Representative (absent)

**Public:** None

**Location:** Zoom Meeting

**MEETING SUMMARY - Final**

Vicki Heater convened the regular meeting at 10:05 am via Zoom.

1. **Agenda Approval:**

Deanna made a motion to approve the Agenda, the motion was seconded by David. There was discussion about eliminating item #4 Board Approval of Regional Shared Engineer Prof. Services Contract as the other participating districts intend to make modifications to the wording of the contract.

The discussion also involved replacing the agenda item #4 with an item to change the board’s regular meeting date or time as several districts hold meetings simultaneously which hampers the Regional Manager’s ability to attend all meetings. It was recommended that the board packet be provided to all associate supervisors to encourage attendance. The changes were recognized and the motion carried.

1. **February 24th Meeting Minutes Approval:**

Lynn moved to approve the February 24th Regular Meeting Minutes and was seconded by David. The motion carried without discussion.

1. **February Financial Officers Report:**

A motion was made by David to commence the February 2020 Financial Officers Report with a review of the Statement of Revenue & Expense and Balance Sheet. The motion was seconded by Deanna.

Financial Statement Review

* The 2/28/21 Statement of Revenue and Expenses showed a Surplus of $36,621.83 which was primarily due to the invoicing of $31,355 to OPALCO for work completed by CCC.
* The $14,950.05 income item under DOH-NEP was for Cost Share proceeds for Adam Greene and shows having been disbursed under expenses.
* District rent is $1,750/mo - the total Rent & Utilities Expenses reflected the fact that February expenses also included the March rent payment. In the past the rent payment had been automatically deducted from the District’s DDA account and sent to landlord via ACH. However, as Islanders Bank converted to Banner Bank, R&R Accounting did not wish to continue with the new ACH agreement and the rent was changed to a payment via check.
* The extraordinary No-Till Expenses amount resulted from a payment of an invoice from Andrew Borner at National Plant Solutions mainly for no-till seed drill tractor time for work completed in 2020; and for production of reports and maps.
* 2/28/21 Balance Sheet showed a balance of $184,201 which is comparable to the previous month’s ending balance. It was mentioned that the current Banner Bank deposit balance as of the Board Meeting date was $202,310. Also, the District has opened a reserve account at Liberty Bank of Poulsbo in the amount of $10,000 making the total current deposit account balances $212,310.
* The Line of Credit should be in place by the next BOS meeting.
* Overall, the District finances reflect stability.

Other discussion covered the status and near completion of the No-Till Drill project, and the continuation and possible development and further expansion of the Eelgrass project. The annual disbursement of the Community Solar checks - with over 100 participants - has been labor intensive and has cost the district check preparation and postage charges. We will examine the possibility of OPALCO mailing out the checks directly to the participants.

The motion to approve the financial statements passed.

David moved to approve the Bank Reconciliation Report. Deanna seconded. The motion was approved.

David moved to approve the Credit Card Detail Report. Deanna seconded. The motion was approved.

There was some discussion about approving payroll, but this has not been done historically and was believed to be function of management. A process to formally delegate this function to management will be discussed in a future meeting as it is deemed to be a GAAP covered expenditure.

There was additional discussion about developing a goal to modify the Grant Tracking Report to include a percentage of completion by deliverable - similar to what is used by King CD. It was mentioned that dollars spent do not always equal percentage of completion or how much has been achieved within each grant category or deliverable. Further study is warranted as to the labor hours needed for the development of a suitable tracking mechanism.

1. **Changing Meeting Date:**

A discussion was held about changing the meeting date as Whidbey, Skagit and San Juan Conservation Districts currently all meet at the same time. It was acknowledged that Jean Fike has been a great resource for the District and it would be advantageous to have her attend our meetings as her information is often time sensitive and potentially provide the District mission specific funding not utilized by other districts. Thursdays were deemed to be unsuitable due potential conflicts with Commission meetings.

As BOS members expressed flexibility it was agreed that the 4th Tuesday of each month from 10:00am – Noon would work best. This will also continue to provide R&R Accounting sufficient time to complete financial reports.

It was mentioned that sending the Board Packets to Associate Supervisors would encourage them to attend the meetings.

1. **District Manager’s Report**
* House in Order Workplan, a roadmap for organizational improvements, was discussed depth according to the report dated 3/1/21 including
	+ Employment
	+ Operating procedures
	+ Records and document retention
	+ Records transparency
	+ Communications/Governance
	+ Communications/External
	+ Budgeting
	+ Finance
* The Workplan conversation also covered:
	+ Pay scale policy.
	+ Line of Credit and reserve account usage policy for which a template for nonprofits from FMA was enclosed.
	+ Development of Governance Policy according to Enduris recommended industry standard – a proposal is enclosed.
* The District is in process of developing an actual comprehensive overhead rate which can be used to enhance the grant application process and overhead allocation. The rate was preliminarily computed at around 26% which would be advantageous to the District if captured within individual grant applications (de minimus rate is otherwise 10% generally).
1. **Subcommittee Updates:**

General conversation covered BOS member participation in subcommittees and the advantage of limiting the members to 2 in order to avoid creating a quorum as they serve as an advisory role to the Board and are not empowered to make decisions. Thus, the subcommittee meetings do not constitute as public meetings subject to the Open Public Meetings Act.

Acceptable communication method between BOS and subcommittee members regarding documentation was discussed. It was agreed that the accepted method for communication for District policy and procedural documents will be to send suggestions directly to the District Manager.

BOS members on the Governance Subcommittee include Deanna & Lynn, with Paul as staff lead.

Forest Health Collaborative (FHC) was discussed within the context of a Power Point Presentation outlining the three primary interest groups:

* San Juan County Terrestrial Managers Group
* Private and Public Landowners
* Community Wildfire Protection Plan (CWPP) Interest Groups

Topics of conversation covered the CWPP Updates, Regional Forest Stewardship Participation with the Puget Sound CD Caucus, and San Juan Islands Conservation District Forest Health Collaborative.

San Juan Islands Conservation District was mentioned as a presenter on Forest Health at the May 2021 Commission meeting. The Districts are in process of developing a regional Wildfire Protection Plan.

Discussed Puget Sound Caucus funding to support forest planning, forest health and fuels management work on the San Juan Islands with support of up to ½ FTE for 18 month which could assist District Planners.

The District hopes to lead a forest health assessment project with National Parks, funded for $15,000 and will also be applying for regional forestry collaboration funding from DNR for up $50,000.

The District Website has been rebuilt and transitioned to Wix. It will serve as a communication platform with continuously updated information. Selected staff members have been provided access to upload project specific data. This will also enhance our partner agencies to learn more about the operations, Board and Staff of the District. We have already received positive feedback.

1. **Staff and Program Reports, including Elections Update;**

The Elections were held on March 15th, 2021 at the Friday Harbor Office of the Conservation District. Angie Shepherd ran unopposed and was elected unanimously to the BOS to replace Deanna Eltinge who will become an Associate Supervisor. Total number of votes cast was 6. Commission will officially recognize the new officials in the next Business Meeting of May 20, 2020. Angie will attend the June 2021 BOS meeting in her capacity as a Supervisor.

Staff and Program Reports dated 3/31/21 also covered updates of:

* Voluntary Stewardship Program (VSP)
* Cost Share (CS)
* Farm Planning
* Youth Conservation Corps (YCC)
* No-Till Drill Grant Project
* Civilian Conservation Corps (CCC)
* Island Marble Butterfly (IMB)
* Eelgrass

VSP update included having a member of District attend a meeting of County Commissioners next month with an update.

District manager mentioned joining the Terrestrial Managers Group (TMG) along with the San Juan County Solid Waste Advisory Committee (SWAC)and the San Juan County Agricultural Resources Committee (ARC).

Discussion covered the programs as outlined on the memorandum with the following additional conversation items:

* Forest Health Initiative Program was not listed on the report.
* The overlap of programs was explored particularly with CCC potentially implementing a monitoring program for VSP.
* CCC crew complimenting and integrating with YCC.
* Increasing our message and outreach to the public.
* The forest health strategy for the Islands as portions of the county are heavily forested.
1. **Upcoming Training/Webinar Opportunities – Ag Summit 2021, March 20-April 16**

The District Manager is registered in the Ag Summit.

The Commission website under “Conservation District Resources” has a schedule of training opportunities which are mostly free of charge. The District will be examining other training opportunities.

Long-term training and certifications were briefly discussed as career development path. These will be further considered within the District budget development.

1. **Partner Report**

Jean Fike discussed the 2021-23 Biennium Capital and Operating Budgets which are available on the Commission Website. The budget proposals are divided into:

* WSCC Request
* Governor Proposal
* House Proposal
* Senate Proposal.

The budgets are moving through the process relatively quickly. Each chamber will be passing budget proposals after which they will be going into conference where a committee of member will be working though the differences in the budgets. Overall, as revenue collections have been better than expected the budget process looks more promising than a few months ago.

It is expected that the Operating Budget could be more flexible than expected with funding provided for outreach, education, website development and capacity building.

1. **Public Comments**

None.

1. **Adjourn**

Meeting adjourned at 11:35.

**Next General Meeting via Zoom: Tuesday, April 27, 2021.**

**From 10:00AM to 12:00NOON**