



Whidbey Island Conservation District

P.O. Box 490 – 1 NE 4th Street, Coupeville, WA 98239 - 360.678.4708 Fax: 360.678.2271

Public Meeting Minutes April 28, 2021; 9:00 AM – 1:00 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:

Dave Edwards – Chair
Mark Sytsma – Vice-Chair
Gary Ketcheson – Auditor

Attendees:

Jennifer Abermanis – citizen/Member-elect Josh Monaghan – WICD Manager Jean Fike – WSCC Regional Manager
Alan Chapman- WACD Maggie Johns- citizen Garrett Carney- citizen

3 Call to Order and Welcome

Dave Edwards called the meeting to order at 9:02 a.m.

4 Partner Reports

- Jean Fike shared a general Commission update including information on the state budget decisions.
- Alan Chapman shared WACD update including information on Elections and Diversity/Equity/Inclusion Committees; sought input from Members on whether WACD annual meeting should be in-person, virtual, or a hybrid.

5 Financial Report and Actions

- Joshua Monaghan reviewed the March Financial Report.

Motion (1) Gary Ketcheson moved and Mark Sytsma seconded to approve the Payroll, Expense, and Voucher #s 6790-6792 totaling \$1645.56; Bank direct vouchers for payroll & expenses #s 1127-1140 totaling \$21,664.93; Bank POS purchases & online bill payments totaling \$1,134.38; and monthly 941 payroll tax filing totaling \$5,260.93. Motion passed.

Motion (2)- Gary Ketcheson moved and Mark Sytsma seconded to approve staff pay increase of 7% which includes both a COLA adjustment of approximately 3% and the difference as merit pay adjustment in recognition for staff's extra service efforts over the past year. Motion passed.

New Food System Project Grant

- Sandy Welch gave a brief overview of a recently awarded grant to fund farm walks in partnership with WSC and WIGA.

6 Partnerships

Cluster Engineer Agreement

- Board discussed updated contract language.

Motion (3)- Mark Sytsma moved and Gary Ketcheson seconded to approve and direct chair David Edwards to sign the revised contract on behalf of the District. Motion passed.

Shared Forester Partnership Update

- Board updated on status of work and agreement between Snohomish Conservation District and WICD for shared services. Staff plan to bring final agreement in May. Not action needed.

District Press Release

- Discussion of outreach messaging on WICD in transition. Successfully got word out through our channels and through local media.

7 Other Business

Hiring Updates

- Board discussed status of both Office Administrator and District Manager hiring processes. Good candidates and progress in both.

Extension of temporary employment contract with Josh Monaghan

Motion (4) Gary Ketcheson Moved and Mark Systma Seconded to authorize Chair Edwards extend the employment contract with Josh Monaghan based on hourly rate, with an end date of June 30th. Motion passed.

WICD Procedures Manual Update

- Josh Monaghan describe concern related to outdated EEO policy statement. Board discussed options.

Motion (5) Mark Sytsma moved and Gary Ketcheson seconded to change the WICD AA/EEO policy language to replace the “sexual preference” with “sexual orientation” and to review overall policy for additional updates. Motion passed.

Board Meeting Times

- Chair shared update on past discussion about meeting date. No change needed.

8 FF22 ANNUAL WORK PLAN DRAFT

- Josh Monaghan reviewed draft work plan and budget alternatives. Board discussed options.

Motion (6) Mark Sytsma moved and Gary Ketcheson seconded to revise the draft with proposed revisions, including budget option 2 with budget balanced from reserves, and directed staff to put the draft out for public comment.

9 WORKSHOP- Presentation- Conservation District Funding 101

10 Other, Upcoming Dates and Review of Motions

- May 5-19 (PROPOSED) Draft Annual Work Plan – Public Comment Period
- May 26 – WICD Board Meeting, via Zoom
- May 30 – Deadline for annual financial reporting to be submitted to State Auditor- COMPLETE
- May 30 – Deadline for Annual Plan of Work to be submitted to Conservation Commission
- June 23 – WICD Board Meeting, via Zoom
- June 30 – End of fiscal year 2021; all Conservation Commission grants must be spent by this day
- July 1 – Start of fiscal year 2022

Review of Motions:

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11 Adjourned at 1:00 p.m.