



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 January 31, 2022; 9:02 AM – 12:48 PM

1 Public Meeting

A regular meeting of the Board of Supervisors of the Whidbey Island Conservation District was held remotely via Zoom.

2 Attendance and Quorum

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

David Edwards –Chair	Jennifer Abermanis
Mark Sytsma – Vice Chair	Tim Keohane
Gary Ketcheson – Auditor	

Attendees:

Heather McCoy- District Manager	Michelle Maynard – Finance & Operations Manager
Alan Chapman – WACD	Jared Hamman – NRCS
Sam Heinz – Public Sector Personnel Consultants	

3 Call to Order, Welcome

- Dave Edwards called the meeting to order at 9:02 a.m.

4 Approval of Minutes from November 22nd, December 10th and 15th and January 12th

- Dave suggested the use of the *Robert's Rules of Order* procedure of “unanimous consent” to expedite the approval of uncontroversial agenda items such as approving past meetings’ minutes. He will share details with Heather to pass along to the whole Board.

Motion (1) – Jennifer Abermanis moved and Tim Keohane seconded the approval of the minutes from the four recent meetings with one correction to the 12/15/21 minutes (“postpone” not “postponed”) and with the following noted abstentions due to absences: Jennifer Abermanis and Mark Sytsma abstained from voting regarding the 11/22 minutes and Dave Edwards and Tim Keohane abstained from voting regarding the 12/15 minutes. Motion passed.

5 Partner Reports

- Alan Chapman gave an overview of the recent WACD Board meeting. WACD’s Finance Committee discussed where to move a surplus in capital gains; the Investment Committee will determine needs in order to reallocate the funds. Josh Monaghan will assist in the planning process for the next fiscal year based on the passed resolutions. Alan then gave an overview of WACD’s positions on current legislation.
- Jared Hamman updated us on the progress of the EQIP selection process. Applications will soon be ranked with offers coming in March/April and contract signing in April/May.

6 2022 Board Meeting Schedule

- Heather McCoy shared the proposed meeting schedule for this calendar year. Most of the meetings are slated for the fourth Wednesday of each month, with three exceptions (February, November, December).

Motion (2) – Mark Sytsma moved and Tim Keohane seconded to approve the 2022 Board Meeting Schedule as presented. Motion Passed.

7 Compensation Study

- Sam Heinz of Public Sector Personnel Consultants presented their findings and recommendations regarding a market study, salary schedule and salary implementation plan for District staff. The Board discussed the presentation and adopted the two recommended job title changes, the proposed salary schedule, and the proposed range assignments for staff positions. They decided to vote on the exact salaries and implementation plan later in the meeting following the scheduled discussion of the Year-End Forecast and Benefits Policy Revisions.

Motion (3) – Tim Keohane moved and Gary Ketcheson seconded to approve the Job Classification Scheme as presented. Motion Passed.

Motion (4) – Tim Keohane moved and Jennifer Abermanis seconded to approve the proposed WICD Salary Schedule as presented. Motion Passed.

Motion (5) – Mark Sytsma moved and Tim Keohane seconded to approve the implementation of the market-sensitive range assignments proposed for each WICD position as presented. Motion Passed.

8 Financial Report and Other Business

- Financial Report – Michelle Maynard reviewed the December 2021 Financial Report.

Motion (6) – Gary Ketcheson moved and Tim Keohane seconded to approve the December monthly financial reports as presented. Motion Passed.

- Year-End Forecast – Michelle and Heather presented the revised budget for the Year-End Forecast.
- Benefit Package & Policy Revisions – Heather presented proposed policy revisions to WICD’s benefits package, outlining key changes from the current policy. Board discussion included how the different salary plan implementation options and changed benefits would impact this fiscal year and beyond. It was decided that the new salary schedule should be implemented by bringing all under-market value positions to the first quartile of their new ranges, plus 1.5% for each year of service.

Motion (7) – Mark Sytsma moved and Jennifer Abermanis seconded to approve the year-end forecast as presented. Motion Passed.

Motion (8) – Mark Sytsma moved and Jennifer Abermanis seconded to approve the benefits package changes as presented. Heather has been directed to request that an attorney review the new policy language. Motion Passed.

Motion (9) – Tim Keohane moved and Gary Ketcheson seconded to approve the salary implementation plan as discussed. Motion Passed.

9 Outreach

- Plant sale update – Michelle reported that all is on schedule and revenue expectations exceed last year’s actuals.
- Resolution in support of NACD Urban Agriculture Conservation Grant – Heather outlined the proposed project and how it aligns with other current projects.

Motion (10) – Gary Ketcheson moved and Jennifer Abermanis seconded approval of the grant proposal and resolution to be submitted with it. Motion passed.

11 Meeting Adjourned 12:48 PM

12 Other, Upcoming Dates and Review of Motions

January 28	Ecology Whidbey Day for Leadership Whidbey (via Zoom)
January 31	WICD Board Meeting (rescheduled)
February 21	Presidents’ Day Holiday – WICD Office Closed
February 22-26	Plant Sale Volunteer Days
February 26	Plant Sale Pick-up Day
March 3	Bareroot Planting Tips (Webinar)
March 4-6	Whidbey Gardening Workshop (Kelsi - Firewise Landscaping 3/6)

Review of Motions:

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