



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 June 23, 2021; 9:00 AM – 11:32 AM

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
Jennifer Abermanis – Member
Tim Keohane – Member

Attendees:

Heather McCoy- District Manager Michelle Maynard – Office Administrator Josh Monaghan – Staff
Alan Chapman- WACD Jean Fike - WSCC

3 Call to Order and Welcome

Dave Edwards called the meeting to order at 9:00 a.m.

4 Approval of Minutes from May 26th, June 4th, and June 10th

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

5 Partner Reports

- Alan Chapman shared WACD updates, including summary of budget decisions for Fiscal Year 22. Note that WICD dues will be \$400 less than last year. Updates of Elections and DEI committee were share.
- Jean Fike share WSCC report. She summarized WSCC budget updates. Anticipate having additional information from WSCC on Livestock TA Grant opportunity; she anticipates significantly less funding available for the Livestock Grant this time around.

6 Financial Report and Actions

- Michelle Maynard reviewed the May Financial Report.

Motion (2) Gary Ketcheson moved and Mark Sytsma seconded to approve the Total Payroll Bank Direct Voucher Numbers DD1145-DD1148 \$13,749.80, Online Bill Pay Comcast, PSE, 4th Street, Sound Publishing \$2,158.33, ePay Intuit, PSE \$66.61, EFT U.S. Treasury \$4,798.69, to be paid SCD, Employee Expenses, 4th Street, United of \$4,426.03, Checks Written Numbers 6794, 6795 for \$14,018.94, for a total of \$39,218.40. Motion Passed.

- Josh Monaghan gave overview of WSCC Authorized Signature form update.

Motion (3)- Tim Keohane moved and Jennifer Abermanis seconded approval of authorized signatures as presented. Motion passed.

- Josh Monaghan gave an overview of WICD's memberships with the Washington Conservation Society, The Washington Association of Conservation Districts, and the National Association of Conservation Districts and noted that the District makes annual membership payments to support the important work of each organization.

7 Partnerships

- Heather McCoy shared her transition plan and gave an overview of her plan to introduce herself to the WICD community. Board discussed and shared suggestions and input.

8 Other Business

Hiring committee report/ discussion

Dave led a after action review discussion of the District Manager transition and hiring process to capture lessons learned.

9 **Policy Change to move to bi-monthly payroll**

Motion (4) Tim Keohane moved and Jennifer Abermanis second that the WICD payroll policy (8.5.1) be changed to bi-monthly payroll.

10 **Meeting Adjourned 11:32 am**

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

- June 30 – End of fiscal year 2021; all Conservation Commission grants must be spent by this day
- July 1 – Start of fiscal year 2022
- July 9th __ June vouchers and annual reports (Orca/salmon; Livestock) are due for all SCC grants
- July 16th – WCSS Master Contract due to Conservation Commission
- July 28th – Monthly Board Meeting
- July 30th – New fiscal year set-up paperwork due to Commissions (New Addendums, Cost Share Rate/ Landowner Labor Resolutions; Fully signed engineering area interlocal agreements; Authorized Signature Form updated).

Review of Motions:

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

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