



## Conservation Futures Fund Citizens Advisory Board

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### MEETING MINUTES

#### **Citizens Advisory Board (CAB) Monthly Meeting: 2/6/2025**

##### CALL TO ORDER:

Meeting was called to order at 10:35AM.

##### ROLL CALL AND CONFIRMATION OF QUORUM

##### MEMBERS PRESENT (4):

- Karen Scharer
- Todd Peterson
- Clay Thompson
- Brandon Kelley

##### MEMBERS ABSENT:

- Linda Rhodes (with notice)

##### STAFF (1):

- Kelly Webb, Conservation Futures Program (CFP) Coordinator

##### VISITORS PRESENT (1):

- Kathryn Wells

##### APPROVAL OF MEETING MINUTES:

**Clay moved, Karen seconded, and the January 2<sup>nd</sup> minutes were unanimously approved.**

##### APPROVAL OF AGENDA:

**The February 6<sup>th</sup> meeting agenda was approved unanimously.**

##### REPORT: **Vice Chair (Todd Peterson) Reported:**

- Todd provided an update on the CAB applications in process.
  - The BOCC is holding applications until their February 12<sup>th</sup> Work Session where they will discuss all board and committee appointments.
  - Bradley Duncan has resigned due to being drawn out of semi-retirement in his law practice.

##### COORDINATOR'S REPORT: **Kelly Webb Reported:**

- CFP update:

- Awarded project no-cost M&O contract extensions for Barnum Point/Iverson Spit and the Kettles/Saratoga/Ala Spit are still in process review and signature.
- Whidbey Camano Land Trust Lagoon Point no-cost contract extensions was approved and the signed extension was sent to the Land Trust.
- County Administrator's last day is February 7<sup>th</sup> and currently there is no replacement.
- 2025 funding cycle is on track.
  - The CFP has received one M&O project application from Island County Parks and Recs.
    - This is a new process for Parks, and we would like to help them through it this year and then, going forward, help them understand that these are conservation funds, and their application needs to connect the importance of their work, and how it aligns with the evaluation criteria.
  - There a second M&O application in process.
  - We have not received any acquisition applications, and none are in process.
- 2024 Keystone Preserve award contract was countersigned and a copy was sent to the Land Trust.
- CAB membership applications and renewals are awaiting action by the BOCC.
- Our next meeting will be held after the 2025 funding cycle is over. Kelly will do her best to get all applications to the CAB by March 10<sup>th</sup> if not sooner.
- Continuing work on the BOCC acreage and dollars spent report.
- Collection of files (primarily signed contracts, award declarations and applications) and organizing files for easy retrieval continues.
- Work on the CFP reference manual continues.
- On January 15<sup>th</sup> a status report was due by Whidbey Water Watershed Stewards for their 2023 acquisition award. New ED Clint Hatton is working on it.

#### UNFINISHED BUSINESS:

- CAB bylaws discussion: The bylaws were put on hold until the CFP Resolution was updated and approved by the BOCC. The bylaws sub-committee provided an update, and that work continues.
  - There was extensive discussion, however no votes were made at this meeting.
  - It was decided that the sub-committee is ready to put the draft bylaws out for comment by CAB members. Kelly will send out a link to the Google Docs for the individual CAB members to review and make comments.
- Linda asked Kelly to remind the CAB to review the Recommendation Template and make edits.
  - Kathryn, who has completed several Recommendations in the past, praised the new template and said it was easy to use and easy for the recipients to understand.

#### NEW BUSINESS:

- Application Form and Process walk-through:
  - There was a short discussion of the application and the process leaving as much time as possible on the M&O process, application, and evaluation form.
- M&O Application Process walk-through:
  - Kelly shared her screen and there was an in-depth discussion of the evaluation form and how it relates to the CAB, application, and CFP staff:
    - The CAB determined that the rating score is 1-5 with one being low and five being high.
    - Discussed the timeline in the Resolution. The CAB will set more definitive deadlines for the CAB at the March CAB meeting.
    - If the CAB has comments on the Parks M&O application back to Kelly by February 27<sup>th</sup> she could get the information back to the CAB at the March meeting. But this is not a hard deadline.

- Time did not allow the discussion of these items and they will be added to the March Meeting.
  - Impacts on property (e.g. sea level rise)
  - Land use considerations in the Comp Plan
  - Local knowledge/planning of future impacts
  - Evaluation of existing/future structures on a property
  - Evaluation of matching funds

**PUBLIC COMMENT:**

- There was no public comment.

**ANNOUNCEMENTS:**

- Karen will miss the March CAB meeting.
- Kelly will be on vacation the week of February 10<sup>th</sup> and the 17<sup>th</sup> is a holiday.

**ADJOURNMENT:**

**Next Meeting:** March 6, 2025

Meeting was adjourned at 12:21 PM.