

SAN JUAN ISLANDS CONSERVATION DISTRICT

Regular Monthly Meeting of the Board of Supervisors

January 27, 2021

Location: Zoom Meeting

In Attendance (Via Zoom)

Supervisors: Deanna Eltinge, Vicki Heater

David Bill, Lynn Bahrych, Carson Sprenger, Linda Lyshall - Associate Supervisor

Staff: Tony Fyrqvist, Matt Claussen, Kai Hoffman-Krull, Erin Licata, Cathi Winings

Partners: Alan Chapman, WACD NW Region Representative

Public: None

Location: Zoom Meeting

MEETING SUMMARY - Final

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

1. Agenda Approval:

David made a motion to approve the Agenda, the motion was seconded by Deanna. The discussion involved a request by Carson to add Forestry Committee under "10 Grant Application Status – Discussion Items". The item was added and the motion carried.

2. December 23rd Meeting Minutes Approval:

Lynn moved to approve the December 23rd Meeting Minutes. It was seconded by David. The discussion entailed changing the wording in the middle of page 3 from "An Executive Session" to "A Special Session". The change was made on the Final Meeting Summary. Motion carried.

David moved to approve the Meeting Minutes for the Special Meeting of January 7, 2021. Seconded by Deanna. The ensuing discussion covered the differences between a Special Meeting and an Executive Session. Motion carried.

3. December Financial Statements Review – Action Item:

Motion to approved the financial statements was made by Lynn and seconded by David.

As 12/31/20 was the end of the calendar year the following comments on major points were made when comparing the financial statements with the previous 12/31/19 calendar year:

- Balance sheet showed a deposit balance of \$219,526.96 in the Islanders Bank checking account, which was a substantial improvement over the \$9,510.44 balance at 12/31/19.
- Total gross revenues for 2020 amounted to \$856,490.32 which were less than the \$1,054,482.65 at year end 2019. The District Fiscal Year Budget was prepared in anticipation of an approximately \$1,000,000 revenue. The reason for the discrepancy was the fact that in 2019 the District showed the following Cost Share Income which did not recur in 2020:
 - NRI – \$96,419.10
 - Shellfish – Cost Share Income of \$143,550.00.

However, as both items flow through the income statement with matching expenses there was no impact on the final results.

- A note of interest was also the fact that total Implementation funds amounted to \$58,376.31 in 2020 while in 2019 the amount was \$126,478.90. This was due to timing of Implementation draws in 2019. As total Implementation funds in 2019 amounted to \$95,600 and were available from fiscal year beginning in July 2019 the District was drawing heavily on the funding before the year end.
- Total Payroll was approximately \$80,000 less - and total benefits were approximately \$10,000 less - in 2020 compared with 2019. This was mainly due to the COVID-19 related reduction in hours. Also, the retirement of the District Manager had an impact.
- At the 12-month period ending 12/31/20 the District showed a Surplus of \$4,425.03 which was a substantial improvement over the 2019 Deficit of \$56,290.61.

Other discussion involved grants such as VSP and programs such as YCC and CCC.

The YCC Financial Report from July 2016 through December 2020 was not deemed useful and will be discontinued as a standard report. It will be replaced with a current month and year-to-date YCC Income Statement.

The motion to approve the financial statements passed.

There was no motion on Bank Reconciliation as the numbers were examined in the meeting, but not provided beforehand to the Board Members.

Deanna made a motion to approve the credit card detail which was seconded by David. The discussion contained a statement that the District has consolidated from a total of three business credit cards into two. The card in the name of the former District Manager was kept active until all automatic payments were transferred to the new District card. The motion carried.

**4. Clarification of Implementation Funds/Categories (email from Jean 1/19/21)
- Discussion:**

The discussion commenced with a statement that the District has flexibility as to how Implementation funding is to be categorized. The categories can also be revised, but initially the categories selected were the same as during the previous implementation cycle.

As it is imperative for District operations to have future grant funding, grant writing needs to be prioritized. A comment was made that the existing categories support “capacity building” which would include grant writing.

The categories cover regular work done within the confines of District operations.

The discussion also covered finding additional dedicated hours within the Implementation budget for the Forest Health Coordinator - who is an experienced grant writer - to concentrate solely on grant writing.

5. Recommendation on Accrual vs Cash Accounting- Discussion

The “Accrual vs Cash Basis Reporting” sheet with positives and negatives for each was evaluated. (The sheet is enclosed with the supporting data to the Minutes).

Consistency of reporting over longer term was deemed to be important and there was general agreement to retain the current method of accounting until later time.

The current Snohomish District Manager - who is the former Manager of San Juan Islands Conservation District – stated that their District is currently reporting on Cash Basis as are most other Districts. However, during her tenure our District changed from Cash to Accrual to enable enhanced reporting and grant tracking.

6. District Manager Hiring – Discussion Item:

Paul Andersson has accepted the offer for the District Manager position and will start at 32 hours/wk on 2/4/21.

He will be presented with a “Manager’s Packet” consisting of information relevant to the day-to-day operations of the District. Matt will be guiding and training him on all managerial functions.

He will initially concentrate his efforts on working on grants and will be encouraged to meet with board members and staff on a one-on-one basis.

Linda Lyshall encouraged him to participate in the Puget Sound Conservation District Caucus, and attend the Caucus meeting on Monday Feb 1 if possible. This would be a good opportunity to meet with other managers and discuss projects and grants.

Other programs he will be participating in include the Better Ground and Farms and Field projects.

7. Salary Survey – Update Memo and Action Item on COLA:

Discussion covered items shown on a Memo dated 1/15/21 from Salary/Compensation Review Committee to Board of Supervisors, San Juan Island Conservation District.

A copy of the Memo is enclosed.

Dave made a motion for the Compensation Committee to have a tangible proposal ready for the next Board Meeting. Lynn seconded.

The discussion recommended using caution regarding the award of retroactive staff pay to 1/1/2021 due to potential additional costs to the District:

- By not being able to recover costs already invoiced to grants at the previously prevailing comp rates.
- Awarding retroactive pay would also include additional administrative costs to the District for processing, and an additional accounting cost to R&R Accounting for unusual payroll preparation not following traditional timesheets.

The motion carried.

8. CD Elections Process – Action Item:

Discussed the following items:

- The Election Resolution 2021-001 (copy enclosed).
- 2021 Election & Appointment Deadline Calculator (copy enclosed).
- Deanna Eltinge will not run for reelection as she stated her need to spend more time with her family, however, she will consider staying on as an Associate Supervisor.
- A community member expressed interest in running for a vacant position on the Board.

The importance of the Conservation District Elections process was emphasized.

David made a motion to nominate Matt Claussen as the Election Supervisor. The motion was seconded by Lynn. There was discussion about in-person election and solicitation of candidates for the open position. The motion carried.

9. Grant Application Status – Discussion Items

Discussed funding for a staff member to concentrate on grant application work which would assure a sufficient grant pipeline ensuring the long-term viability and success of the District.

The District is currently reaching out to Veterans in conjunction with the Farm and Rancher Grant.

OPALCO is continuing to support the District in multiple ways. They are interested in funding \$10,000 for a Community Forest Health Webinar along with other projects.

Orcas Island Community Foundation is a couple of weeks away from deciding on a \$118,000 grant of which \$72,000 would come to the District. The work will be completed in conjunction with Western Washington University and Northwest Indian College and is part of the District's CCC Program.

The District is working with San Juan Island Community Foundation on a \$4,500 grant which will also be decided within the next few weeks. This would fund the CCC program.

Several Fish and Wildlife grants are being applied for in conjunction with the existing Island Marble Butterfly grant. Phase I could be for approximately \$50,000 and Phase II could be for \$25,000. Other Grants in process include YCC-NCLI grant, DOH Livestock for approximately \$71,000. No response has been received from RCPP.

10. Program Reports

- CCC
 - External processes are working very well with OPALCO and Rainshadow on Orcas and Shaw. Work with Fire Districts on forest health is going well, and CCC is engaging clients on Biochar work.
 - Internally CCC dealt with disciplinary action resulting in the affected individuals being terminated. CCC is currently looking for replacements. The individuals had not reached the 500-work hour limit making it easier to fund the new staff members.
- YCC continues to be engaged in grant applications. Libby Valluzzi is no longer employed by YCC. YCC had a record year for donations raising approximately

\$15,000 including the Holiday Catalog. They are continuing outreach to the Community and are developing a management transition plan.

- Cost Share – there has basically been no changes. Historically there were 2 main ones: NRI and Shellfish.
- VSP – The 5-year report has been completed. Currently working on updating and developing the VSP Budget and Scope of Work with the Work Group.
 - Reviewed history with a note that in 2019 work was delayed due to contract being held up by the County.
 - 12 farms are currently on the waiting list as 2 cooperators have been added.
 - 2 farm plans are currently in process.
- No-Till Drill
 - Quarterly report has been completed.
 - Ongoing communication with cooperators.
 - 6 fall farm plantings: 4 on Orcas and 2 on Lopez.
 - Planning on 2 plantings on San Juan Island.
 - We have a total of 19 cooperators.
 - Ecology Grant matures on 3/14/21.
- Forestry Subcommittee – Action Item

Carson made a motion to form a board subcommittee on forestry related issues. The motion was seconded by David. The discussion ensued on the importance to focus on forestry related issued. Motion passed.

11. Partner Report

Alan Chapman from WACD discussed:

- WACD Workplan and the assignment of tasks and responsibilities.
- Committee development focusing on resolutions passed in the last Annual Meeting.
- Committee on elections.
- The DEI Statements standing for Diversity, Equity and Inclusion.
- Jean Fike made a few comments on the Governor’s Budget Proposal which will go to legislature. They will respond with their own budget proposals.

12. Public Comments

None.

13. Adjourn

Meeting adjourned at 12:00 Noon.

**Next General Meeting via Zoom: Wednesday, February 24, 2021.
From 10:00AM to 12:00NOON**