



# Whidbey Island Conservation District

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## Public Meeting Minutes- DRAFT August 24, 2023; 9:13 AM – 12:19 AM

### 1 Public Meeting

A regular meeting of the Whidbey Island Conservation District Board of Supervisors was held at the Pacific Rim Institute of Environmental Stewardship (PRI) as well as via Zoom.

### 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:

Stephanie Turco – Associate Supervisor

Torrey Olson – Associate Supervisor

Heather McCoy – Executive Director

Jean Fike - WSCC

Michelle Maynard – Finance & Operations Manager

Alan Chapman – WACD

### 3 Call to Order, Welcome

Dave Edwards called the meeting to order at 9:13 AM.

### 4 Public Input and/or Comments

Robert Pelant, E.D. of PRI, thanked the District for our work and praised the partnership we have with them. He encouraged any ideas for future PRI initiatives. He also promoted two upcoming events: Raptor Day on 9/9 and the Cider Festival on 9/30.

### 5 Approval of Minutes from July 27, 2023

**Motion (1) – Jennifer Abermanis and Gary Ketcheson moved and seconded the approval of the minutes from the July 27 Regular Board meeting. Motion passed.**

### 6 Partner Updates

- Alan Chapman reported that (1) the Livestock Committee has been focused on the Puget Sound point of view regulatory vs. volunteer incentive work. A comment of concern will be expressed at the upcoming Commissioners meeting in September; and (2) the Northwest Area Association Meeting will be hosted by Clallam CD and looks like it will be a virtual meeting in early October. More details to come but consider if WICD wants to propose any resolutions.
- Jean Fike reported that (1) SCC has hired a consultant for the E.D. job search and recently posted the announcement. First interviews are tentatively planned for late September/early October; (2) Jean is leading the development of the CTA decision packet for the upcoming supplemental state legislative session. She will look into the creation of talking points; and (3) SCC is creating a provisional plan for the Community Engagement Plan (CEP) required to access climate action-related new state funding. The provisional version will be structured through a template that is not a perfect fit but will be a temporary solution to access the money while working on a more customized CEP in the coming year.

### 7 Financial & Operations Report and Actions

- Financial Report – Michelle Maynard presented and reviewed the July 2023 Financial Report.

**Motion (2) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the July 2023 Financial Report as presented. Motion passed.**

- Financial Report – Michelle presented the whole FY2023 year in review.

**Motion (3) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the FY2023 year-end financial report as presented. Motion passed.**

- General Reserve Resolution 23.08\_1 – Michelle presented recommendations for building a general reserve account with funds from FY2023's net income and savings in Rates & Charges.

**Motion (4) – Gary Ketcheson moved and Jennifer Abermanis seconded the reserve recommendations as presented. Motion passed.**

- Year-End Asset Resolution 23.08\_2 – Michelle presented the current status of WICD’s Fixed and Attractive Assets.

**Motion (5) – Gary Ketcheson moved and Jennifer Abermanis seconded the adoption of the presented assets. Motion passed.**

- SCC Sustainable Farms & Fields TA Funds Addendum – Heather McCoy presented the FY2024 addendum.

**Motion (6) – Jennifer Abermanis moved and Gary Ketcheson seconded the approval of the FY2024 SCC Sustainable Farms & Fields TA Funds Addendum as presented. Motion passed.**

## **8 Policy Manual Report & Actions**

- Policy Manual Whole Document Review – Heather presented the completed policy manual and answered questions. Michelle noted that the Policy Adoption Resolution at the front of the manual should be numbered 23.08\_3 as it is the third resolution presented.

**Motion (7) – Jennifer Abermanis moved and Gary Ketcheson seconded the approval of the new policy manual with the one edit. Motion passed.**

## **9 District Staff Report**

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

## **10 Meeting Adjourned at approximately 10:31 AM**

## **11 Other, Upcoming Dates and Review of Motions**

August 7-25	Kelsi vacation
August 22-25	Allison vacation
August 25-Sept 8	Heather vacation
September 4	Labor Day – Office Closed
September 18	WACD Board of Directors meeting
September 21-26	Michelle vacation
September 28	WICD Board Meeting

### **Review of Motions:**

**Motion (1) – Jennifer Abermanis and Gary Ketcheson moved and seconded the approval of the minutes from the July 27 Regular Board meeting. Motion passed.**

**Motion (2) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the July 2023 Financial Report as presented. Motion passed.**

**Motion (3) – Gary Ketcheson moved and Jennifer Abermanis seconded the approval of the FY2023 year-end financial report as presented. Motion passed.**

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**Motion (6) – Jennifer Abermanis moved and Gary Ketcheson seconded the approval of the FY2024 SCC Sustainable Farms & Fields TA Funds Addendum as presented. Motion passed.**

**Motion (7) – Jennifer Abermanis moved and Gary Ketcheson seconded the approval of the new policy manual with the one edit. Motion passed.**

## **1 Annual Meeting Convenes**

Dave Edwards called the annual meeting to order at 10:46 AM.

## **2 FY2023 Accomplishments**

- Heather presented an overview of FY2023 priorities and accomplishments.

## **3 FY2024 Annual Work Plan**

- Heather presented the tasks outlined in our Long-Range Plan and Annual Work Plan for FY2024.

## **4 Board Business**

- FY2024 Board-led tasks – This discussion will be moved to the September Board meeting

- Review of Board Self-Assessment Survey – Jennifer and Dave shared the results of the recent survey.
- Continuing Education priorities – Jennifer and Dave each shared their ideas. Heather will share the list of potential topics that Dave emailed to her to help generate discussion at an upcoming meeting.

**5 Annual Meeting Requirements**

- Conflict of Interest Forms – The Supervisors and Associate Supervisors presented completed the annual form.
- Statute Review – The Supervisors confirmed that they reviewed RCW Chapter 89.08

**6 ADJOURN**

- Dave Edwards closed the meeting at 12:19.

A potluck followed the Annual Meeting.