



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 25, 2021; 9:03 AM – 12:13 PM

1 Public Meeting

A regular meeting of the Board of Supervisors of the Whidbey Island Conservation District was held remotely 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 – Auditor

Jennifer Abermanis – Member

Tim Keohane – Member

Attendees:

Heather McCoy- District Manager Michelle Maynard – Finance & Operations Manager

Gwendolyn Hannam – Planner Kelsi Mottet – Planner

Alan Chapman- WACD Jean Fike - WSCC

3 Call to Order, Welcome and “Three Slides”

- Dave Edwards called the meeting to order at 9:03 a.m. Heather shared her Three Slides.

4 Approval of Minutes from July 28th

Motion (1) – Jennifer Abermanis moved and Gary Ketcheson seconded to approve for minutes presented. Motion passed.

5 Partner Reports

- Jean Fike gave WSCC updates. She shared that Governor Inslee’s vaccine requirement does not apply to conservation districts. She encouraged us to participate in the CD Photo Contest from now until September 10. She also noted that the District’s biennial report of accomplishments is due September 24.
- Alan Chapman gave WACD updates, including the upcoming Northwest Area Meeting (October 14) and the Annual Business Meeting (November 30). Updates of the North Central Area’s working session on fire, Firewise and fire reconstruction were shared. He said that the Joint Committee on Elections recommendations will be shared for discussion at several upcoming meetings.

6 Contracts & Agreements

- Farm Plan – Gwendolyn Hannam presented an overview of a farm plan. Supervisor Tim Keohane requested that the Board receive the plan to review it.

Motion (2) – Gary Ketcheson moved and Tim Keohane seconded that the Board authorize Chair David Edwards to sign off on the farm plan once all Supervisors have reviewed the document and notified David (before close of business Friday 8/27/21) that they approve it. Motion Passed.

- CTD Work Agreement – Kelsi Mottet gave an overview of the Center for Technical Development (CTD) and its leadership group. She shared the work she is going to do as a participant in the group, which is outlined in the presented work agreement.

Motion (3) – Jennifer Abermanis moved and Tim Keohane seconded to approve Chair David Edwards to sign off on the work agreement. Motion Passed.

7 Financial Report and Actions

- Financial Report – Michelle Maynard reviewed the July 2021 Financial Report.

Motion (4) – Gary Ketcheson moved and Tim Keohane seconded to approve the July monthly financial reports as presented. Motion Passed.

- FY22 Budget – Michelle Maynard presented the revised FY22 Budget. Heather McCoy gave a brief overview of the revenue categories.

Motion (5) – Tim Keohane moved and Gary Ketcheson seconded approval of revised FY22 Budget. Motion passed.

- Health Insurance Stipend & Other Staff Discussions – Heather McCoy discussed the need for a total compensation study to formalize our salary scale, update staff compensation, and determine benefits. David Edwards suggested a new committee be established to lead this process.

Motion (6) – Mark Sytsma moved and Tim Keohane seconded approval of the establishment of a Compensation Committee, made up of Jennifer Abermanis, Mark Sytsma, and Heather McCoy, with additional support as needed, to research staff compensation in order to present a robust update at the September Board meeting. Motion passed.

8 Policies

- Associate Supervisor Policy - Mark Sytsma presented the revised version for the policy.

Motion (7) – Tim Keohane moved and Gary Ketcheson seconded approval of the Associate Supervisor Policy. Motion passed.

- Cell Phone Policy – Heather McCoy presented a new cell phone policy and staff agreement form for use with the new District cell phones. She will make revisions based on Supervisor feedback to present the revised version at the next Meeting.

9 District Manager Report

- Heather McCoy reported that the staff is currently planning Orca Recovery Day with the current local pandemic levels in consideration. Dave Edwards shared the invitations he has communicated with our Representatives.
- Heather McCoy outlined the new District Staff Report dashboard.

10 Meeting Adjourned 12:13 PM

11 Other, Upcoming Dates and Review of Motions

- September 6 – Labor Day Holiday – Office Closed
- September 15 & 16 – WSCC Regular Meeting
- September 22 – WICD Board Meeting via Zoom
- October 11 – Columbus Day Holiday – Office Closed
- October 16 – Orca Recovery Day
- October 27 – WICD Board Meeting

Review of Motions:

Motion (1) – Jennifer Abermanis moved and Gary Ketcheson seconded to approve for minutes presented. Motion passed.

Motion (2) – Gary Ketcheson moved and Tim Keohane seconded that the Board authorize Chair David Edwards to sign off on the farm plan once all Supervisors have reviewed the document and notified David (before close of business Friday 8/27/21) that they approve it. Motion Passed.

Motion (3) – Jennifer Abermanis moved and Tim Keohane seconded to approve Chair David Edwards to sign off on the work agreement. Motion Passed.

Motion (4) – Gary Ketcheson moved and Tim Keohane seconded to approve the July monthly financial reports as presented. Motion Passed.

Motion (5) – Tim Keohane moved and Gary Ketcheson seconded approval of revised FY22 Budget. Motion passed.

Motion (6) – Mark Sytsma moved and Tim Keohane seconded approval of the establishment of a Compensation Committee, made up of Jennifer Abermanis, Mark Sytsma, and Heather McCoy, with additional support as needed, to research staff compensation in order to present a robust update at the September Board meeting. Motion passed.

Motion (7) – Tim Keohane moved and Gary Ketcheson seconded approval of the Associate Supervisor Policy. Motion passed.