



## Conservation Futures Fund Citizen's Advisory Board

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### MEETING MINUTES

#### **Citizen's Advisory Board Monthly Meeting: 3/7/2024**

##### CALL TO ORDER:

Meeting is called to order at 10:41AM.

##### ROLL CALL AND CONFIRMATION OF QUORUM

##### MEMBERS PRESENT (6):

- Susan Bennett
- Karen Scharer
- Linda Rhodes
- Kathryn Wells
- Todd Peterson
- Michele Kahrs

##### VISITORS PRESENT (1):

- Kelly Webb, CFF Coordinator

##### APPROVAL OF MEETING MINUTES:

**Susan moved to approve the February 1, 2024, minutes, Karen seconded, and the minutes were approved unanimously.**

##### APPROVAL OF AGENDA:

**Additions to the Agenda were discussed, however in the end no additions were approved.**

**Todd moved, Susan seconded, and the agenda was approved as is.**

##### REPORT: **Chair (Kathryn Wells) Reported:**

- Kathryn felt any updates would be covered in the meeting topics on the agenda.

##### UNFINISHED BUSINESS:

- Discussion: 2024 Funding Cycle
  - Applications:
    - CFF received one application from Whidbey Camano Land Trust (WCLT) the following action items were requested:
      - CFF Coordinator will contact the Land Trust to arrange the April 4<sup>th</sup> presentation and the March 29<sup>th</sup> Site Visit.

- The CFF Coordinator will contact WCLT on behalf of the CAB regarding two questions regarding the application:
  - Which entity (Island County or WCLT) is to secure the easement, and which will hold the easement?
  - Which entity (Island County or WCLT) is to secure funding for and construct the ADA trail and pavilion?
  - In other words, what exactly will the \$10K in the application pay for?
  - What standards will the ADA trail and pavilion adhere to (surface type, width, slope, etc.) and are there any sensitive or critical areas or area buffers associated with this trail?
  - Do you currently have an overview of plans for M&O for the ADA trail?
- Oak Harbor Freund Marsh 2023 Grant update: A discussion was planned to occur with the BOCC at the March 6<sup>th</sup> Work Session, but Public Health was bumped off the agenda due to running out of time. The discussion will be placed on the next agenda and Kelly will update the CAB as soon as there is an update.
- 2025 Application: The CAB agreed with the overall layout/structure of the application and made some recommendations.
  - Add an EIN#, project team list, point person, project name - all under the Applicant/Owner section.
  - There was discussion about letters of support, Kelly will contact other CFFs in the state to see how they handle them.

#### NEW BUSINESS:

- CAB Recruitment
  - Skills Inventory: The skills inventory will be available for determining desired skills and reviewing CAB candidates.
    - The CAB provided some updates on spelling corrections and section changes.

#### ANNOUNCEMENTS:

- CAB Members announcements, questions, concerns: There were no announcements or questions.

#### ADJOURNMENT:

Meeting was adjourned at 12:09PM.