



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 June 22, 2023; 9:00 AM – 11:05 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

Gary Ketcheson – District Auditor

Jennifer Abermanis – Board Learning & Development Officer

Attendees:

Torrey Olsen – Associate Supervisor

Stephanie Turco – Associate Supervisor

Heather McCoy – Executive Director

Michelle Maynard – Finance & Operations Manager

Robin Buckingham – NRCS

Ryan Baye & 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 May 25, 2023

Motion (1) – Jennifer Abermanis and Gary Ketcheson moved and seconded the approval of the minutes from the May 25 Regular Board meeting. Motion passed.

6 Partner Updates

- Ryan Baye reported that (1) WACD is seeking a Supervisor to fill the currently open NW Area Director position. The term end in October 2024 and the time commitment includes monthly remote meetings and visiting each NW area CDs once per year (remote visit is fine); (2) at the recent WACD budget meeting, the Commissioners authorized the hire of a third WACD staff person, who will be based in Eastern WA and focused on development and outreach; (3) he gave an overview of the final CD-related WA State Budget items; and (4) WACD and WSCC are preparing to ask for additional technical assistance support from the supplemental legislative session in January. Alan Chapman added that the annual WACD dues will be \$3,900.
- Robin Buckingham gave an overview of the NRCS updates he sent via email: (1) Of the 13 NRCS program contracts recently secured for our area, 8 are on Whidbey; (2) There are now 2 new NRCS staff members at the Port Angeles office; and (3) Robin attended the recent WADE conference.

7 Financial & Operations Report and Actions

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

Motion (2) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the May 2023 Financial Report as presented. Motion passed.

8 Policy Manual Report & Actions

- Finance Policies Review – Heather presented the proposed revisions for the Finance portion of the policy manual and answered questions.

Motion (3) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval Finance Policies section with edits as presented. Motion passed.

- Programs Policies Second Review – Heather presented her proposed revisions for Conservation Planning subsection of the document (based on corrections and requests from last month).

Motion (4) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval Conservation Planning Policies subsection with edits as presented. Motion passed.

9 Board Annual Meeting

- Heather presented proposed content for the Board’s Annual Meeting for this August. She will prepare a Supervisor and Associate Supervisor self-evaluation survey to be conducted before the Annual Meeting (so that results can be shared in August). Jennifer Abermanis will coordinate the potluck sign-ups.

10 District Staff Report

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

11 Meeting Adjourned at approximately 11:05 AM

12 Other, Upcoming Dates and Review of Motions

- June 12-14 Heather attending WADE conference in Leavenworth
- June 19 Juneteenth – Office Closed
- June 21 Heather attending Government-to-Government training in Olympia
- June 26-30 James & Allison attending NRCS training in Pullman
- June 30/July 1 End of Fiscal Year 2023/Beginning of Fiscal Year 2024
- July 4 Independence Day – Office Closed
- July 10 SCC Grant Reporting & Final Operational Vouchers due (to submit by 7/6)
- July 8-16 Heather on vacation (return to office 7/17)
- July 27 WICD Regular Board Meeting (remote only)

Review of Motions:

Motion (1) – Jennifer Abermanis and Gary Ketcheson moved and seconded the approval of the minutes from the May 25 Regular Board meeting. Motion passed.

Motion (2) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the May 2023 Financial Report as presented. Motion passed.

Motion (3) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval Finance Policies section with edits as presented. Motion passed.

Motion (4) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval Conservation Planning Policies subsection with edits as presented. Motion passed.