

SAN JUAN ISLANDS CONSERVATION DISTRICT

Regular Monthly Meeting of the Board of Supervisors

March 25, 2020

Location: Zoom Meeting – In compliance with Covid-19 social distancing requirements

In Attendance (Via Zoom)

Supervisors: Deanna Eltinge, Vicki Heater

David Bill, Lynn Bahrych, Bob Gamble

Staff: Mike Ramsey, Phyllis Clem, Erin Licata, Libby Valluzzi,

Matt Claussen, Cathi Winings, Bruce Gregory, Ryan Palmateer

Partners: Jean Fike, WSCC Puget Sound Regional Manager, Allen Chapman, WACD
NW Region Representative

MEETING SUMMARY-Final

Vicki Heater convened the meeting at 11:35 am.

Lynn would like the Board to learn more about the financial options open to the District due to the state of emergency due to the COVID-19 Virus.

Vicki stated the need for additional meetings in the next couple months due to the many topics that need to be addressed. Some of those include:

- Annual Plan
- Annual Report
- Job Descriptions
- Salary Schedule
- YCC Program

Jean Fike clarified that the Public Meeting Act has provisions for the Public to join Internet meetings or call in to meetings.

ACTION: Mike and Jean will research whether a Board can vote and pass motions in a remote meeting.

David wanted the YCC Advisory Board as an action item during this meeting. It did not make it on the Agenda in time for the meeting so it could not be voted on in this meeting.

Many Board members expressed appreciation in receiving the Meeting Minutes from the last meeting and meeting materials well in advance of this meeting.

February Meeting Summary and Review:

Lynn made a correction in the minutes from the last meeting.

Lynn moved to approve the February Meeting Summary as amended. Bob moved to second. Motion passed.

Financial Statements and Review:

Bob moved to approve the Financial statements. Lynn moved to second. Motion passed.

Phyllis noted that the Bank Reconciliation items had descriptions as requested in the last meeting. Shannon will continue with this.

Bob moved to approve the Bank Reconciliation. Deanna moved to second. Motion passed.

David moved to approve Credit Card detail. Bob moved to second. Motion passed.

Vicki mentioned that the Assessment funds report was added to help the Board get a clearer picture on how the District manages its finances.

Cost Share Projects Review – Update: Matt shared his Cost Share spreadsheet with the recent updates.

Annual Budget Overview – Update and Discussion: Mike shared the budget. Discussion about the numbers. Board would like to see the Landscaping and Housekeeping budget reduced.

Action: Phyllis will find out if the annual salary number included the Summer YCC staff.

Staff Salary Schedule – Discussion: Mike shared spreadsheet with 3% Cost of Living increase for projecting salaries. The number showed all employees at full time hours. It was requested that the real hours of part-time employees be used and be reviewed at a future meeting.

ACTION: Mike to research the other Conservation Districts salaries for comparable jobs. Also, research County salaries for comparable jobs.

Vicki requested that we get updated job descriptions from all staff. **ACTION:** Mike will work with each staff member and review and update (if needed) their job description. Then Mike will give to the Board to review. 1-2 months was given to accomplish this.

Energy Program 2020 – Update and Discussion: Ryan presented the energy deliverables for the 2020 MOU from OPALCO. **ACTION:** Ryan will email this scope of work to the Board, the article he has written for the OPALCO blog and the Cool School Challenge scope of work.

Ryan recommended creating another MOU with specific deliverables for the YCC program and presenting this to OPALCO to help fill the YCC budget shortfall. **ACTION:** Erin and Ryan will work on a new MOU and the specific deliverables and prepare for another “ask” from OPALCO.

Bob made a motion for Erin and Ryan to go to OPALCO with a new MOU for funding for YCC or revising the current MOU to include the YCC program. David seconded it. Motion passed.

YCC 2020 Program – Update and Discussion: Erin presented the review of the YCC Advisory committee and an organization flow chart for the District, Advisory Committee and YCC program. Erin and Libby are looking at options for this summer including options for no program due to the virus. They remain flexible and prepared and ready to adapt to what is required to keep everyone safe. It was agreed that another meeting to address YCC issues is needed.

Public Comments: No public in attendance.

Program Reports: The Board expressed appreciation in receiving Mike’s Program Report in advance of the meeting. Mike expanded on a couple items. See attached report.

Partner Reports: Alan Chapman had no comments. He likes sitting in and hearing what other Conservation Districts are doing.

Jean Fike: There are new COVID-19 guidelines. The Commission is working on further guidance for the districts. Meetings will be remote. Legislation – the supplemental budget went well but The Governor hasn’t signed it yet. There are State and Federal Relief efforts coming. The Board let Jean know they appreciated her responsiveness to their questions.

The next meeting time and date will be decided with a poll.

Bob moved to adjourn the meeting. David moved to second. Motion passed.

Meeting Adjourned at 1:29 pm.

SJICD Board of Supervisors Meeting

March 18, 2020

ED Update

Funded Projects/Programs:

- Farm Planning
 - We have 14 cooperators on the waiting list for plans.
 - The planners are working on three Farm Plans now.
- Energy Conservation and Education
 - Ryan is working on Transition San Juan, Orcas, and Lopez for sustainable energy and ecosystem health.
- Volunteer Stewardship Program
 - Two producers have requested to join the VSP Work Group.
 - The Planners completed a simplified pre-site visit checklist for producers which will be reviewed and approved by the Work Group.
 - I'll provide a summary of outcomes from our VSP Work Group meeting which occurs on 3/19, at the following Board meeting.
- DOH-NEP
 - Ongoing planning with San Juan Preservation Trust (SJPT) for BMP implementation on their False Bay Creek properties.
 - SJPT is considering applying for EQIP funding to complete the fencing and riparian planting project.
- Fire Prevention and Forest Health
 - Commerce grant should be under contract by the Board meeting. The start date is backdated to 2/15 and Wisewood has begun outreach.
 - Wisewood, NNRG, and Forage are all under agreement.
 - Our grant application to Coalitions and Collaboratives, Inc. (COCO) was not funded.
 - WAFAC grant contract materials received for \$15,000. We're collaborating on hosting a field day for the annual workshop in October on Orcas Island.

- Back to working with Skagit, Whatcom, and Whidbey Island CD's on a shared Forester position through NRCS funding.
- Eelgrass Recovery
 - Were making plans to conduct a transplant of 400 plants from Shannon Point Marine Lab in mid-April until the Covid-19 pandemic delayed all work.

Activities and Committees:

- Terrestrial Managers Group
 - Annual retreat March 3-4 went well with our forest health update and eelgrass restoration presentation and update.
 - Nathan conducted a lunchtime exercise on countywide fire protection which had each organization identify their role for each element of prevention, protection, logistics, and recovery.
- Agriculture Resources Committee
 - Listening Sessions scheduled for Orcas Jan. 23, San Juan Jan 29, Lopez Feb 12.
 - Working on Zylstra Lake opportunities for maintaining agriculture on this recently acquired Land Bank property.
 - Provided comments to the County on the Agriculture related elements of the transportation section of the Comprehensive Plan.
- Collaborated with the Ag Guild Annual on a Beginner Farmer Rancher grant submission which includes funding for the district planners.
- Puget Sound CD Caucus
 - Coordinating on our operation changes due to Covid-19 pandemic.
- USFWS staff contacted me regarding implementing Island Marbled Butterfly recovery through the YCC program. Completed two site visits with them on two properties on San Juan Island. They're submitting a request for funding to support the work which should occur in late summer.