



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 19, 2024; 5:30 PM – 7:33 PM

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:

Stephanie Turco – Associate Supervisor

Teri Jo Summer-Reiger – Associate Supervisor

Heather McCoy – Executive Director

Michelle Maynard – Finance & Operations Manager

Alan Chapman – WACD

3 Call to Order, Welcome

Dave called the meeting to order at 5:30 PM. Gary led the “5 Minutes of Governance” on “Governance: the processes, systems, and practices through which an organization is directed and controlled.” Next month, Mark Sytsma will lead the topic of “Decision-Making Process: Regular, Special, and Executive Meetings; Agendas; Voting” and in February, Jennifer Abermanis will lead the topic of “Accountability: Budgeting; Long-Range Planning; Contract Approval”

4 Public Comments

There were no public comments.

5 Minutes

- Dave presented the October 24, 2024 and November 21, 2024 Board meeting minutes for approval..

Motion (1) – Gary moved and Mark seconded the approval of both the October and November 2024 Board Meeting minutes as presented. Motion passed.

6 Partner Update

- Alan Chapman noted recent news from WACD including: (1) A survey will be sent to all CD staff, supervisors, and partners for WACD E.D.’s performance review and (2) Following the upcoming legislative session, there will be a workshop invitation to all to discuss WACD’s strategic plan. He also shared details from the recent Annual Meeting, such as: the Plant Materials Center Task Force is reviewing concerns about the benefits of PMC; the Sustainable Funding Committee reported on the top favored funding avenues and got approval from the membership to pursue more information about those top approaches; All 12 resolutions were passed; A Ways & Means Committee was established to help WACD staff allocate resources/ration their efforts; WACD Officers were elected, including President Amy McKay and Vice President Jeff Schibel; and concern was expressed by some CDs that WACD may be seen as having too much involvement in the wolf issue and should distance themselves to ensure no loss of status as an honest broker.

7 Financial & Operations Report and Actions

- Financial Report – Michelle Maynard presented the November 2024 reports.

Motion (2) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the November 2024 financial reports as presented. Motion passed.

- Forest Health/Firewise Grant Addendum – Heather presented the revised Community Wildfire Resilience project budget.

Motion (3) – Jennifer Abermanis moved and Gary Ketcheson seconded the approval of revised CWR Addendum as presented. Motion passed.

- Year-End Forecast – Michelle and Heather presented the Year-End Forecast Budget.

Motion (4) – Gary Ketcheson moved and Mark Sytsma seconded the approval of the Year-End Forecast as presented. Motion passed.

- Resolution 24.12_01: Vehicle Use Policy – Heather and Michelle presented the new Vehicle Use Policy.

Motion (5) – Mark Sytsma moved and Jennifer Abermanis seconded the approval of Resolution 24.12_01: Vehicle Use Policy with identified edits. Motion passed.

8 Board Business & Actions

- Mid-term Election – Dave led a discussion of Associate Teri Jo Summer-Reiger’s candidacy for the temporary supervisor role (to end in May 2025 with confirmation of this year’s regular election results).

Motion (6) – Mark Sytsma moved and Jennifer Abermanis seconded the approval of Teri Jo Summer-Reiger as WICD’s new temporary supervisor. Motion passed.

- Resolution 24.12_02: Regular Election 2025 – Heather and Michelle presented the resolution for the upcoming 2025 regular election.

Motion (7) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of Resolution 24.12_02: Regular Election 2025 as presented. Motion passed.

- Farmer-Landowner Connection Committee – Gary presented the final report of the Committee.
- E.D. Succession Plan – Heather presented her proposal for a succession plan should she be incapacitated.

Motion (8) – Teri Jo Summer-Reiger moved and Gary Ketcheson seconded the approval of the Executive Director Succession Plan as presented. Motion passed.

- WACD Awardees – Dave and Heather recognized Jennifer Abermanis as the 2024 Wayne Reid “Young Tiger” Awardee and Senior Planner Kelsi Mottet as the 2024 Professional Service Awardee. Both were recognized at the WACD Annual Meeting.

9 District Staff Report

- District Staff Report – Heather answered questions related to the staff report.
- Heather’s vacation approval – Heather requested two weeks of vacation (December 23 – January 3).

Motion (9) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of Heather’s vacation request as presented. Motion passed.

- Plant Sale – Michelle gave a very brief update on the Annual Plant Sale.

10 Meeting Adjourned at approximately 7:33 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 23	WICD Board Meeting (remote)
February 5	WACD Legislative Day

Review of Motions:

Motion (1) – Gary moved and Mark seconded the approval of both the October and November 2024 Board Meeting minutes as presented. Motion passed.

Motion (2) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the November 2024 financial reports as presented. Motion passed.

Motion (3) – Jennifer Abermanis moved and Gary Ketcheson seconded the approval of revised CWR Addendum as presented. Motion passed.

Motion (4) – Gary Ketcheson moved and Mark Sytsma seconded the approval of the Year-End Forecast as presented. Motion passed.

Motion (5) – Mark Sytsma moved and Jennifer Abermanis seconded the approval of Resolution 24.12_01: Vehicle Use Policy with identified edits. Motion passed.

Motion (6) – Mark Sytsma moved and Jennifer Abermanis seconded the approval of Teri Jo Summer-Reiger as WICD’s new temporary supervisor. Motion passed.

Motion (7) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of Resolution 24.12_02: Regular Election 2025 as presented. Motion passed.

Motion (8) – Teri Jo Summer-Reiger moved and Gary Ketcheson seconded the approval of the Executive Director Succession Plan as presented. Motion passed.

Motion (9) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of Heather’s vacation request as presented. Motion passed.