



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 August 22, 2024; 5:30 PM – 7:32 PM

1 Public Meeting

A regular meeting of the Whidbey Island Conservation District Board of Supervisors was held in person at the Coupeville Library with a Zoom option.

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:

Heather McCoy – Executive Director

Teri Jo Summer-Reiger – Associate Supervisor

Stephanie Turco – Associate Supervisor

Michelle Maynard – Finance & Operations Manager

Jean Fike – NRCS

Alex Chapman – NRCS

Collin McAvinchey – Stewardship Forester

3 Call to Order, Welcome

Dave Edwards called the meeting to order at 5:30 PM.

4 Public Comments

There were no public comments.

5 Minutes

- Dave presented the July 25, 2024 Board meeting minutes for approval.

Motion (1) – Jennifer Abermanis moved and Gary Ketcheson seconded the approval of the July 25, 2024 minutes with one edit. Motion passed.

- Dave presented the August 19, 2024 Board continuing education meeting minutes for approval.

Motion (2) – Jennifer Abermanis moved and Mark Sytsma seconded the approval of the August 19, 2024 minutes as presented. Motion passed.

6 Partner Update

Alex Chapman of NRCS shared that NRCS is approaching the planned system shutdown deadline for entering EQIP projects so they are rapidly working to get applications entered. No more will be accepted until late October. Jean Fike of SCC shared a review of recent hiring at the Commission including Amy Martin at Riparian Grant Program, Jenny Coe at Forest Health and Community Wildfire Resiliency, as well as the new member of the Commission Danielle Gelardi from WSDA. She also mentioned the upcoming Commission meeting in Omak November 18 & 19.

7 Financial & Operations Report and Actions

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

Motion (3) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the July 2024 financial reports as presented. Motion passed.

- FY2024 Year-End Financial Reports – Michelle presented the year-end reports for approval.

Motion (4) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of FY2024 Year-End Financial Reports as presented. Motion passed.

- Reserve Recommendation for FY2024 surplus – Michelle presented Resolution 2024.08_01 with its recommendations for adding to the Reserve.

Motion (5) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of Resolution 2024.08_01 as presented. Motion passed.

- FY2024 Year-End Asset Review – Michelle presented the annual asset review as presented in Resolution 2024.08_02 for approval.

Motion (6) – Jennifer Abermanis moved and Mark Sytsma seconded the approval of Resolution 2024.08_02 as presented. Motion passed.

8 Board Business & Actions

- Landowner/Farmer Connections Committee – Gary Ketcheson gave an update on the first meeting of the new ad hoc committee. The overview and next steps are articulated in a document included within this month’s Board meeting packet.

9 District Staff Report

- District Staff Report – Heather answered questions related to the staff report. Michelle noted that the vacation dates listed for her in September are not correct (she is not planning a vacation next month).
- Board Continuing Education Talk – Jennifer led a discussion asking for Board feedback on this week’s talk.

10 Meeting Adjourned at approximately 6:26 PM

11 Other, Upcoming Dates and Review of Motions

September 4 Labor Day – Office Closed
September 18 WACD Regular Board of Directors Meeting
September 28 WICD Regular Board Meeting

Review of Motions:

Motion (1) – Jennifer Abermanis moved and Gary Ketcheson seconded the approval of the July 25, 2024 minutes with one edit. Motion passed.

Motion (2) – Jennifer Abermanis moved and Mark Sytsma seconded the approval of the August 19, 2024 minutes as presented. Motion passed.

Motion (3) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the July 2024 financial reports as presented. Motion passed

Motion (4) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of FY2024 Year-End Financial Reports as presented. Motion passed.

Motion (5) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of Resolution 2024.08_01 as presented. Motion passed.

Motion (6) – Jennifer Abermanis moved and Mark Sytsma seconded the approval of Resolution 2024.08_02 as presented. Motion passed.

1 Annual Meeting Convenes

Dave Edwards called the annual meeting to order at 6:31 PM.

2 FY2024 Accomplishments

- Heather presented an overview of FY2024 priorities and accomplishments.

3 FY2025 Annual Work Plan

- Heather presented the tasks outlined in our Long-Range Plan and Annual Work Plan for FY2025.

4 Board Business

- The Review of Board Self-Assessment Survey – Jennifer and Dave will discuss this at the September Board meeting.
- Continuing Education priorities – Jennifer shared an overview document with possible topics for FY2025. This will be discussed at the September meeting.
- Board Officer Elections – Dave led a discussion asking each current officer if they were interested in maintaining their current positions and/or wishing to self-nominate for a different officer role; each confirmed they wished to remain in their current role; none wished to be considered for another role.

5 Annual Meeting Requirements

- Conflict of Interest Forms – The Supervisors and Associate Supervisors presented completed annual form.
- Statute Review – Each Supervisor confirmed that they reviewed RCW Chapter 89.08; Mark Sytsma confirmed that he will read it before the next Board meeting.

6 ADJOURN

- Dave Edwards closed the meeting at 7:32.