



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 December 18, 2025; 5:35 PM – 6:56 PM

1 Public Meeting

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

2 Attendance and Quorum

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

David Edwards – Chair

Mark Sytsma – Vice Chair

Penny Livingston – Supervisor

Gary Ketcheson – Board Auditor

Attendees:

Heather McCoy – Executive Director

Michelle Maynard – Finance & Operations Manager

Alan Chapman – WACD

Teri Jo Summer-Reiger – Associate Supervisor

Robin Buckingham – NRCS Mt. Vernon

3 Call to Order, Welcome

Dave Edwards called the meeting to order at 5:35 PM.

4 Public Comments

None.

5 Minutes

- Dave presented the November 20, 2025 Board Meeting minutes for approval.

Motion (1) Gary Ketcheson moved and Mark Sytsma seconded the approval of the November 2025 Board Meeting minutes as presented. Motion passed.

6 Partner Update

Robin Buckingham shared NRCS updates, including: (1) the Mt. Vernon team is back now and working to catch up from the government shutdown backlog. The weather is also impacting their progress; (2) They are about 1.5 months behind in payments and timeline. The 2026 EQIP & CSP funding round deadline is January 15; (3) There will be an emergency EQIP round for natural disaster assistance. This may impact the amounts given in the regular EQIP round; (4) the Farm Bill passes as a 1-year extension (as it has in recent years); and (5) Robin visited WICD earlier this month to meet with Kelsi, Mike and Maddie to discuss our ongoing partnership.

Alan Chapman shared WACD updates: (1) the Annual Meeting next year will be held on December 3-5 in Skamania. They will be working to increase voting participation among Supervisors. This year only 20-25% of CD Supervisors voted at the meeting.

7 Financial & Operations Report and Actions

- Financial Report – Michelle Maynard presented the November 2025 reports.

Motion (2) – Gary Ketcheson moved and Penny Livingston seconded the approval of the November 2025 financial reports as presented. Motion passed.

- Year-End Forecast Budget – Michelle & Heather McCoy presented the mid-year budget proposal.
- Motion (3) – Penny Livingston moved and Gary Ketcheson seconded the approval of the Year-end Forecast as presented. Motion passed.**

8 Board Business Report and Actions

- Resolution 25.12_01: Michelle presented the General Election resolution with a calendar outlining the timeline and process for the upcoming election. Please note that the distributed calendar included correct dates but with the wrong year (2025 instead of 2026).

Motion (4) – Gary Ketcheson moved and Penny Livingston seconded the approval of Resolution 25.12_01 for the 2026 General Election. Motion passed.

- Board Mixer: Heather reminded the Board of interest in hosting a Board Mixer in January inviting members of the public to learn more about WICD, the Board and becoming a Supervisor candidate. The Board chose Wednesday, January 14, 2026 at 5:30pm for the event.
- Policy Manual Review: Employment Policies – Dave led the review of this section of the policy manual. There were two suggested edits. It was also raised that staff should review slides from an HR law talk presented at the recent WACD Annual Meeting. Heather and Michelle have the slides and will reach out to Gary Ketcheson and Jennifer Abermanis (who both attended the session) to get their insights following staff review of the slides. Heather will bring any additional edit recommendations to the Board in the January meeting.

Motion (5) – Gary Ketcheson moved and Mark Sytsma seconded the approval of the Employment section of the policy review with the two presented edits and pending updates from new HR details. Motion passed.

- WACD Annual Meeting – Gary shared his impression of the meeting. Heather shared 5-year service pins that Dave, Mark and Gary received. Dave and Heather presented the 2025 WACD Associate Supervisor of the Year Award to Teri Jo Summer-Reiger!
- Board Continuing Education – Heather reminded everyone about the upcoming virtual talk on water availability and quality by John Lovie on January 15th.

9 District Staff Report

- District Staff Report – Heather asked for any questions regarding the report.

10 Meeting Adjourned at approximately 6:56 PM

11 Other, Upcoming Dates and Review of Motions

December 25	Christmas/Winter Holiday (Office Closed)
January 1	New Year’s Holiday (Office Closed)
January 15	Board Education Talk: John Lovie (remote; 5:30-7:30 p.m.)
January 22	WICD Board Meeting (remote)
February 10	WACD Legislative Day

Review of Motions:

Motion (1) Gary Ketcheson moved and Mark Sytsma seconded the approval of the November 2025 Board Meeting minutes as presented. Motion passed.

Motion (2) – Gary Ketcheson moved and Penny Livingston seconded the approval of the November 2025 financial reports as presented. Motion passed.

Motion (3) – Penny Livingston moved and Gary Ketcheson seconded the approval of the Year-end Forecast as presented. Motion passed.

Motion (4) – Gary Ketcheson moved and Penny Livingston seconded the approval of Resolution 25.12_01 for the 2026 General Election. Motion passed.

Motion (5) – Gary Ketcheson moved and Mark Sytsma seconded the approval of the Employment section of the policy review with the two presented edits and pending updates from new HR details. Motion passed.