JANUARY 2020 KCD MONTHLY MEETING MINUTES

THE KITSAP CONSERVATION DISTRICT HELD THEIR MONTHLY MEETING OF THE BOARD OF SUPERVISORS, MONDAY, JANUARY 13, 2020 AT 10:00 AM AT THE DISTRICT OFFICES, 10332 CENTRAL VALLEY ROAD, POULSBORO, WA

ATTENDING: Sharon Howard, Frank Varley (excused), Brian Stahl, Albert Allpress, Jackie Lovely, Sharon Call (excused – weather conditions)
Start Time: 10:07 AM

ADDITIONS TO NEW BUSINESS: None

APPROVAL OF MINUTES –

December 2019 Board meeting minutes: Motion by Jackie Lovely to approve the December 2019 minutes as written. Seconded by Sharon Howard. Motion carried.

1) FINANCIAL & ADMINISTRATIVE REPORTS

a) December 2019 Financial report: Kitsap Bank checking account balances, as of December 1, 2019 was $241,148.93 with an ending balance December 31, 2019 of $276,675.25. Kitsap Paypal Account starting balance as of December 1, 2019 was $128.01 with an ending balance December 31, 2019 of $42,332.13 Motion by Jackie Lovely to approve the December 2019 Financial Report. Seconded by Sharon Howard. Motion Carried

b) Vouchers for December 2019 EFT payments of $16,640.34 and checks19289 through 192372, totaling $189,469.47 for a combined total of $206,109.81. Motion by Jackie Lovely to approve the December 2019 Vouchers. Seconded by Sharon Howard. Motion carried

c) Administrative Reports - Joy Garitone was on sick leave.

c) Bills to pay – None

3) PUBLIC COMMENT PERIOD – 10 minutes - No public comment

4) COOPERATIVE AGREEMENTS – Phillips, Keller, Paul, Vliet

5) OLD BUSINESS

a) Approve Rain Garden Green Stormwater Solution applications 2019-125 to 157; 2020-001 to 004: Motion by Jackie Lovely to approve the applications 2019-125 to 157; 2020-001 to 004 for GSS. Seconded by Sharon Howard. Motion carried.

6) NEW BUSINESS:

a) Carin Anderson annual leave hours overage – Motion by Sharon Howard to approve Carin Anderson carrying over 24 hours into 2020. Seconded by Jackie Lovely. Motion carried.

b) File archiving of records – Brian explained the Record retention guidelines and schedule and why it is important to minimize the records retained in the office. Brian explained that FOIA requests could require all records be disclosed if a request was submitted, which may require staff to scan or make available hundreds of files which would be extremely time consuming and expensive. The record retention laws allow us to destroy records after a set time or transfer files to the state archive site. Due to the complication of determining which farm files should be retained or destroyed, Michael Saunders, Regional Archive specialist, was invited to guide us on the process. He will be coming back January 28th to determine what files he will transfer to the state site.

c) Legislative Day – Due to our great relationship with our local legislators, short session, and planning for summer tour opportunities, Joy requested she not attend the Legislative Day this year. The board collectively agreed
Tree sale report – Brian informed the Board of the tree sale progress and the time savings experienced because of the on line ordering process. The process is working very well and purchases are up to par with last year.

Election and appointment update and Resolution filed – Brian informed the Board all election requirements are up to date per WSCC policy.

Approval of NACD application - Diane Fish explained the NACD grant application and purpose for the funding. **Motion by Sharon Howard to approve the NACD application. Seconded by Jackie Lovely. Motion carried.**

Resolution 1-13-2020: Letter for NACD Grant – **Motion by Sharon Howard to approve the NACD Resolution. Seconded by Jackie Lovely. Motion carried.**

Review SAO Best Practices from Exit Interview – Brian explained the outcome of the exit interview with the State Auditor, which Albert Allpress attended.

a. The auditor noticed on a couple occasions the landowner was reimbursed on invoices that did not state the invoice was "Paid". The auditor prefers “Assignment of Payment” directly to contractors to insure the contractor is being paid. We will make sure from this point forward all invoices will have ‘PAID’ included on the invoice or the contractor is paid directly.

b. Landowner acting as the contractor – We had one instance where the landowner was the contractor which was allowed at the time of the cost share approval. Brian informed the auditor that WSCC recently developed policy to require a landowner acting as a contractor must have two outside bids to insure project cost are reasonable. We will make sure this policy is followed from this point forward.

Next meeting – February 10th, 2020 at 10 AM

**Summary Items:**
Adjourn: 10:48 AM

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<tr>
<th>Summary</th>
<th>Bill to Pay</th>
<th>Amount</th>
<th>Funding Source/Motion</th>
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Respectfully submitted,

Albert Allpress, Chair

Brian Stahl, Acting Secretary