



# Whidbey Island Conservation District

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## Public Meeting Minutes- DRAFT October 24, 2024; 5:30 PM – 7:11 PM

### 1 Public Meeting

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

#### Attendees:

Heather McCoy – Executive Director

Alan Chapman – WACD NW Area Director

Michelle Maynard – Finance & Operations Manager

### 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 September 26, 2024 Board meeting minutes for approval. Given that Jennifer was absent and Mark was not at the September meeting, Dave tabled the vote until the November meeting.

### 6 Partner Update

Alan Chapman reported on the recent WACD Board meeting, including (1) that the Plant Material Center revenue is above last year but below record sales; (2) the PMC has a new pump to save on water and energy; (3) there were updates to several task forces, including the PMC task force, Green Energy & Farm, and Rates & Charges; (4) the WACD Annual Meeting will be the first week of December in Spokane (the business meeting will be 12/4); and (5) there will be a performance review for Executive Director Tom Salzer and CDs will be asked for input in December.

### 7 Financial & Operations Report and Actions

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

**Motion (1) – Gary Ketcheson moved and Mark Sytsma seconded the approval of the September 2024 financial reports as presented. Motion passed.**

- New HR Resource – Heather presented her plan for enrolling in the new Associated Industries membership offered through our insurance, Enduris. She will pay for the executive level annual membership with her budgeted contingency funds.

### 8 Board Business & Actions

- Mid-term Elected Position Policy Resolution 24.10\_01 – Dave presented Resolution 2024.10\_01, a new policy for mid-term supervisor elections.

**Motion (2) – Mark Sytsma moved and Gary Ketcheson seconded the approval of Resolution 2024.10\_01 with edits as discussed. Motion passed.**

- Mid-term Elected Position Resolution 24.10\_02 – Dave presented Resolution 2024.10\_02, which outlined the specific mid-term election to be conducted immediately to fill the current empty supervisor position.

**Motion (3) – Mark Sytsma moved and Gary Ketcheson seconded the approval of Resolution 2024.10\_02 as presented. Motion passed.**

- Election Study – Heather gave a brief overview of the current status of the legislative exploration of mandating all CD elections move to the general ballot. She mentioned the current commissioned study and shared the questions with the Board. She and Michelle will research the cost-related questions and Heather will draft the survey’s responses. She will share them with the Board via email by November 1.
- Continuing Education: 5 Minutes of Governance – Dave shared a list of topics for the proposed new Governance component for further meetings. He volunteered to lead the first one in November (“Why do Conservation Districts exist, and what are Supervisors, anyway?”) and Gary volunteered to lead the second in December (“Governance: the processes, systems, and practices through which an organization is directed and controlled”). The January & February leads will be selected in an upcoming meeting.
- NW Area Association Meeting – Dave, Gary and Heather shared their perspectives about the day’s meeting in Port Townsend. They discussed the only presented resolution, which focused on WACD creating a Tribal Engagement Training for all WA CDs. The resolution passed. Alan Chapman mentioned Floodplains by Design as a resource for us to explore.
- E.D. Performance Review – Heather will send out invitations to complete her performance review survey. Dave and Jennifer will lead the review, unless Jennifer prefers to pass (in which case, Gary will co-lead with Dave).

**9 District Staff Report**

- District Staff Report – Heather answered questions related to the staff report. Mark asked for examples of plans (e.g. letter plans, conservation plans); Heather will pull a collection together from staff reports to share with the Board.
- DEI Workshop – Heather reminded everyone that the upcoming DEI 2-day workshop with Kenesha Lewin will be Monday, November 18 & Tuesday, November 19 from 5:30-7:30 PM. Mark is unable to make it in person. Heather will contact Kenesha to see if she would prefer remote or hybrid workshops. If held in person, the workshops will be at the WICD Office.

**10 Meeting Adjourned at approximately 7:11 PM**

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

- November 11 Veteran’s Day – Holiday (Office Closed)
- November 18-19 DEI Workshops with Kenesha Lewin
- November 21 WICD Board Meeting (in person - at WICD office)
- November 28-29 Thanksgiving & Native American Heritage Day – Holidays (Office Closed)
- December 4 WACD Annual Business Meeting (Conference runs Dec 1-4, Spokane)
- December 19 WICD Board Meeting (remote)
- December 25 Christmas/Winter Holiday (Office Closed)

**Review of Motions:**

**Motion (1) – Gary Ketcheson moved and Mark Sytsma seconded the approval of the September 2024 financial reports as presented. Motion passed.**

**Motion (2) – Mark Sytsma moved and Gary Ketcheson seconded the approval of Resolution 2024.10\_01 with edits as discussed. Motion passed.**

**Motion (3) – Mark Sytsma moved and Gary Ketcheson seconded the approval of Resolution 2024.10\_02 as presented. Motion passed.**