



# Whidbey Island Conservation District

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## Public Meeting Minutes- DRAFT September 22, 2021; 9:00 – 10:55 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:**

David Edwards – Chair

Mark Sytsma – Vice-Chair

Gary Ketcheson – Auditor

Jennifer Abermanis – Member

#### Attendees:

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

Alan Chapman- WACD                     Jean Fike - WSCC

### 3 Call to Order, Welcome and “Three Slides”

- Dave Edwards called the meeting to order at 9:00 a.m. Gary Ketcheson shared his Three Slides.

### 4 Approval of Minutes from August 25<sup>th</sup>

**Motion (1) – Jennifer Abermanis moved and Gary Ketcheson seconded to approve for August 25<sup>th</sup> minutes presented.**

**Motion passed.**

### 5 Partner Reports

- Jean Fike shared WSCC updates regarding last week’s Commission meeting. They have received feedback regarding this strategic plan and approved it. They are reviewing their Governance policies. The Cultural Resources are being updated based on Governor Inslee’s order. There was approval of the recommendations from the Joint Committee on Elections and they are determining the best next steps. Carol Smith’s last day as Executive Director is October 15<sup>th</sup> and an interim will begin October 18<sup>th</sup>.
- Alan Chapman gave WACD updates, including noting the upcoming Northwest Area Meeting (October 14). Joint Committee on Elections recommendations were reviewed. Sales through PMC (WACD’s Plant Materials Center) are currently ahead (these are the plants that CDs purchase to sell at their Annual Plant Sales.). Investments are down; a new committee for Investment Policies was formed to set goals. Recommendations regarding tribal relationships were adopted. Their by-laws are being reviewed (e.g. President, Vice President terms)

### 6 WACD Northwest Meeting

- Dave Edwards encouraged all Supervisors to attend the upcoming virtual meeting (October 14). He asked for potential local/regional topics the Board may want to share at the meeting. Mark Sytsma suggested lake water quality, citing Lone Lake’s toxicity. Mark will craft a short summary of the topic. The Board will determine whether they wish the topic to be presented as a resolution or as a breakout group topic.

### 7 Financial Report and Actions

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

**Motion (2) – Gary Ketcheson moved and Jennifer Abermanis seconded to approve the August monthly financial reports as presented. Motion Passed.**

- WSCC FY22 Livestock Addendum - Heather presented an overview of the proposed addendum for the recently awarded grant.

**Motion (3) – Jennifer Abermanis moved and Gary Ketcheson seconded approval of the FY22 Livestock Addendum. Motion passed.**

## 8 Policies

- Cell Phone Policy – Heather McCoy presented a revised version of the new cell phone policy and staff agreement form for use with the new District cell phones.

**Motion (4) – Jennifer Abermanis moved and Gary Ketcheson seconded approval of the Organization Mobile Phone and Similar Devices Policy and related staff agreement form with removal of one line (“Personal calls are discouraged”). Motion passed.**

## 9 Compensation Committee

- Jennifer gave an overview of the Committee’s work, Heather added details. The Committee recommended hiring Public Sector Personnel Consultants to lead our compensation and job description process.

**Motion (5) –Mark Sytsma moved and Jennifer Abermanis seconded to authorize Heather McCoy to enter into a contract with Public Sector Personnel Consultants, not to exceed \$5,000, pending Board review of the Consultants’ presentation at tomorrow’s Thurston Conservation District’s business meeting (9/23/2021). Supervisors will provide feedback regarding the Consultants to Dave Edwards by close of business this Friday (9/24/2021); no feedback to Dave will be taken as positive feedback. Motion passed.**

## 9 District Manager Report

- Heather McCoy reported that our in-person Orca Recovery Day activities have been cancelled due to pandemic concerns. She and Dave discussed a possible weeding/planting activity for the Board and staff on that date (10/16/2021), Heather will follow up by email with event updates..
- Mark added one date to the below list: October 28, when he and Heather will join Shared Engineer Tom Slocum at Lone Lake

## 10 Meeting Adjourned 10:55 AM

## 11 Other, Upcoming Dates and Review of Motions

- October 11 – Columbus Day/Indigenous Peoples Day Holiday– Office Closed
- October 14 – WACD NW Area Business Meeting via Zoom
- October 16 – Orca Recovery Day
- October 21 – 2021 Ecosystem Recovery Summit (hosted by ICDNR, SRTCC, MRC, & ILIO)
- October 26 – Rain Garden Assessment Training (through Stormwater NTA; contact Gwendolyn)
- October 27 – WICD Board Meeting
- November 11 – Veteran’s Day Holiday – Office Closed
- November 17 – WICD Board Meeting
- November 18 – Rain Garden Assessment Training (through Stormwater NTA; contact Gwendolyn)
- November 25-26 – Thanksgiving Holiday – Office Closed

### Review of Motions:

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**Motion (2) – Gary Ketcheson moved and Jennifer Abermanis seconded to approve the August monthly financial reports as presented. Motion Passed.**

**Motion (3) – Jennifer Abermanis moved and Gary Ketcheson seconded approval of the FY22 Livestock Addendum. Motion passed.**

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