



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 July 27, 2023; 9:01 AM – 11:10 AM

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

Jessica Aws – Board Supervisor

Attendees:

Stephanie Turco – Associate Supervisor

Heather McCoy – Executive Director

Michelle Maynard – Finance & Operations Manager

Alan Chapman – WACD

3 Call to Order, Welcome

Dave Edwards called the meeting to order at 9:01 AM.

4 Public Input and/or Comments

No comments.

5 Approval of Minutes from June 22, 2023

Motion (1) – Jennifer Abermanis and Gary Ketcheson moved and seconded the approval of the minutes from the June 22 Regular Board meeting. Motion passed.

6 Partner Updates

- Alan Chapman reported that (1) WACD has hired a new staff person, Heather Wendt, in the role of Director of Development & Engagement; (2) WACD is still in need of a NW Area Director; and (3) the Livestock Committee is looking into issues associated with conflicts between regulatory agencies, CDs, and the Commission in terms of roles related to conservation, protection, and restoration of natural processes. Ryan Baye will reach out with more information.

7 Financial & Operations Report and Actions

- Financial Report – Michelle Maynard presented and reviewed the June 2023 Financial Report. She will present the whole FY2023 year in review in the August Annual Meeting.

Motion (2) – Gary Ketcheson moved and Jessica Aws seconded the approval of the June 2023 Financial Report as presented. Motion passed.

- .SCC Master Contract – The FY2024-FY2025 (biennial) contract was reviewed.

Motion (3) – Gary Ketcheson moved and Mark Sytsma seconded the approval of the SCC Master Contract as presented. Motion passed.

- SCC Implementation Funds Addendum – Heather McCoy presented the FY2024 addendum.

Motion (4) – Mark Sytsma moved and Gary Ketcheson seconded the approval of the FY2024 SCC Implementation Funds Addendum as presented. Motion passed.

8 Policy Manual Report & Actions

- Policy Manual Introduction Review – Heather presented the new introduction section for the policy manual and answered questions. Board Chair Dave Edwards will craft a letter to be added from the current Board.

Motion (5) – Jennifer Abermanis moved and Jessica Aws seconded the approval of the new policy manual introduction as presented. Motion passed.

- Health & Safety Policies Second Review – Heather presented the previously approved Health & Safety policy section with the addition of a Workers’ Compensation subsection.

Motion (6) – Jennifer Abermanis moved and Gary Ketcheson seconded the approval of the Health & Safety Policies section with edits as discussed. Motion passed.

- Appendix L Review – Heather presented the updated resolution of “WICD Board Appointment of Agent to Receive Claims for Damages” as Appendix L in the new policy manual.

Motion (7) – Jennifer Abermanis moved and Gary Ketcheson seconded the approval of Appendix L with edits as discussed. Motion passed.

9 Board Annual Meeting

- Heather reviewed proposed content for the Board’s Annual Meeting for this August. She will send out the online Supervisor self-evaluation survey to be conducted before the Annual Meeting (so that results can be shared in August). Mark Sytsma and Jennifer will discuss how to interview the Associate Supervisors before the Annual Meeting to get their insights into the Associate Supervisor program.
- Jennifer outlined the potluck contribution options and asked for participants. She will follow up with the list to fill in any gaps and to get a head count for the lunch. She has asked that only Board members contribute dishes (i.e. no staff contributions).

10 District Staff Report

- District Staff Report – Heather answered questions related to the staff report.

11 Meeting Adjourned at approximately 11:10 AM

12 Other, Upcoming Dates and Review of Motions

August 24	WICD Regular Board Meeting, Annual Meeting & Potluck (at PRI)
September 4	Labor Day – Office Closed
September 18	WACD Board Meeting
September 20-21	WSSC Commission tour and meeting (Asotin, WA)

Review of Motions:

Motion (1) – Jennifer Abermanis and Gary Ketcheson moved and seconded the approval of the minutes from the June 22 Regular Board meeting. Motion passed.

Motion (2) – Gary Ketcheson moved and Jessica Aws seconded the approval of the June 2023 Financial Report as presented. Motion passed.

Motion (3) – Gary Ketcheson moved and Mark Sytsma seconded the approval of the SCC Master Contract as presented. Motion passed.

Motion (4) – Mark Sytsma moved and Gary Ketcheson seconded the approval of the FY2024 SCC Implementation Funds Addendum as presented. Motion passed.

Motion (5) – Jennifer Abermanis moved and Jessica Aws seconded the approval of the new policy manual introduction as presented. Motion passed.

Motion (6) – Jennifer Abermanis moved and Gary Ketcheson seconded the approval of the Health & Safety Policies section with edits as discussed. Motion passed.

Motion (7) – Jennifer Abermanis moved and Gary Ketcheson seconded the approval of Appendix L with edits as discussed. Motion passed.