



# Whidbey Island Conservation District

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## Public Meeting Minutes- DRAFT June 22, 2022; 9:02 AM – 12:07 PM

### 1 Public Meeting

A regular meeting of the Board of Supervisors of the Whidbey Island Conservation District was held in person at the WSU Extension meeting room in Coupeville 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
Jennifer Abermanis	Gary Ketcheson – Auditor

#### Attendees:

Heather McCoy- Executive Director	Michelle Maynard – Finance & Operations Manager
Alan Chapman – WACD	Kelsi Mottet – Senior Natural Resource Planner, WICD
Ryan Baye – WACD	James Watson – Natural Resource Planner, WICD

### 3 Call to Order, Welcome

- David Edwards called the meeting to order at 9:02 AM. He welcomed Ryan Baye from WACD (via Zoom).

### 4 Approval of Minutes from May 25<sup>th</sup>

**Motion (1) – Jennifer Abermanis moved and Gary Ketcheson seconded the approval of the minutes from the May 25<sup>th</sup> Regular Board meeting as presented with one date correction. Motion passed.**

### 5 Partner Reports

- Ryan Baye and Alan Chapman shared updates from the recent WACD Board meeting: (1) the recent Board meeting focused on the budget and was held at the Plant Materials Center; (2) Annual dues will be \$3,400 for the coming fiscal year; and (3) the Board discussed the Investment Policy and how to balance the needs for PMC staff support with the need to support CDs (e.g. a shared grantwriter, HR consultant, technical support, or legal assistance) with funds.

### 6 WACD NW Area Meeting

- Ryan gave an overview of the WACD Area Meetings structure with examples of how CDs have hosted before. He shared the previous discussion he had with Heather McCoy regarding the October meeting we will be hosting. Dave Edwards and Jennifer Abermanis volunteered to serve as an ad hoc committee with Heather to plan the event. Jennifer will chair the committee.

### 7 Financial & Operations Report and Actions

- Financial Report – Michelle Maynard reviewed the May 2022 Financial Report. She reminded the Board that they also planned to formally approve the April 2022 minutes at this meeting to include WICD Auditor Gary Ketcheson in the vote.

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

**Motion (3) – Gary Ketcheson moved and Mark Sytsma seconded the approval of May 2022 Financial Report as presented. Motion passed.**

- Proposal for Bank Account Changes – Michelle presented two changes, including one bank account merger and one account name change, to simplify our accounts.

**Motion (4) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the proposed bank account changes as written. Motion passed.**

### 8 Policy Reviews and Actions

- Cost Share Policy: Kelsi Mottet gave an overview of the revised Cost Share Policy and supporting documents. Gary Ketcheson suggested several typo corrections.

**Motion (5) – Mark Sytsma moved and Jennifer Abermanis seconded the approval of the Cost Share Policy with discussed corrections. Motion passed.**

- Governance Policy: Jennifer gave an overview of the proposed new Governance Policy. The Board voted to approve the policy with one suggested edit. They later voted to rescind the previous vote to give Heather time to add language to the proposed policy and present it again in the July meeting.
- Conflict of Interest Policy and Annual Statement: Heather presented the new policy and form. Mark Sytsma recommended one edit.

**Motion (6) – Mark Sytsma moved and Gary Ketcheson seconded the approval of the Conflict of Interest Policy and Annual Statement form with the discussed edit. Motion passed.**

## 9 Partnerships Report

- HABs Workgroup – Mark updated the Board on progress made: the third meeting of the workgroup took place in June; about half of the Technical Advisory Committee (TAC) gave brief overviews of their HAB-related work at the meeting. The next meeting (July 13) will focus on recommendations as the group crafts their report.

## 10 Annual Meeting

- Election for Board Officer Positions: Dave led the discussion; Dave, Mark and Gary wished to continue in their officer roles. The role of Board Learning & Development Officer was introduced. Jennifer self-nominated for the new position.

**Motion (7) – Mark Sytsma moved and Gary Ketcheson seconded the approval of the officer slate as discussed. Motion passed.**

- District Staff Report: Heather answered questions regarding the May District Staff Report.
- Board Objectives for FY2023: Dave reviewed the Board tasks and associated metrics related to the new Long-Range Plan and the FY2023 Annual Work Plan.

## 11 Meeting Adjourned 12:07 PM

## 12 Other, Upcoming Dates and Review of Motions

June 30/July 1	End of Fiscal Year 2022/Beginning of Fiscal Year 2023
July 4	Independence Day - Office Closed
July 5-22	Heather – out of office (working on 7/14-7/15)
July 11	SCC Grant Reporting & Final Operational Grant Vouchers due
July 27	WICD Regular Board Meeting

### Review of Motions:

**Motion (1) – Jennifer Abermanis moved and Gary Ketcheson seconded the approval of the minutes from the May 25th Regular Board meeting as presented with one date correction. Motion passed.**

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

**Motion (3) – Gary Ketcheson moved and Mark Sytsma seconded the approval of May 2022 Financial Report as presented. Motion passed.**

**Motion (4) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the proposed bank account changes as written. Motion passed.**

**Motion (5) – Mark Sytsma moved and Jennifer Abermanis seconded the approval of the Cost Share Policy with discussed corrections. Motion passed.**

**Motion (6) – Mark Sytsma moved and Gary Ketcheson seconded the approval of the Conflict of Interest Policy and Annual Statement form with the discussed edit. Motion passed.**

**Motion (7) – Mark Sytsma moved and Gary Ketcheson seconded the approval of the officer slate as discussed. Motion passed.**