

# SAN JUAN ISLANDS CONSERVATION DISTRICT

## Special Meeting of the Board of Supervisors

September 3, 2020

**Location:** Zoom Meeting

### In Attendance (Via Zoom)

**Supervisors:** Deanna Eltinge, Vicki Heater

David Bill, Lynn Bahrych, Carson Sprenger

**Staff:** Tony Fyrqvist, Ryan Palmateer

Matt Claussen, Bruce Gregory, Erin Licata, Cathi Winings, Elizabeth Valluzzi

**Partners:** Kai Hoffman-Krull

**Location:** Zoom Meeting

## MEETING SUMMARY-Final

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Vicki Heater convened the Special Meeting at 10:00 am.

**Budget Update:** Vicki led a discussion on budget and staff compensation. Other subjects within budgeting included a reserve fund, stabilization, moving from deficit to surplus and the timing for the hiring of the New Executive Director. She reiterated that Bob Brunkow will assist with the budgeting process which will help with determining staff compensation levels and the appropriate time to post the Executive Director position.

Tony gave an overview of the budgeting process stating that monthly budget to actual monitoring will help the District achieve its goals and address concerns in a timely fashion. The first draft of the Budget is completed for FY 6/30/20 – 7/31/21, but Tony asked for input and possible revisions from the Board members. Due to the complexity of District finances he stated that the budget will need time to stabilize. It will improve over time. It will be given to Shannon at R&R Accounting to be input into Quickbooks. But he also discussed the accounting challenges faced by the District such as reporting a fiscal year instead of calendar year; accrual vs. cash basis and the fact that

adjustments will be needed as new grants are initiated and old ones expire during each year.

Dave stated his concern with management issues and discussed the interim Director option.

Lynn asked specifically how much the District will save by not having to fund the Executive Director Position and are there funds to reassign the tasks to existing staff. The initial calculation was approximately \$6,492.50/mo.

She mentioned that the timing for determination of funding and the new Director should be shorter than longer, preferably by the end of the year.

Deanna agreed with Lynn. The end of the year timeline would be preferable.

Vicki proposed to go until the end of the calendar year (2020). She discussed the spreadsheet of tasks assigned to staff by Mike and requested comments from the staff.

Deanna made a comment that Mike still has unpaid vacation and health insurance which will have to be paid for by the District.

Carson changed the topic and initiated conversation about Kai Hoffman-Krull's position as an official staff member of the District. He made a motion that this should be considered subject to acceptable financial position of the District. Lynn seconded the motion.

A discussion ensued with Vicki requesting that Kai prepare a job description. Both Carson and Deanna emphasized the fact that this should be justified by the financial position of the District. Kai mentioned that he will work on the job description and he discussed new possible grants that would fit the mission of the organization.

Motion passed.

Carson directed the conversation back to the financial obligation linked to Mike's position. He proposed accelerating the time from the end of the year to 3 months.

**Interim Strategy/Immediate Concerns:** Lynn proposed an idea of 3 mini-teams of 2 board members and a staff member to evaluate the following issues faced by the District:

- Team 1 - Staff Compensation Team composed of Lynn & Vicki.
- Team 2 – Budget Refinement Team composed of Vicki, Deanna, Tony and Bob.
- Team 3 – Staff Task Reassignment Team composed of David, Carson and Matt.

There was general agreement supporting the mini-team concept.

Lynn commented that the staff generally works more than they are being compensated for. She stated that even with the reduced hours work was getting done.

Vicki stated that the teams should come back with comments within one week. Deanna made a comment that Bob Brunkow will assist with the budget process. General discussion about District funds available for staff and potential new Executive Director.

Vicki expressed concern about emails to Mike being left unanswered. Carson and Lynn discussed the role of a possible Interim Director. Bruce made a comment about having done the Interim Director position and about his enjoyment of completing the actual farm work instead. He stated that Mike was always very supportive as the Director and that Mike was willing to continue to help the District. Conversation ensued about the fact that Mike was no longer employed by and no longer represents the District. Bruce stated that he will arrange for appropriate forwarding of Mike's emails so that all communication is taken care of.

Carson made the motion to authorize Bruce to handle and disseminate all official correspondence received by the District. It was seconded by Deanna. The motion passed.

Kai commented that he has a need to have a person sign off on grants. A specific grant is due on the 15<sup>th</sup>.

Lynn made a motion that Tony can sign for District Grants and Contracts. It was seconded by David and the motion passed.

Lynn thanked Vicki for all of her work on behalf of the District; Vicki responded that it has been a part of her life for 25 years. Both Bruce and Matt expressed appreciation for the Board Members and their level of involvement on behalf of the staff.

Ryan made a comment about setting up the Zoom Meetings. He also mentioned that he can represent the District in some of the meetings he already participates. This suggestion received positive responses.

Carson made a motion to have Ryan take on the responsibility for Zoom Meetings. David seconded. The motion passed.

Conversation and support ensued about making Linda Lyshall an Associate Supervisor and Bob Brunkow and Associate.

**Public Comments:** None.

**Meeting Adjourned at 11:30 am.**

**Next Special Meeting Wednesday September 9<sup>th</sup> 10am – 12 noon.**