

SAN JUAN ISLANDS CONSERVATION DISTRICT

Regular Monthly Meeting of the Board of Supervisors

April 22, 2020

Location: Zoom Meeting

In Attendance (Via Zoom)

Supervisors: Deanna Eltinge, Vicki Heater

David Bill, Lynn Bahrych, Bob Gamble

Staff: Mike Ramsey, Phyllis Clem, Libby Valluzzi,

Matt Claussen, Cathi Winings, Bruce Gregory, Ryan Palmateer, Erin Licata

Partners: Jean Fike, WSCC Puget Sound Regional Manager

Guest: Bob Brunkow

MEETING SUMMARY-Final

At 11:30am via ZOOM Chair Vicki opened the Special Meeting and announced the Board would hold an Executive Session pursuant to RCW 42.30.110 (1) (g) to evaluate the performance of a public employees.

Expected duration: 1 hour

The session ended at 12:00pm. No Action taken. Chair Vicki adjourned the Special Meeting at 12:00pm.

Vicki Heater convened the regular meeting at 12:00pm.

April 15 Meeting Summary – Action Item: Bob moved to approve the April 15 Meeting Summary as amended. Deanna moved to second. Motion approved.

Action: The regular March 25, 2020 meeting summary has not yet been approved. It will need to be approved in the next Board Meeting.

March Financial Statements Review: Bob moved to approve the Financial Statements. David moved to second. Motion approved.

Bob moved to approve the Bank Reconciliation. David moved to second. Motion approved.

Phyllis amended the numbers in the credit card details. The total of the invoice was \$4,270.30. The total amount of the transactions was only \$1,398.85. The February payment was not received and since it did not clear the bank, it will need to be paid on the next payment. Deanna moved to approve the amended credit card details. Bob moved to second. Motion approved.

Operating Budget Review – Discussion and Action: Mike explained the budget spreadsheet and the reasons for version #5. Various scenarios were presented. Discussion was suspended.

Staff Cuts:

Lynn moved that as of May 1, 2020, the positions of Executive Director and Senior Planner will be cut be 25% for an 8-month period through December 2020. This represents the positions going from fulltime to $\frac{3}{4}$ time. Bob moved to second. Motion passed.

David moved to reduce a Planner position from $\frac{3}{4}$ time to half-time from May 1, 2020 through December 2020. Bob moved to second. Motion passed.

Bob moved to furlough a half-time planner position for 2 months starting May 1, 2020. Deanna moved to second. Motion passed.

Cathi mentioned a Work Share program offered by Employment Security Department that Jean Fike brought to her attention. It will help pay for her lost hours, but she must work at least 10 hours a week. The other requirement is she must be able to keep her benefits. At least two staff members must apply. She was hoping she could qualify for that program.

Bob rescinded his motion. Deanna concurred. Vicki moved that the half-time planner position be cut to 10 hours a week while maintaining benefits and apply for the Work Share program. Deanna moved to second. Motion passed.

David moved the Firewise Position be eliminated and the work be reassigned to other staff as appropriate. Bob moved to second. Motion passed.

Lynn moved to reduce the Energy Program position from a full-time position to a half-time position and reallocate tasks to other staff members as appropriate. Deanna moved to second. Motion passed.

The YCC program will take over the water monitoring tasks in the VSP program.

Action: Mike is to develop a Financial Manager position job description.

Lynn moved to approve the YCC program budget with already secured funds. This budget can be amended if additional funds become available. Bob moved to second. Motion passed.

Bob Brunkow said the budget process has improved in 45 days and everyone learned about a course change. The Board has taken good steps to stop the bleeding. The staff should be commended for taking voluntary actions to reduce their hours.

The areas of reduced expenses were discussed. **Action:** pursue more funding sources.

Next Meeting via Zoom: Wednesday, April 27, 2020 from 11:30am – 1:30pm.

Meeting adjourned at 1:39 pm.