



# Whidbey Island Conservation District

P.O. Box 490 – 1 NE 4<sup>th</sup> St - Coupeville, WA 98239 - 360.678.4708 – www.whidbeycd.org

---

## Public Meeting Minutes May 26, 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

Jennifer Abermanis – Member

Tim Keohane – Member

#### Attendees:

Josh Monaghan – WICD Manager

Alan Chapman- WACD

Tom Salzer, WACD Executive Director

Ryan Baye, WACD staff

Maggie Johns- citizen

### 3 Call to Order and Welcome

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

### 4 Approval of April and May Minutes

**Motion (1)- Jennifer Abermanis moved and Tim Keohane seconded to approve for of April 28<sup>th</sup> and May 13<sup>th</sup> meeting minutes. Motion passed.**

### 5 Partner Report (*WSCC and NRCS were not present*)

- Tom Salzer and Ryan Baye shared the WACD report. Highlights included:
  - WACD update Plant Material Center broke record of native plant sales this past year.
  - Legislative session is wrapping up; transition to summer months; WACD had 3 leg goal- 2 success- increase \$CTA to CDs \$2m of ongoing support; to be split evenly over the next two years, \$22,222.22 for each District each year. Built into base budget going forward. \$ in Orca and Salmon part of base budget going forward; not just salmon and orca dollars. \$3m more to be divided out for use.

### 6 Financial Report and Actions

- Michelle Maynard reviewed the March Financial Report.

**Motion (2) Gary Ketcheson moved and Jennifer Abermanis seconded to approve the Total Expense Vouchers Numbers 1145 – 1148 for \$1,636.99, Total Payroll Bank Direct Voucher Numbers DD1141-DD1144 \$16,489.67, Total Sick/Vacation Liability Voucher DD1144 \$4,001.53, Online Bill Pay Comcast, PSE, 4th Street, Sound Publishing \$3,201.94, ePay Intuit - Quickbooks \$10.87, EFT U.S. Treasury 5,517.97, Checks Written Numbers 1138-1140, 1145-1149 \$1,534.18, for a total of \$32,393.15. Motion Passed.**

- Josh Monaghan gave overview of WSCC Mater Grant Contract.

**Motion (3)- Gary Ketcheson moved and Jennifer Abermanis seconded to approve for Chair Edwards and Vice Chair Mark Sytsma to sign the Master Grant Contract. Motion passed.**

- Gary Ketcheson and Josh Monaghan gave overview of State Auditor Office Schedule 22 process that was completed in April.
- Staff shared that PSE had given \$1000 donation to District.

### 7 Partnerships

- Board discussed recent communications with legislators and next steps. Dave offered to lead this work, in coordination with staff and new DM. Tom Salzer recommended that WICD loop Ryan Baye with WACD in on our efforts so WACD can support and build off of our work at the state level.
- Board discussed participation in Whidbey Island Fair and Bay View Farmer's Market (Dave and Jennifer offered to coordinate with staff to get materials to share at these two events).

**8 Other Business**

**DM Hiring Update**

- Gary Ketcheson share status of District Manager hiring processes and Members discussed next steps in selection process.

**9 FF22 ANNUAL WORK PLAN**

- Josh Monaghan reviewed public comments and revised draft work plan and budget alternatives. Board discussed.

**Motion (4) Jennifer Abermanis moved and Gary Ketcheson seconded approval of Annual Program of Work and Budget. Motion passed.**

**10 Lone Lake engineering assistance**

Mark Sytsma asked whether the District Engineer could assist Lone Lake project. Board Discussed benefits of assistance and the general role of the engineer for CD projects.

**Motion (5) Jennifer Abermanis moved and Mark Sytsma seconded directing Josh Monaghan to engage our engineer to provide support on Lone Lake to scope costs of possible future outflow project. Motion passed.**

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

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:**

**Motion (1)- Jennifer Abermanis moved and Tim Keohane seconded to approve for of April 28<sup>th</sup> and May 13<sup>th</sup> meeting minutes. Motion passed.**

**Motion (2) Gary Ketcheson moved and Jennifer Abermanis seconded to approve the Total Expense Vouchers Numbers 1145 – 1148 for \$1,636.99, Total Payroll Bank Direct Voucher Numbers DD1141-DD1144 \$16,489.67, Total Sick/Vacation Liability Voucher DD1144 \$4,001.53, Online Bill Pay Comcast, PSE, 4th Street, Sound Publishing \$3,201.94, ePay Intuit - Quickbooks \$10.87, EFT U.S. Treasury 5,517.97, Checks Written Numbers 1138-1140, 1145-1149 \$1,534.18, for a total of \$32,393.15. Motion Passed.**

**Motion (3)- Gary Ketcheson moved and Jennifer Abermanis seconded to approve for Chair Edwards and Vice Chair Mark Sytsma to sign the Master Grant Contract. Motion passed.**

**Motion (4) Jennifer Abermanis moved and Gary Ketcheson seconded approval of Annual Program of Work and Budget. Motion passed.**

**Motion (5) Jennifer Abermanis moved and Mark Sytsma seconded directing Josh Monaghan to engage our engineer to provide support on Lone Lake to scope costs of possible future outflow project. Motion passed.**

**12 Adjourned at 11:00 a.m.**