



Whidbey Island Conservation District

P.O. Box 490 – 1 NE 4th St - Coupeville, WA 98239 - 360.678.4708 – www.whidbeycd.org

Public Meeting Minutes- DRAFT May 25, 2023; 9:00 AM – 10:58 AM

1 Public Meeting

A regular meeting of the Whidbey Island Conservation District Board of Supervisors was held via Zoom with an in-person option at the WICD office (address listed above).

2 Attendance and Quorum

The following Supervisors, being a quorum of the Board, were present:

David Edwards - Chair

Mark Sytsma – Vice Chair

Jessica Aws -- Supervisor

Jennifer Abermanis – Board Learning & Development Officer

Attendees:

Torrey Olsen – Associate Supervisor

Stephanie Turco – Associate Supervisor

Heather McCoy – Executive Director

Michelle Maynard – Finance & Operations Manager

Jean Fike – WSCC

Alan Chapman – WACD

3 Call to Order, Welcome

Dave Edwards called the meeting to order at 9:00 AM.

4 Public Input and/or Comments

No comments.

5 Approval of Minutes from April 27

Motion (1) – Jennifer Abermanis and Mark Sytsma moved and seconded the approval of the minutes from the April 27 Regular Board meeting. Motion passed.

6 Partner Updates

- Jean Fike reported that (1) the Commission is wrapping up the current fiscal year and preparing for FY2024. This includes creating guidelines for the new funds that will be available; (2) General technical assistance funding (CTA) was not as well funded by the state legislature as hoped (\$1mil per biennium instead of \$10mil) so WACD and WSCC will be working together in the supplemental session to try to increase that amount; and (3) the SCC Executive Director search process is in the state procurement stage as they work to hire a consultant to run it.
- Alan Chapman reported on the recent WACD Board meeting: (1) Northeast CDs discussed awareness around elections and how to increase participation; (2) Financial report currently shows a \$69k deficit due in part to income taxes on the Plant Material Center (PMC) and some CDs not paying their dues; (3) They have been working on the FY2024 budget and annual work plan and are considering adding a third staff position to WACD; (4) PMC projections (\$155k net) seem close to predictions; (5) the June WACD meeting will review the budget and work plan. All are welcome to attend; and (6) Chris Porter is no longer a NW Area representative (he was not re-elected to King CD's Board). WICD and Clallam CD will work together to appoint a new representative (Alan is one of two positions). Heather will follow up with Ryan Baye of WACD for details.
- Jean and Alan discussed the Commission's recent DEI consultant-led assessment. The report will be released.

7 Financial & Operations Report and Actions

- Financial Report – Michelle Maynard presented and reviewed the April 2023 Financial Report.

Motion (2) – Jennifer Abermanis moved and Mark Sytsma seconded the approval of the April 2023 Financial Report as presented. Motion passed.

- Fiscal Year 2024 Budget Proposal– Michelle and Heather McCoy presented the proposed budget for FY2024.

Motion (3) – Jennifer Abermanis moved and Jessica Aws seconded the approval of the Fiscal Year 2024 Budget as presented. Motion passed.

8 Strategic Plan

Heather gave an overview of public comments regarding the draft of the Annual Work Plan for FY2024 and presented the final draft.

Motion (4) – Jennifer Abermanis moved and Mark Sytsma seconded the approval of the Annual Work Plan final draft as presented. Motion passed.

9 Policy Manual Report & Actions

- Programs Policies Review – Heather presented her proposed revisions for the Programs portion of the policy manual and answered questions. She will add content to the Conservation Planning subsection of the document and make two corrections. The revised section will be presented at the June Board meeting.

10 District Staff Report

- District Staff Report – Heather answered questions related to her staff report.

11 Meeting Adjourned at approximately 10:58 AM

12 Other, Upcoming Dates and Review of Motions

May 30	Annual Work Plan and Budget due to SCC
May 30	SAO Financial Filing due
June 22	WICD Board Meeting – in-person, Coupeville Library
June 30	End of Fiscal Year 2023

Review of Motions:

Motion (1) – Jennifer Abermanis and Mark Sytsma moved and seconded the approval of the minutes from the April 27 Regular Board meeting. Motion passed

Motion (2) – Jennifer Abermanis moved and Mark Sytsma seconded the approval of the April 2023 Financial Report as presented. Motion passed.

Motion (3) – Jennifer Abermanis moved and Jessica Aws seconded the approval of the Fiscal Year 2024 Budget as presented. Motion passed.

Motion (4) – Jennifer Abermanis moved and Mark Sytsma seconded the approval of the Annual Work Plan final draft as presented. Motion passed.