**SAN JUAN ISLANDS CONSERVATION DISTRICT**

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

**November 22, 2022**

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

**In Attendance**

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

Carson Sprenger, Claire Crawbuck

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

Linda Lyshall (absent)

**Staff:** Paul Andersson, Tony Fyrqvist

**Partners:** Jean Fike, WSCC Puget Sound Regional Manager (absent); Alan Chapman, WACD NW Region Representative (absent); Robin Buckingham, National Resources Conservation Service (NRCS) Mount Vernon Field Office (absent); Chris Porter, Supervisor King Conservation District

**Public:** None

**MEETING SUMMARY – Final**

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

**Welcome and Introductions**

1. **Agenda Approval:**

The following addition was made to the Agenda under 5. New Business:

* CD IT Infrastructure.

The Agenda was approved by consensus.

1. **September 27th Regular Meeting Minutes Approval:**

Lynn made a motion to approve the 10/25/22 Meeting Minutes. The motion was seconded by David.

The Minutes were approved without any changes.

1. **Financial Officers Report:**

The Financial Manager gave the following summary of the District’s financial position.

10/31/22 Balance Sheet

The 10/31/22 bank deposit balances showed a $16,967.14 decrease from the previous month end, however the accounts receivable were up by $105,590.85 substantiating high level of grant activity during the month:

10/31/22 9/30/22

* Banner Bank Operating $191,864.56 $208,831.70
* Liberty Bank Reserve Fund $100,000.00 $100,000.00
* Accounts Receivable $239,458.17 $133,867.32

Total Current Assets showed an increase of 20% to $531,322.73.

The current Banner Bank operating account deposit balance as of the Board Meeting date on 11/22/22 was $207,822.08, which represented decline of $8,818.10 from the previous Board meeting date as the District is working on collecting some of the older receivables - particularly from DNR.

October 2022 Grant Tracking Report

As the Balance Sheet and Statement of Revenue are balanced against the Grant Tracking Spreadsheet there was a brief discussion of the updated format:

* New division between Federal and nonfederal grants.
* A federal “Single Audit” is required if the District spends more than $750,000 of federal funds in one year, regardless of whether those federally-sourced funds came directly from the federal government or are passed through from a state or local government.
* According to information received from other larger CDs the cost of a “Single Audit” can exceed $20,000 in addition to substantial staff time required to compile the information.
* The District’s income from federal grants was computed at $239,849.97 from 1/1/22 through 9/30/22.

9/30/22 Statement of Revenue & Expense

The following significant “Ordinary Income” items were highlighted:

* NRI income of $25,199.85 included a cost share disbursement to New Hannah Farm in the amount of $24,093.00.
* DNR income of $38,916.91 included bills for ICC work on Jones Island, Mount Grant on San Juan Island and on Turtleback Preserve on Orcas Island in addition to covering the cost of native seeds and plugs to the San Juan County Land Bank’s Salish Seeds Project.
* R&R Accounting will move the Visitor Survey Income of $12,500.00 to YCC Income as this was mislabeled and represents Land Bank support of YCC work done on Turtleback Preserve, North Shore Property, Zylstra Lake Preserve and Beaverton Valley Preserve.

Most of the expenses consisted of standard reoccurring line items, however, the following major expenses were briefly discussed:

* The Consultation expense of $12,700.00 included funds paid to consultants and contractors and recover under Lummi Guardians, Eelgrass, DNR LSR and ICC grants.
* In addition to the standard $1,750 monthly lease payment for District premises the Rent of $15,790.00 included the rental stipends paid to participating ICC members. We have had conversation with R&R Accounting about adding a special line item for the rental stipends to improve financial presentation, but are weighing this against the increased cost of reporting and additional complexity to the District’s financial statements. At this point the District has not made the change.
* Grant Services expense of $6,506.86 was a payment to SJI Ag Guild under the LTAC Farm Tours Grant.
* Project Supplies of $18,964.58 mainly consisted of the payment of the native plugs and seeds to the Land Bank’s Salish Seeds Project and invoiced to DNR-LSR grant, but also included the purchase of a chainsaw by ICC.
* The Cost Share disbursement of $24,093.00 was clearly identified.
* The indirect grant income of $9,506.07 to cover administrative and other operational expenses of the District is broken out and identified under “Other Income/Expenses” on the financial statements.
* In contrast to the deficits incurred during several prior months the District showed a surplus of $42,350.44 during October.

Credit Card Detail:

With the exception of the chainsaw purchase by ICC and small expenditures relating to purchases of supplies for the Farm Tours the credit card detail reports for October 2022 displayed mostly standard operating and recurring charges which flow through the appropriate categories on the Statement of Revenue & Expense.

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 prepared by R&R Accounting and any unusual entries outside of the standard payroll related tax, wage and benefit related entries would require further examination under the District’s double control of finances.

A motion was made by David to approve the financial packages for October 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:

Discussed each grant application on the Pipeline Report.

* The Community Wildfire Defense Grants for planning and implementation amounting to $97,970.00 and $1,009,250.00, respectively, constitute the largest total dollar amount of total grant applications.
* The applications for ESD Career Connect for $148,635.00, the $30,000 WSCC SRF for False Bay Watershed have been approved and will be removed from the Pipeline Report.
* YCC has been included in the Orcas Island Community Foundation Winter Catalog assuring continuous support.

The discussion also included trying to find ways to expand the use and leasing of the No-Till Drill owned by the District.

1. **Old Business**

Board Supervisor appointment – Discussion and Action to Appoint Claire Crawbuck, SJI resident to Position #3 (Elected term 2021-2023)

The experience, resume and letter of interest submitted by Claire Crawbuck were discussed along with the District’s search for a Supervisor and conversations with other suitable candidates. The importance of having a Supervisor from San Juan Island was also emphasized assuring a balanced representation on the Board.

David made a motion to appoint Claire Crawbuck to San Juan Islands Conservation District Supervisor Position #3. The motion was seconded by Lynn.

The motion carried.

Claire’s contact information will be submitted to the Commission. She has the full voting privileges of a Supervisor. The discussion continued with emphasis on attending the Business Meeting of the WACD Annual Conference on Wednesday November 30th when the resolutions come up for a vote.

The District has developed a procedure for onboarding a new supervisor which will be presented to Claire. It is provided in the attachment: “SJICD Board of Supervisor – New Member Onboarding Tasks”.

Associate board membership – Discussion of current membership and potential new member(s)

Board members and the District Manager continue to meet local conservation advocates, some who may be a good fit as Associate Supervisors. The current Governance Policy does not include direction or guidance for Associate Members.

The conversation about the role of an Associate Member covered:

* Active participation in board meetings.
* Participation as a member in subcommittees.
* Appointment by active board members for a term of one year at a time.
* Time frame after which an Associate Member should be discontinued if he/she does not participate in District activities.
* Historically Associate Members have not been active participants.

Chris Porter, from King CD, mentioned that the Associate Members at his District get elected, follow procedures and policies of the District. They do not get elected if they do not show up for meetings. They also participate in subcommittees.

It was discussed that more clarity and guidance around associate supervisors be obtained by the District Manager and the conversation be continued.

1. **New Business**

Regular Board meeting monthly schedule – Discussion and action to adjust monthly meeting day and time

David made a motion to change the monthly Board of Supervisors meeting to:

* The 4th Friday from 8:30am to 10:30am beginning in January 2023.

The motion was seconded by Carson. The motion passed.

CD IT Infrastructure

The District has discovered the need for a Customer Resource Management (CRM) software program to organize current and historical data into a cross relational database.

Other Districts have been successful with using Quickbase which is a cloud database software platform that enables the creation of custom applications that could solve the District’s challenges to integrate and retain historical data in usable and easily accessible format. One of the District staff members has familiarity with the program, and another district can provide technical support.

The annual subscription cost of the program would be $3,500.00 for up to 10 users.

1. **Staff and Program Reports**

Staff and Program Reports document attached – Discussion of recent staff trainings

* SVAP – Stream Visual Assessment Protocol training was conducted on the San Juan Island on 11/15/22. The training was attended by 15 people including staff members from SJICD, NCRS and Washington Department of Fish and Wildlife. The lower portion of Garrison Creek received a poor average rating 3.5/10 and the upper portion owned by National Park Service received a good average rating of 8-9.2/10. Reevaluation is encouraged every 3-5 years.
* DNR Burner Certification – This has been conferred to Kai Hoffman Krull of ICC. There was additional conversation about the status of Waldron Island burns which have not been completed yet. The DNR-Shovel Ready grant which provides funding for the burns has been extended to 6/30/23.

1. **Committee/Subcommittee Reports brief discussion of status of SJICD involvement in countywide work groups and committees**

District board and staff members are actively participating and involved with a variety of local committees including.

* SJC Ag Resources Committee - “No net Loss of Agricultural Resource Lands” was introduced as a policy in 2019 which is hoped to be adopted in the Comprehensive Plan by County Council.
* SJC Clean Water Advisory Committee – Attended by multiple staff and board members. Currently involved with restricting cattle grazing at the False Bay Preserve.
* SJC Solid Waste Advisory Committee – Involvement with ongoing conversation on commercial and noncommercial composting and biomass processing facilities.
* Terrestrial Manager’s Group – some of the recent topics of consideration have included mooring buoys, deer population on the islands and related hunting, cultural resources on the island, and status of state parks. A group retreat is planned for March 2023.
* VSP Work Group – the Work Group is involved with balancing restoration efforts with continuing agricultural use of farmlands.

A substantial discussion ensued regarding the access of cattle to San Juan Preservation Trust properties in San Juan Valley. It will be essential to promote the continuing agricultural use of the property, but the access of cattle should be weighed against the restoration of the prevailing stream, particularly as the lease for cattle grazing is expiring. This topic has been taken up by the Clean Water Advisory Committee and will be discussed at the upcoming VSP Quarterly Work Group meeting in December.

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

November 28-30 WACD Annual Mtg – SJICD is registered for virtual attendance by all board and staff.

* Discussed the fact that WACD is the major lobbying entity for budgetary requests for conservation efforts in Washington. The Districts and Commission themselves do not conduct lobbying activities.
* Staff members are not required to participate but select Board members will be attending and participating in the voting for resolutions in the Wednesday’s Business Meeting.

Ag Summit – March 3-4, 2023 at Friday Harbor Labs, SJI

Terrestrial Manager’s Group Retreat – 2-day retreat to be scheduled for Tue/Wed in March 2023

1. **Idea Pot**

Irrigation Efficiencies – The District has not yet found a perfect fit but will continue to work on this field.

WSCC Food Security – The District is in process of applying for a Food Security grant.

CD Office Space – As the existing 5-year lease ($1,750/mo) is expiring on 6/30/23 the District has developed a criteria of requirements for a new space. While the local commercial leasing agent stated that he has currently no available properties, several commercial properties are being advertised by the owners. Currently the District owned No-Till Drill is being stored at the property of a staff member, but a suggestion was made to look for a local farmer who could “adopt” the Drill taking responsibility for its management and storage.

1. **Partner Reports**

Chris Porter from King CD, provided further information on Diversity, Equity and Inclusion (DEI) which will be discussed at the WACD Annual Meeting:

* The two resolutions were originally passed by a majority of voting members at the 2020 WACD annual business meeting. While resolution 2020-05 was widely supported, resolution 2020-06 was passed by one vote.
* In 2021 the Committee on DEI proposed a set of actions to be taken over a three-year period. At the 2021 WACD annual business meeting in business brought from the floor, the membership voted to adopt those recommendations.
* While SJICD supports the resolution, a few districts have expressed concerns about it.
* Chris encouraged attendance in the portion discussing the successes and challenges of DEI and speaking in support of the resolution.

1. **Public Comments**

None, however, Carson encouraged Board Members and Staff to attend the ICC Final Project presentation on Wednesday December 7th at around 3:00 PM. The objective is to present a proposed preservation plan for:

* Crescent Beach Preserve on Orcas Island.
* Zylstra Lake Preserve on San Juan Island.

A Zoom link will be provided.

1. **Adjourn**

Meeting adjourned by Vicki Heater at 12:00PM.

**Next Regular Monthly Meeting: Tuesday, December 27, 2022, 10:00 am to 12:00 noon.**