



## Conservation Futures Fund Citizen's Advisory Board

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### MEETING MINUTES

#### Citizen's Advisory Board (CAB) Monthly Meeting: 7/17/2024

##### CALL TO ORDER:

Meeting is called to order at 10:35AM.

##### ROLL CALL AND CONFIRMATION OF QUORUM

##### MEMBERS PRESENT (5):

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

##### STAFF (1):

- Kelly Webb, Conservation Futures Fund (CFF) Coordinator

##### VISITORS PRESENT (2):

- Brandon Kelley
- Christina Elliott

##### APPROVAL OF MEETING MINUTES:

Minute changes requested by the CAB did not make it into the final minutes. **Linda moved that the minutes be approved at the next meeting with the changes requested. It was unanimously decided to approve the June 6, 2024, minutes at the August CAB meeting.**

##### APPROVAL OF AGENDA:

**Linda moved, Todd seconded, and the July 17<sup>th</sup> agenda was approved unanimously.**

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

- Kathryn and Susan are still voting members of the CAB as their membership has been extended.

##### OLD BUSINESS:

- 2024 Funding Cycle Update:
  - The 2024 Funding Cycle produced one application and contract approval for a conservation easement by Whidbey Camano Land Trust (WCLT) for the Keystone Preserve. The contract was initiated by the

Coordinator and sent to the DNR Manager for changes before sending through the County infrastructure and then on to WCLT.

- 2023 Funding Cycle Update:
  - The 2023 cycle was finally closed in early July by the BOCC's acceptance of the Oak Harbor Freund Marsh contract. The Coordinator will track the reporting and stipulations of this contract with a new contract tracking record. The 2023 and 2024 funds will all be taken out in 2024 and not impact the 2025 fund cycle.
- CAB Recruitment Update:
  - Brandon Kelley's application is still in process. There is not an issue, it takes more time than we expected.
  - The Coordinator received a list of potential CAB members and will follow up on them.
- 2025 Application and Evaluation Forms:
  - The application is complete and has been tested by county staff and people outside the county to make sure it is fillable and content is appropriate.
  - Evaluation form has been started
  - Ranking/scoring system was discussed and decided it should be the topic of an entire meeting soon. Karen felt each question should be scored, averaged, and then a total average taken.
  - The evaluation form will have a quantitative and a qualitative section. There will also be time for group review and discussion.
  - There was discussion that we may need to expand some sections of the Evaluation Form with more detailed criteria to even out the "non-applicable" sections. Linda offered to create the expanded criteria.
- BOCC Report Update:
  - Acreage under conservation for Island County and separately CFF conservation acreage.
    - Data is being reviewed and updated where necessary.
- Bylaws Update:
  - There was a discussion about the terms Purpose and/or Goals. It was decided to use the term Purpose.
  - A request was made to call out statements in the Bylaws delineated in the Resolution.
  - There was discussion about the CFP Timeline in the Bylaws. **Linda made the motion not to include the timeline in the by-laws until they are accepted by the BOCC. Then the timeline can be added to the by-laws. Todd Seconded. Accepted unanimously.**
  - The CAB, like all advisory boards, is not subject to the Open Public Meetings Act (OPMA), however Island County and the BOCC have determined that they will act as if subject to the OPMA. That language will stay in the by-laws.

#### NEW BUSINESS:

- There was no new business at this meeting.

#### PUBLIC COMMENT:

- There was no public comment.

#### ANNOUNCEMENTS:

- The August meeting will be held on August 8<sup>th</sup> at 10:30 am to reach a quorum. Kelly will send out new invites and find a meeting room.
- Linda requested that CAB members accept individual meeting invites (including repeat invites). So that the CAB members know if there is a quorum.

#### ADJOURNMENT:

Meeting was adjourned at 12:03 PM.