

## Skagit Watershed Council - Final Notes

### Meeting of the Board of Directors, Hybrid Meeting at Skagit Watershed Council

March 7, 2024

(Underline indicates decision point; parentheses indicate attachment #; **\*bold indicates action item**)

**Attending Directors:** John Stein (Chair), Alison Studley, Emmett Wild, Michael Kirshenbaum, Andrew Bearlin (zoom), Devin Smith, Brendan Brokes, Peter Browning (joined by zoom at 11:00, left at 12:00), Richard Brocksmith (Executive Director)

**Guests:** Aundrea McBride

**Call to Order:** 10:39. Quorum achieved.

Motion to approve the agenda by Michael, seconded by Devin. All approved.

Motion by Devin, seconded by Alison, to approve February board notes. Approved by all with Brendan abstaining.

#### **Executive Director's Report**

Committee reports were distributed in writing in advance of the meeting.

Financials for December 2023 and January 2024: Richard went back to RCO to collect additional eligible reimbursement for his increased billing rate while working halftime. An accounting change was enacted by BC Accounting late in 2023, with written explanation provided in board packets. The January financial report shows that bookkeeping adjustment. A new Health Reimbursement Arrangement will replace the Individual Benefit in SWC Personnel Policies and Procedures Manual if approved by the Board in April, reducing staff tax burden. **\*The Board directed Richard to provide written documentation of the bookkeeping adjustment and holding employees harmless.** Motion by Brendan, seconded by Devin, to approve the December and January financial reports. All approved.

#### **Executive Session**

The Board moved into an Executive Session to discuss the SWC Executive Director hiring process and next steps. Aundrea McBride was appointed Interim Executive Director.

#### **Old Business**

The Board moved back into the regular meeting. Peter moved and Devin seconded a motion to approve hiring Aundrea McBride as the new SWC Interim Executive Director, which passed

unanimously. John will complete an offer letter and discuss transitions with Aundrea and Richard. The Board confirmed the need to add Aundrea McBride as a signer to our checking account along with Brendan Brokes (Treasurer) and John Stein (Chair). Richard Brocksmith will be removed as signatory authority.

Letter from Skagit County and Others: A response letter was drafted and revisions to the draft are open for discussion. **\*We will take up the topic at the next meeting.** Initiating a policy discussion needs to focus on solutions that include everyone.

### **New Business**

Board of Directors Nominations: Western Washington Agricultural Association has been a member organization of the Council for many years. Kara Rowe is the new Policy Director of WWAA and has been nominated by the Nominating Committee to join the SWC Board of Directors. She has recommended Owen Peth, also of WWAA, to serve on the Lead Entity Citizens Committee. Peter Browning has also been nominated for reelection to the Board.

Motion by Devin, seconded by Emmett, to forward both nominations to the Council of Members meeting March 27 and recommending their election. All approve, with Peter abstaining. **\*Alison and Brendan will meet with Kara soon.**

Brocksmith Contract: SWC will enter into a contract with Richard Brocksmith following his exit from employment not to exceed \$9,999 over 1 year, with **\*a scope to be determined and approved in the next month at the Board meeting.** Work will include training the new ED in financial practices. Motion by Michael to empower John Stein to enter into the contract, seconded by Brendan. All approved.

Appointment to the Technical Review Committee and Lead Entity Citizens Committee: Eric Andersen was recommended as an engineer for the TRC. Mark Knutzen was recommended as a farmer representative for the LECC. Motion by Devin to approve all past committee members as presented plus these two additions except that Michelle Quast will replace Scott Bohling (both from Dept. of Ecology) due to Scott's job change. Seconded by Alison. All Approved. **\*Aundrea will contact potential new members. \*Aundrea will seek out additional LECC members for broad representation and report back next month.** The SWC Board appoints LECC members.

Riparian Process: **\*Aundrea will email out the factsheet explaining SWC's process for ranking and funding riparian projects applying under the new riparian funding source.**

**Adjourn: 12:55.**