



# Whidbey Island Conservation District

P.O. Box 490 – 1 NE 4<sup>th</sup> St - Coupeville, WA 98239 - 360.678.4708 – www.whidbeycd.org

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## Public Meeting Minutes- DRAFT August 24, 2022; 9:04 AM – 12:06 PM

### 1 Public Meeting

A regular meeting of the Board of Supervisors of the Whidbey Island Conservation District was held in person at the Coupeville Library's meeting room 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

Jessica Aws - Supervisor

Jennifer Abermanis – Board Learning & Development Officer

#### Attendees:

Heather McCoy- Executive Director Michelle Maynard – Finance & Operations Manager

Jean Fike – WSCC

### 3 Call to Order, Welcome

- Dave Edwards called the meeting to order at 9:04 AM.
- Heather requested that one agenda item (NACD TA Grant FY22 Contract) be moved to the September Board meeting as it has not been received yet.

### 4 Approval of Minutes from July 27<sup>th</sup>

**Motion (1) – Mark Sytsma moved and Jennifer Abermanis seconded the approval of the minutes from the July 27<sup>th</sup> Regular Board meeting as presented. Motion passed.**

### 5 Partner Reports

- Jean Fike (WSCC) presented three updates: (1) the Commission is working on 17 decision packages of funding requests which will be sent to the Governor; (2) the annual photo contest has begun and she encourages staff and Board to submit images before September 14<sup>th</sup>; and (3) the WSCC meeting date has been moved to September 21<sup>st</sup> & 22<sup>nd</sup>.

### 6 Financial & Operations Report and Actions

- Financial Report – Michelle Maynard reviewed the July 2022 Financial Report.

**Motion (2) – Jennifer Abermanis moved and Mark Sytsma seconded the approval of the July 2022 Financial Report as presented. Motion passed.**

- Year-End Financial Report – Michelle reviewed the FY2022 Year-End Financial Report.

**Motion (3) – Jennifer Abermanis moved and Jessica Aws seconded the approval of the FY2022 Year-End Financial Report as presented. Motion passed.**

- Year-End Asset Review & Resolution – Michelle presented the FY2022 list of fixed, attractive and disposable assets for Board approval..

**Motion (4) – Mark Sytsma moved and Jennifer Abermanis seconded the approval of the Year-End Asset Review and Resolution with one minor edit. Motion passed.**

### 7 Data Collection

- Heather gave an overview of existing Smartsheet portals for E.D. performance review and Board self-assessment and the Board discussed how they wish to proceed (e.g. how surveys could be structured, what platforms to use) with the two evaluations.
- Dave and Jennifer will lead the ad hoc E.D. Performance Review committee; the proposed timeline is to have Board, staff and partners (WACD, WSCC) complete surveys in September in time for the performance review to occur after the September

Board meeting. Jennifer and Jessica will meet as the ad hoc Board self-assessment committee to report back at the September meeting.

## 8 Partnerships Report

- HABs Workgroup – Mark updated the Board on progress made: the fifth meeting of the workgroup took place in August. Mark has compiled the group’s recommendations into a draft plan and is circulating it among partner agencies before sharing it with the workgroup at the September 14 meeting. We hope to have a final plan ready for workgroup vote at the end of September.
- WACD NW Area Meeting – Heather shared that she reached out to the other leaders in the NW Area to gauge interest in an in-person meeting and received very few favorable responses. The Board decided to make the meeting remote only.
- Biochar Demonstration – Dave reminded the Board that updates for this event were included in the Board packet, written by Supervisor Gary Ketcheson.

## 9 District Staff Report

- Heather answered questions regarding the July District Staff Report and FY22 Annual Plan Accomplishments.
- Heather outlined the list of new metrics that staff are planning to collect for this fiscal year. In the near-term, at Board meetings, Heather will plan to share findings based on the metrics they are collecting, instead of creating a dashboard to include all metrics.

## 11 Meeting Adjourned 12:06 PM

## 12 Other, Upcoming Dates and Review of Motions

September 6	Labor Day - Office Closed
September 21-22	WSCC Meeting
September 28	WICD Board Meeting
October 11	NW Area WACD Meeting - WICD hosts!
October 26	WICD Board Meeting

### Review of Motions:

**Motion (1) – Mark Sytsma moved and Jennifer Abermanis seconded the approval of the minutes from the July 27<sup>th</sup> Regular Board meeting as presented. Motion passed.**

**Motion (2) – Jennifer Abermanis moved and Mark Sytsma seconded the approval of the July 2022 Financial Report as presented. Motion passed.**

**Motion (3) – Jennifer Abermanis moved and Jessica Aws seconded the approval of the FY2022 Year-End Financial Report as presented. Motion passed.**

**Motion (4) – Mark Sytsma moved and Jennifer Abermanis seconded the approval of the Year-End Asset Review and Resolution with one minor edit. Motion passed.**