



Whidbey Island Conservation District

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Public Meeting Minutes- DRAFT May 25, 2022; 9:01 AM – 11:04 AM

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 Mark Sytsma – Vice Chair
Jennifer Abermanis Jessica Aws

Attendees:

Heather McCoy- Executive Director Michelle Maynard – Finance & Operations Manager
Alan Chapman – WACD Jean Fike – WSCC
James Watson – Natural Resource Planner, WICD

3 Call to Order, Welcome

- David Edwards called the meeting to order at 9:01 a.m. He welcomed new Supervisor Jessica Aws and new Planner James Watson to the meeting. Everyone introduced themselves.

4 Approval of Minutes from April 27th

Motion (1) – Mark Sytsma moved and Jennifer Abermanis seconded the approval of the minutes from the April 27th Regular Board meeting as presented with one date correction. Motion passed.

5 Partner Reports

- Jean Fike shared WSCC updates. Last week’s hybrid Commission meeting went well. The Sustainable Farms and Fields Guidelines were approved, and the riparian guidelines will be out next week for district comment. She encourages the Board to please read the gov.delivery “District Digest” e-newsletters as they are an excellent, concise summary of relevant news and upcoming opportunities/deadlines.
- Alan Chapman shared updates from the recent WACD Board meeting: (1) Resolution-initiated committees have been getting started (HABs has met twice, and Stock Watering Taskforce and Sustainable Funding Committee memberships are being finalized); (2) the WACD Board is asking for ideas for Annual Meeting agenda items. Please send your ideas to Alan or WACD Staff; (3) They are working to revise the resolution process to handle resolutions from the Meeting floor. They are also creating a system to monitor and resolve incomplete resolutions; (4) WACD will be sharing their work plan and will request comments; (5) The FY2023 Budget will include a 5% cost of living increase, a 10% increase in benefit costs, and the Plant Materials Center will be increasing their prices by 5% in order to add staff support. They are planning to use 1% of their investment portfolio to decrease WACD dues and/or increase the services provided to members.

6 Board Officers

- Dave discussed the idea of 2-year term limits for Board officers (Chair, Vice Chair, Auditor) and adding a Board development/continuing education officer position to the Supervisor officer list. Jennifer Abermanis volunteered to work with Heather on a list of officer job descriptions to bring to the June Board meeting.

7 Financial Report and Other Business

- Financial Report – Michelle Maynard reviewed the April 2022 Financial Report. The Board recommended that they wait until the June meeting to formally approve the minutes given the absence of Auditor Supervisor Gary Ketcheson
- Proposed Budget for FY2023 – Michelle outlined the final draft of the budget for the next fiscal year.

Motion (2) – Mark Sytsma moved and Jennifer Abermanis seconded the approval of the FY2023 Budget as presented. Motion passed.

- Financial Management Policy Revisions – Michelle presented revisions to our fiscal management policies made to more accurately represent how we currently manage and report our finances. Aligning the language of the policies with our current practices is an important first step to improving and documenting our finance system. She will be meeting with Auditor Supervisor Gary Ketcheson and Heather in July to review the policies again and further develop checks and balances for the organization.

Motion (3) –Jennifer Abermanis moved and Mark Sytsma seconded the approval of the Financial Management Policy revisions as written. Motion passed.

8 Annual Work Plan Draft

- Heather McCoy gave an overview of the final draft of the Annual Work Plan for Fiscal Year 2023, as well as public comments submitted regarding the plan. She will reach out to identified commenters to thank them and/or answer questions. Mark Sytsma suggested that she recommend the Associate Supervisors Program to interested persons.

Motion (4) – Jennifer Abermanis moved and Mark Sytsma seconded the approval of the final draft of the Annual Work Plan as presented. Motion passed.

9 Partnerships Report

- HABs Workgroup – Mark updated the Board on progress made: the second meeting of the workgroup took place in May; about half of the Technical Advisory Committee (TAC) gave brief overviews of their HAB-related work at the meeting and the second half will in next workgroup meeting (June 8).

10 District Staff Report

- Heather answered questions regarding the April District Staff Report. Dave mentioned the annual Executive Director evaluation; Jennifer Abermanis and Dave will look into best examples to share with the Board in the June meeting.

11 Meeting Adjourned 11:04 AM

12 Other, Upcoming Dates and Review of Motions

May 26	FarmWalk: Ebey’s Landing Historical Reserve
May 30	Long Range Plan, Annual Work Plan and Budget due to SCC
June 22	WICD Regular Board Meeting
June 30	End of Fiscal Year 2022

Review of Motions:

Motion (1) – Mark Sytsma moved and Jennifer Abermanis seconded the approval of the minutes from the April 27 Regular Board meeting as presented with one date correction. Motion passed.

Motion (2) – Mark Sytsma moved and Jennifer Abermanis seconded the approval of the FY2023 Budget as presented. Motion passed.

Motion (3) –Jennifer Abermanis moved and Mark Sytsma seconded the approval of the Financial Management Policy revisions as written. Motion passed.

Motion (4) – Jennifer Abermanis moved and Mark Sytsma seconded the approval of the final draft of the Annual Work Plan as presented. Motion passed.