

SAN JUAN ISLANDS CONSERVATION DISTRICT

Regular Monthly Meeting of the Board of Supervisors

February 24, 2021

Location: Zoom Meeting

In Attendance (Via Zoom)

Supervisors: Deanna Eltinge, Vicki Heater

David Bill, Lynn Bahrych, Carson Sprenger

Staff: Paul Andersson, Tony Fyrqvist, Matt Claussen, Kai Hoffman-Krull, Zoey Chue

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

Public: Angie Freeman Shephard

Location: Zoom Meeting

MEETING SUMMARY - Final

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

1. Agenda Approval:

David made a motion to approve the Agenda, the motion was seconded by Deanna. Lynn requested to add Website Management: Discussion as Agenda item #11. Additionally, approval for February 19th Special Meeting Minutes was added under Agenda item #3. The changes were made and the motion carried.

2. January 27th Meeting Minutes Approval:

David moved to approve the January 27th Regular Meeting Minutes. It was seconded by Deanna. The discussion entailed changing the following wording:

- On the bottom of page 4 from “Some community members have expressed interest in running for a vacant position on the Board” to “A community member has expressed interest in running for a vacant position on the Board”.

- Correction on page 5 description of conflict resolution within the CCC program.
- On page 2 comment about Implementation funding under December 31, 2020 Financial Statements Review was clarified as an issue of timing of the draws relating to calendar year and fiscal year allocations. Implementation funds are awarded to the District on a fiscal year basis, and funding for FY 7/1/19-6/30/20 was heavily utilized before 12/31/19. Together with draws from funding allocated for the previous FYE 6/30/19 the amount for calendar year ending 12/31/19 amounted to \$126,478.90. As the funds allocated for the FYE 6/30/20 were depleted during the previous calendar year the Implementation draws during the calendar year ending 12/31/20 amounted to \$58,376.31.
- A preference was stated to reference the “CCC Program” as “Forest Health Program” due to its wider scope, but this was not changed in the Minutes.

The motion carried.

3. February 3rd, 10th and 19th Special Meeting Minutes Approval (Salary Comm.)

Lynn moved to approve the minutes of the Subcommittee and was seconded by Deanna.

The motion was approved.

4. November Financial Statements Review – Action Item:

David moved to approve the 12/31/20 Bank Reconciliation Report. Deanna seconded. The motion was approved.

David moved to approve the 1/31/21 Bank Reconciliation Report. Deanna seconded. The motion was approved

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

David made a motion to approve the Financial Statements. Carson seconded. The discussion entailed:

Financial Statement Review

- 1/31/21 Balance Sheet showed a balance of \$187,459.87 which is down from the previous month end balance of \$219,526.96. This is due to seasonal variation and it was noted that the current deposit balance as of the Board Meeting date was \$190,666.95. Also, receivables (invoices sent out but not yet paid) at the time of the meeting amounted to \$39,546.25.
- The Statement of Revenue and Expense for January 2021 also showed a deficit of \$12,696.21 which is due to seasonal fluctuations.

- The Profit & Loss Budget vs. Actual for the Fiscal Year to Date showed that the District's deficit of \$707.77 was actually ahead of the Budgeted deficit of \$25,419.32.
- However, it was cautioned that the monthly Fiscal Year Budget was developed from historical and expected revenues in at the end of summer 2020 prior to the full realization of the District's CCC and Forest Health Programs.
- Conversation about the discrepancies in NRI and Shellfish between budget and actual. NRI and Shellfish income components include Technical Assistance and Cost Share. Cost Share was not implemented during the past 7-month period, while the budgeted numbers were developed from historical figures.

The motion passed.

5. Financial Updates:

- Line of Credit Update

The District has been approved for a Commercial Working Capital Revolving Line of Credit by Liberty Bank with the following details:

Amount \$50,000.00

Interest Rate WSJ Prime + 2.00%

Interest only payments monthly

30 consecutive day annual clean-up

\$10,000 minimum deposit with Liberty Bank during the term of the loan

David made a motion to authorize the opening of the deposit account with Liberty Bank as well as make the signers on the account and on the loan:

Paul Andersson, District Manager

Tony Fyrqvist, Financial Manager

Checks will require 2 signatures. Either Paul Andersson or Tony Fyrqvist is authorized to request advances from the line which are to be deposited into the Liberty Bank Deposit Account. The motion was seconded by Lynn.

Discussion centered around the feasibility of having staff members be the signers on both the loan and the line of credit instead of the Chair of the District as originally approved by a motion in the Minutes of 11/18/20.

The District will establish a policy as to the utilization of the Line of Credit.

The new deposit account will serve as the first step in establishing a "Reserve Fund", and represents a diversification of the District's banking relationship.

The motion passed.

- Grant Pipeline Reporting - NEW

The Grant Pipeline Report was introduced to the Board. Staff inputs data directly into the report which serves as a “Forward Look” for the District in conjunction with the Grant Tracking Report with which the District tracks the historical balances and maturities of current grants. The report will be used as an additional tool to assist with financial planning and budgeting.

However, it was cautioned that the indirect portion available to the District would be spread over the multi-year term of a specific new grant. And for financial forecasting it is important to consider the probability of the grant.

Conversation continued about the prevalent 10% indirect rate. Most foundation grants specify a maximum 10% indirect rate. Under Federal guidelines the standard “Negotiated Indirect Rate” is 10%, however, a process exists to secure a higher rate.

Most entities are currently aiming for a “Lean” overhead rate, but within the grant writing process some of the costs can be captured within the proposed grant budget under an “Administration” line item.

It was also mentioned that some of the grants under the CCC category should be allocated to “Forest Health”.

The document is subject to evolving as conversation included from elimination of all categories to adding a category specifically for “Forest Health” grants.

In order to improve the efficiency of presentation, and to emphasize District unity in program planning and implementation the next month’s report will not be divided into categories.

6. Signature Authorization for District Manager – Action Item: Board Motion to Approve Paul Andersson as added authorized signatory

- David made a motion to authorize District Manager Paul Andersson to sign for all Grants, Contracts and other legal documentation for San Juan Islands Conservation District. The motion was seconded by Deanna. The motion carried.
- David made a motion to add District Manager Paul Andersson as an Authorized Signer on the Banner Bank Checking Account. Deanna seconded. The motion carried.
- David made a motion to add District Manager Paul Andersson as an Authorized signer on District Timecards. Deanna seconded. The motion carried.
- David made a motion to add District Manager Paul Andersson as an Authorized signer on all District purchase orders, expense reports and check requests for R&R Accounting. Deanna seconded. The motion carried.

7. Salary Committee Update – Action Item: Board Motion to Approve Pay Salary Ranges and Pay Scale Chart:

David made a motion to adopt the recommendations as presented on the memorandum dated February 23, 2021 from the Salary/Compensation Review Committee (copy enclosed). The motion was seconded by Carson.

Discussion centered around information presented in the memorandum and the major improvement in Human Resources Management this will present for the District. Within the general conversation the following topics were emphasized:

- Job titles, pay ranges and classifications will provide added structure, efficiency in hiring and a logical career paths.
- Any pay adjustments will not be made retroactive due to the direct impact to the District Assessment funds as the staff members time at the previous rate would already been invoiced out against particular grants.
- 2.50% COLA Adjustment would add stability to employees, -but is subject to review depending on general economic conditions.
- CCC Crew Lead position could evolve into a CCC Program Coordinator in an effort to streamline job descriptions and allow more shared responsibilities among similar positions.

Deanna moved to amend the previous motion to add the effective date of July 1, 2021, with no other changes. This was seconded by David.

The amended motion passed.

8. CD Election Process Update – Discussion Item

CD Elections are progressing withing the parameters set in 2021 Election Calculator.

The Election date is set for March 15th, 2021.

The district will need to engage 2 volunteers to manage the ballot boxes.

9. Program Reports (included in Board Packet) – Discussion Item

Staff Program Updates were provided via memorandum dated February 24, 2021 (copy enclosed).

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.

10. Upcoming Training/Webinar Opportunities

Training opportunities were briefly covered as stated on the Agenda.

11. Website Management: Discussion

The current District website is built with Squarespace.

Discussion covered upgrading and updating the Website, removing dated material while posting more recent pictures – or even remaking the site using Wix which is another vendor of website building software.

It was mentioned that in the past there have been IT Grants available for local organizations specifically for updating their digital files and profiles.

12. Partner Report

Alan Chapman from WACD briefly discussed:

- WACD Budget.
- The 2 committees – DEI (Diversity, Equity, Inclusion) and Elections.
- There is still controversy regarding the DEI Committee with the larger more urban districts considering it essential, while the smaller rural districts not believing them to be necessary.
- A recommendation for the Districts should encourage elected officials revisit the \$5MM CTA request not included in the Governor’s Budget.
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Jean Fike, WSCC Puget Sound Regional Manager made a note to expect a checklist for legal contracts in the near future from the Commission.

13. Public Comments

None.

14. Adjourn

Meeting adjourned at 12:05 Noon.

**Next General Meeting via Zoom: Wednesday, March 31, 2021.
From 10:00AM to 12:00NOON**