**SAN JUAN ISLANDS CONSERVATION DISTRICT**

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

**September 27, 2022**

**Location:** Online via Zoom and 530 Guard Street, Friday Harbor

**In Attendance**

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

Carson Sprenger

**Associates:** Deanna Eltinge (absent), Jerry Rasmussen (absent),

Linda Lyshall (absent)

**Staff:** Paul Andersson, Tony Fyrqvist, Kai Hoffman-Krull

**Partners:** Jean Fike, WSCC Puget Sound Regional Manager (absent); Alan Chapman, WACD NW Region Representative; Kathryn Smith, Forester, National Resources Conservation Service (NRCS) Mount Vernon Field Office.

**Public:** None

**MEETING SUMMARY – Final**

Vicki Heater convened the regular meeting held via Zoom at 10:00 am.

**Welcome and Introductions:**

No visitors were present at the inception of the meeting – Kathy Smith joined later during the meeting.

1. **Agenda Approval:**

The Financial Officers Report was changed on the Agenda to reflect August Financials instead of June and July Financials. Carson Made a motion to approve the Agenda and was seconded by David. The motion passed.

1. **August 23rd Regular Meeting Minutes Approval:**

Carson made a motion to approve both the 8/23/22 Meeting Minutes. The motion was seconded by Lynn. During the discussion 2 changes were noted:

* P.4 added the last missing digit Garrison Creek Watershed Riparian Zones from $141,00 to $141,000.
* P.5 Slightly modified the sentence about the list of potential candidates for a Board Supervisor who has not been identified yet, but discussions are continuing with candidates.

The Minutes were approved with the changes.

1. **Financial Officers Report:**

The Financial Manager gave the following summary of the District’s financial position, continuing to confirm financial stability:

8/31/22 Balance Sheet

The 8/31/22 bank deposit balances were consistent with 7/31/22 and 6/30/22 balances.

Total deposit account balances were follows:

7/31/22 8/31/22

* Banner Bank Operating $241,366.27 $236,462.55
* Liberty Bank Reserve Fund $100,000.00 $100,000.00

The current Banner Bank operating account deposit balance as of the Board Meeting date on 9/27/22 was $231,688.23 signaling that no unusual monthly expenses took place during September.

Total month end receivables at 8/31/22 amounted to $123,645.89; while due to collection during the month the receivables at the Board Meeting Date of 9/27/22 were $45,165.07. The remaining receivables are of high quality and collectable.

8/31/22 Statement of Revenue & Expense

The following significant “Ordinary Income” items were highlighted:

* Assessment Income of $6,641.14
  + $641.14 consisted of actual assessment income, while $6,000 should have been reflected under YCC income as it represented an invoice to Solid Waste for YCC trash collection during the County Fair – this income will be reassigned.
* Implementation Income of $16,096.38 was substantially over the monthly target of $9,818.58 and reflected higher costs for new employee training. As this has run consistently above the target the District has taken appropriate measures with staff to reduce the amount moving forward.
* Both RCO-NCLI and RCO-Eelgrass grants have entered the retainage period, where final funds will be released only after final reports have been completed. Delays in actual disbursements are anticipated until final reporting is complete.
* In summary, during August 2022 the District recorded near break-even results with only a small deficit of $201.38.

Credit Card Detail:

The credit card detail reports for August 2022 displayed mostly standard operating and recurring charges with some of the larger items reflecting seasonal District programs:

* $415.87 for Farm Tours website
* $470.55 for ICC Sweatshirts for the new ICC crew
* $243.76 for ICC T-Shirts
* $706.80 for YCC T-Shirts for the SJC Fair.

Bank Reconciliation Report

The Bank Reconciliation Report was not discussed. It is prepared by R&R Accounting and is in compliance with all District and SAO guidelines.

Adjusting Journal Entries Report:

This report is also prepared by R&R Accounting and would reveal any unusual transactions, and it constitutes an essential part of the District’s double control of finances.

A motion was made by David to approve the financial packages for August 2022 consisting of:

* The Financial Statements
* Journal Entries
* Credit Card Detail
* Bank Reconciliation

The motion was seconded by Lynn and carried.

Grant Progress and Pipeline Reports:

There was a brief discussion that these reports are difficult to read in current form but are also in the process of being updated.

Reserve Account Balance

The current balance in the Reserve Account is $100,000 + interest earned amounting to $209.34.

1. **Old Business**

75th Anniversary Event Recap

A brief recap of the successful Anniversary Event on September 9, 2022 at the San Juan Island Historical Museum covered:

* Pictures from the event.
* Attended by 50-75 people including Agency Partners and Elected Officials.
* Presentation by District Manager.
* Presentations by staff members, most of whom were involved with the set up and take down of materials
* Board Members attending the event were:
  + Lynn Bahrych
  + David Bill
* The No-Till Drill was brought to the event.
* Door prices and giveaways included 75 kale plants.
* Light refreshments were provided.
* The event culminated in a cake cutting ceremony.

Board Supervisor Appointment

The District continues to search for a fifth Board Supervisor.

Countywide assessment – updates on Resolution Amendments

The District Manager attended a County Council meeting on 9/13/22 presenting the District’s case for amending the County Ordinance 13-2019 by eliminating exemptions for:

* Lands with assessed values of less than $500.00
* Low income Senior Citizens

The major reasons for the District’s request included:

* Minimizing staff time going through the list of approximately 18,600 total parcels and 1,700 exempt parcels.
* Improved adherence to RCW 89.08.405 and RCW 89.08.400 which allow assessment of public lands – which are currently assessed at -0- value. The Assessments are calculated by per parcel and per acre basis.
* Coverage of the District’s costs for conservation work would be improved.

At this time no modification to the Ordinance was approved as the County Treasurer explained the difficulties in collecting from the Federal Parcels and the potential additional costs incurred by their office if the exemptions were to be eliminated.

The District will further study and engage in communication with the County Treasurer and County Assessor on this matter.

1. **New Business**

District Pay Scale – discussion of SJICD approved Pay Scale (updated June 2022) and merit adjustment policies – reference studies on industry standards (attached).

The District reviewed and adjusted some pay scale comparables using information provided by other Districts and other public agencies.

All staff members, with the exception of the District Manager, have received pay increases by 6/30/22.

A brief conversation was held about the benefits and costs of either hiring a Wage Consultant or utilizing an internal Task Force to evaluate the salaries in order to attract and retain staff in light of wages and benefits provided by competing agencies.

It was mentioned that the District currently provides:

* Generous benefits including Health Insurance through PEBB and State Retirement through DRS.
* Flexible hours.
* Work/Life balance with ability to work from home and bring infants, children and pets to office.

1. **Executive Session – Review of public employee performance.**

The executive session started at 10:50am and adjourned at 11:00am.

1. **Staff and Program Reports**

Staff and Program Reports Document attached.

Kai Hoffman-Krull presentation on 2022-23 ICC Program:

Kai presented this year’s ICC program:

* 7 new members
* 4 returning members
* 3 members from last year’s program started “Blackcap Restoration” business, fulfilling one of ICCs program goals of workforce development, career training, and improving land management capabilities countywide
* Culture of the program has been established and improved
* Establishment of 4 Managerial positions:
  + Project Manager with overall leadership and tool maintenance.
  + Finance Manager engaged in budgeting reporting and grant writing.
  + Outreach Manager involved with WAFAC Conference, press releases and social media posts.
  + Internship Manager engaged in Eelgrass and other projects.
* Discussed students in the WWU Environmental Studies Master’s program taking classes in Bellingham and working through the transportation logistics.
* Discussed chainsaw curriculum which covered hazard identification, saw education, saw safety, OSHA regulations.
* Discussed letters of support from Tribal agencies.

1. **Subcommittee Reports**

Forest Health Collaborative (FHC) – did not meet.

Policy – did not meet.

1. **Upcoming Trainings/Webinars/Events**

San Juan Islands Farm Tours

* San Juan Islands: September 23-25
* Orcas Island: September 30-October 2
* Lopez Island: October 7-9

Orca Recovery Day (ORD): October 15

Washington Association of Fire Adapted Communities (WAFAC) – Regional Conference (Anacortes) and San Juan Island Mt. Grant field trip, October 19.

1. **Idea Pot**

No discussion.

1. **Partner Reports**

Kathy Smith, from NRCS, provided updates on:

* 5 new CSPs (Conservation Stewardship Programs) obligated in San Juan County.
* NRCS agricultural easements.
* EQIP (Environmental Quality Incentives Program) deadlines.

Alan Chapman, from WACD provided the following information:

* WACD showed end of year unrealized gain of $170,000.
* 9 districts have not paid dues yet.
* Dues not required until the Northwest Area Association Annual Meeting hosted by Whidbey Island CD on October 11th.
* Proposed changes in bylaws:
  + Area Association to include 1 member of district staff, improving the technical qualifications.
* There has been discussion if members not in good standing (not paid dues) should be able to vote in the Annual Meeting.
* WACD is looking for new ideas and input from the Districts.
* The District has been receiving regular email updates from the Mount Vernon Field Office of NRCS, particularly on the Environmental Quality Incentives Program (EQIP) and Conservation Stewardship Program (CSP).
* Various possible resolutions were discussed. Resolutions are the primary tool by which the Washington Association of Conservation Districts establishes policies, positions, and actions on behalf of its membership

1. **Public Comments**

None

1. **Adjourn**

Meeting adjourned by Vicki Heater at 12:10PM.

**Next Regular Monthly Meeting: Tuesday, October 25, 2022, 10:00 am to 12:00 noon.**