

SAN JUAN ISLANDS CONSERVATION DISTRICT

Regular Monthly Meeting of the Board of Supervisors

December 23, 2020

Location: Zoom Meeting

In Attendance (Via Zoom)

Supervisors: Deanna Eltinge, Vicki Heater

David Bill, Lynn Bahrych, Carson Sprenger

Staff: Tony Fyrqvist, Matt Claussen, Kai Hoffman-Krull

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

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. The motion carried.

2. November 18th Meeting Minutes Approval:

Deanna moved to approve the November 18th Meeting Minutes. It was seconded by David. The brief discussion covered changing the initials of CRPP to RCPP on page 6 of the minutes. This was changed on the Final Meeting Summary. Motion carried.

3. November Financial Statements Review – Action Item:

Tony briefly presented highlights from the November 2020 Financial Statements:

The \$18,753.91 deficit in the Statement of Revenue & Expense in November was due to natural seasonal fluctuation in revenue flows as the District had recorded surpluses in October, September and August. The District Balance Sheet continued to show sufficient liquidity with \$229,613.40 in the Islanders Bank checking account.

Financial statements are further discussed in conjunction with the Annual Budget Packet Discussion item on the Agenda.

David made a motion to approve the financial statements, Carson seconded. There was a short conversation about how much of Implementation has been invoiced to date. The explanation included a mention of the Basic Allocation of \$12,500 - which will be received by the District at the inception of the new 6-month cycle in beginning of January 2021 - and the 5 outcomes under the Implementation Budget. There was also a brief conversation about Assessment funding. The motion carried.

David made a motion to approve the bank reconciliation, seconded by Deanna. Motion was approved.

David made a motion to approve the credit card details, seconded by Carson. Motion carried.

A conversation ensued about staff sick leave and vacation accrual and the need to establish a specific reserve account for paying the balances as staff leaves the District. The Line of Credit for the District is to be used to cover reimbursable expenses, not sick and vacation time of departing staff members.

Within the general conversation about staff vacations it was mentioned that in the District Policy Manual dated 12/21/16 up to 240 accrued vacation hours may be carried to the next year.

4. Annual Budget Packet – Discussion:

The budget conversation commenced with coverage of the “Talking Points on SJICD 2020/21 Budget Review” (enclosed as an addendum).

The Gantt Chart was explained as a graphical representation of the “Grant Tracking Spreadsheet” which has been provided to BOS on a monthly basis. It clearly points out the maturities of many of the District’s grants during 2021, particularly at 6/30/21.

The importance of the Profit & Loss Budget to Actual was emphasized as a significant tool for BOS and Management to monitor, adjust and correct District’s financial performance monthly - particularly in conjunction with the BOS regular monthly meetings.

The detailed elements of the monthly budget were displayed via excel spreadsheet. Some monthly income categories can show substantial month-to-month fluctuations while many expense items such as health insurance, retirement expenses and rent tend to be stable each month.

During August 2020 the District completed a Fiscal Year Ending 6/30/21 Budget which was input into the District's master Quickbooks record at R&R Accounting (which prepares all financial reports for BOS). The first Profit & Loss Budget vs. Actual report was provided to BOS for the 10/21/20 Regular Meeting with July through September 2020 figures.

The District has prepared a "Worst Case Scenario" budget for the Calendar Year Ending 12/31/21 assuming that most grants maturing at or before 6/30/21 resulting in a deficit of \$39,460.63. This is an unlikely event as some of the grants will be renewed and the District will also obtain new grants replacing the matured ones. The monthly reporting will be enhanced with a "Grant Pipeline Report" showing grant applications in process and the probability of closing on the grants.

VSP is already included in the Governor's Budget request and Kai Hoffman-Krull is currently engaged in multiple grant applications.

A continued involvement of Bob Brunkow with the budgeting process was discussed.

A Special Session was scheduled to further discuss budget via Zoom on 1/7/21 from 10:00am to 11:30am on 1/7/21.

5. District Manager Update – Discussion Item:

The first set of interviews have been completed and 3-4 candidates will be selected for a second interview. The Board will conduct an Executive Session per RCW 42.30.110 (g) for 1 hours after this meeting to evaluate the qualifications of an applicant for public employment 11:30am to 12:30pm.

Overall, the applicants for the District Manager Position showed excellent qualifications. However, one of the highly qualified applicants withdrew his application as he accepted a position with Friday Harbor Laboratories.

6. Salary Survey – Update from Committee:

An extensive discussion was held about the components of staff compensation with the following particulars:

- The offer to the new District Manager could be within the \$33/hr to \$35/hr range.
- The District will build more structure and job descriptions for each position.

- All job descriptions will be reviewed and salary ranges will set for the positions replacing the more random pay ranges of the past. This will enable the District to:
 - Better match the benefit packages with our own Policy Manual.
 - Improve alignment of total compensation package with other districts.
 - Prorate medical and dental coverage according to hours worked, however, implementation of this would not occur prior to COVID-19 being over.
- Transparency and clear logic as to compensation will be established for each position.

A motion was made by Lynn to make salary adjustments of 2021 retroactive to 1/1/21. However, it was clarified that the benefits of staff members will not be adjusted until there is reasonable assurance that the worst of COVID-19 is over. This is anticipated by the end of Summer 2021. David seconded the motion. The motion passed.

7. Grant Application Status – Discussion Item:

- RCPP – should know more by mid-January 2021.
- Livestock TA – will be challenging according to Governor’s Budget.
- Habitat restoration, Island Marble Butterfly is moving forward.
- YCC – Erin is working on 4-5 grant applications.
- CCC is working with Orcas Island Community Foundation to establish an Emergency Response Fund.
- CCC is also looking for opportunities with the National Fish and Wildlife Foundation Grant and with DNR on a Global Fire Grant as San Juan County has been identified as one of their top priority sites.
- CCC did not receive positive responses on FEMA and OPALCO grant applications.

8. Program Reports

- CCC is working with National Park Service on a variety of programs including methods of fire fuel reduction. This is expected to provide opportunities for future cooperation. National Park Service has a variety of opportunities with contracts up to \$500,000 and is ideally suited to CCC with the requirement of hands-on implementation work for 18 to 36 year-olds.
- There also may be opportunity for vegetative management at Moran Park on Orcas and on parks on San Juan Island.
- CCC is also working to partner with OPALCO on right of way work with landowners for fuel load reduction and fire preparedness.
- There was discussion about working in conjunction with Veterans programs in Washington State.
- YCC is currently engaged in grant applications. Libby Valluzzi is no longer employed by YCC.

- Cost Share – there has basically been no changes. Adam Greene has finished the composting station and we are working on reimbursement.
- VSP – The 5-year report has been completed. Several goals were met to protect or enhance wetlands and streams. The Work Group stated that the District did not meet several other protection or enhancement goals and benchmarks, and the District provided evidence to support our assertion in the report. Objectives were met but the report addressed inconsistencies in the work plan.
- Cathi Winings was acknowledged for her excellent work and for spending a substantial amount of time on the VSP 5-year report.

9. Partner Report

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.

At this point it looks like VSP will have a good chance to be fully funded.

The initially expected 15% cut in the 2021-23 Biennium Operating Budget Request has been reduced to 5%, which can be covered by reductions in travel and other nonessential costs. The Orca funding were retained at current levels.

Capital Budget Request are expected to fare better than operating requests.

Overall, the Governor's Budget Proposal ended up better than expected. However, it remains to be seen how the Legislature approaches the issue.

Alan Chapman from WACD discussed feedback from the recently held Annual Meeting. He also explained the strategic workplan for WACD and development of 10 goals to focus efforts during the next year.

10. Public Comments

None.

11. Adjourn

At 11:35am Board Members and Two Staff Members exited the Regular Monthly Meeting for a 1 hour long Executive Session pursuant to RCW42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140](#)(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public

The Executive Session ended with no action at 12:36pm.

The Public Meeting resumed and was adjourned at 12:36pm.

**Next Special Session via Zoom: Thursday, January 7, 2021
From 10:00am to 11:30am.**

**Next General Meeting via Zoom: Wednesday, January 27, 2021.
From 10:00AM to 12:00 NOON**