



# Whidbey Island Conservation District

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## Public Meeting Minutes November 16, 2022; 9:07 AM – 12:00 PM

### 1 Public Meeting

A regular meeting of the Whidbey Island Conservation District Board of Supervisors was held in person at the WSU Extension office meeting room with remote access via Zoom.

### 2 Attendance and Quorum

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

David Edwards - Chair

Mark Sytsma – Vice Chair

Gary Ketcheson - Auditor

Jennifer Abermanis – Board Learning & Development Officer

Jessica Aws -- Supervisor

#### Attendees:

Michelle Maynard – Finance & Operations Manager

Tom Salzer – WACD Executive Director

Heather McCoy – Executive Director

### 3 Call to Order, Welcome

Dave Edwards called the meeting to order at 9:07 AM.

### 4 Public Input And/Or Comments

No members of the public attended.

### 5 Approval of Minutes from October 26th

**Motion (1) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the minutes from the September 28th Regular Board meeting as presented. Motion passed.**

### 6 Partner Updates

No partner updates

### 7 Financial & Operations Report and Actions

- Financial Report – Michelle Maynard presented and reviewed the October 2022 Financial Report.

**Motion (2) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the October 2022 Financial Report as presented. Motion passed.**

- Board Meeting Dates – Heather presented the proposed dates for Board Meetings for calendar year 2023.

**Motion (3) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the 2023 Board Meeting schedule as presented. Motion passed.**

### 8 Partnerships Report

- HABs Workgroup – Mark Sytsma gave an update on the status of the HABs report, which was approved at the WACD Natural Resources Policy Committee. He also reported that he met separately with Representative Dave Paul and with WSCC Executive Director Chris Pettit to discuss the report.

- Associate Supervisor Candidate – Mark presented the Associate Supervisor application for candidate Stephanie Turco. The Board discussed a second potential candidate and Mark will reach out to them. They also discussed what additional skills and backgrounds they might seek in potential candidates. Jennifer will continue this discussion at the December meeting; Jessica Aws will send Jennifer a list of potential candidates for the discussion.

**Motion (4) – Mark Sytsma moved and Gary Ketcheson seconded approval of the appointment of Stephanie Turco as WICD's new Associate Supervisor. Motion passed.**

- Biochar Demonstration – Gary gave an overview of the recent biochar demonstration held by the Whidbey Camano Land Trust. He will let Heather know when there are further updates on this potential future collaboration.

## 9 District Staff Report

- District Staff Report – Heather answered questions related to her staff report.
- Annual Work Plan Check-in – Heather gave updates on all tasks scheduled for this fiscal year’s first quarter. She also outlined plans for dividing the current operations manual into three guides (Policy Manual, Employee Handbook, Fiscal Management Procedures Manual) and presented a timeline for policy revisions.
- WICD Elections – Michelle updated the Board on the upcoming election. She will follow up with Gary regarding the election paperwork. She will also follow up with Mark regarding his re-appointment paperwork.
- Plant Sale – Michelle gave updates on the Annual Native Plant Sale. This year’s online sale pages opened on Halloween and have been exceeding last year’s sales already.

## 10 Board Leadership and Development

- Board Self-Assessment Survey – Jennifer reminded folks of the online survey for board self-evaluation. Six of the seven participants have completed the survey. The deadline is December 2 so that there is time to analyze the results before presenting them at the December Board meeting.
- WACD DEI Initiative: WACD Executive Director Tom Salzer joined the meeting to share WACD’s DEI work from its inception to its current three-year action plan. For more, visit the DEI resources page on their website. Mark and Heather will participate in a DEI panel on Monday, 11/28/22, during the WACD Annual Meeting to represent the early stages of the process.
- WICD DEI Next Steps: Jennifer led a discussion of next steps. Heather updated the Board on the staff’s upcoming DEI training, which will include a focus on building an engagement strategy for connecting with North Whidbey audiences. Heather shared a DEI training program proposal for a well-respected consultant on Whidbey. The Board reviewed the proposal, asked questions about their references and logistics, and voted to contact the consultant for joint training for Board and staff. Jennifer will follow up with the consultant and share potential dates with the Board and Heather (so that she can coordinate the staff schedules).

**Motion (5) – Jennifer Abermanis moved and Gary Ketcheson seconded approval to hire the DEI consultant for the proposed series of workshops. Motion passed.**

## 11 Meeting Adjourned at approximately 12:00 PM

## 10 Other, Upcoming Dates and Review of Motions

November 24-25 Thanksgiving Holiday – Office Closed  
 November 28-30 WACD Annual Meeting in Wenatchee  
 December 21 WICD Board Meeting  
 December 26 Christmas Day Holiday – Office Closed  
 January 2 New Year’s Day Holiday – Office Closed

### Review of Motions:

**Motion (1) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the minutes from the September 28th Regular Board meeting as presented. Motion passed.**

**Motion (2) –Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the October 2022 Financial Report as presented. Motion passed.**

**Motion (3) –Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the 2023 Board Meeting schedule as presented. Motion passed.**

**Motion (4) – Mark Sytsma moved and Gary Ketcheson seconded approval of the appointment of Stephanie Turco as WICD’s new Associate Supervisor. Motion passed.**

**Motion (5) – Jennifer Abermanis moved and Gary Ketcheson seconded approval to hire the DEI consultant for the proposed series of workshops. Motion passed.**