

Trust Board of Ebey's Landing National Historical Reserve

Minutes of November 28, 2023

Approved as corrected

PRESENT: Lisa Bernhardt, Erin Borden, Heather McCoy, Jen ~~Schmidt~~Schmitz, Jeff Sturm, John Whittet, Elexis Fredy, Alan Hancock

ABSENT: Position #1 is unfilled

STAFF: Marie Shimada, Carol Castellano, Josh Pitts

OTHERS: Mayor Hughes, Commissioner Bacon, Julie Dougherty-Winger

Chair Lisa Bernhardt called the meeting to order at 3:07pm and determined a quorum of Trust Board members. Access to Zoom was particularly difficult. Bernhardt then asked for public comment. Hearing none, Bernhardt asked for a motion to approve the October 24, 2023 meeting minutes.

Moved by Hancock, second by Sturm. Hearing no comments or corrections, Bernhardt called for the vote. Motion approved. Minutes will be posted on the TB website at www.Ebey'sReserve.com.

TREASURER'S REPORT:

Bernhardt called on Borden for the Treasurer's report. Borden noted there was a last-minute change to the Operations vouchers. Federal Financial Report was filed; Large expenses are reflected relating to the conference. There are two sets of vouchers – Operations and the Restricted Fund. Borden then passed the vouchers around for review by Trust Board members.

FRIENDS OF EBAY'S REPORT:

Bernhardt called on Julie Dougherty Winger for a report on the Friends of Ebey's. Today is "Giving Tuesday," and Dougherty Winger is hoping to see some additional donations. The Annual Winter Appeal was distributed, and thanks to Reserve staff for printing the appeal letters.

PARTNER REPORTS

Bernhardt called on partner representatives for their updates.

WASHINGTON STATE PARKS: Whittet told the board the boat launch is now open and state parks is keeping an eye on the forecasted king tides for impact to state parks. Work will begin on ADA improvements to Admiralty Lighthouse; Permits are being secured for work on the staircase at Ebey's Landing; and staff is preparing for "Light Up the Night" event for the holidays.

NATIONAL PARK SERVICE: Fredy informed the board there was still no Pacific West Regional Director and that Randy Lavasseur will remain the Acting Director until further notice. Fredy said it was great to participate in the conference and staff who attended had a great time; Farm I issues are being worked through; PMIS planning is underway; Work continues on the Ferry House; Steps are going to be replaced along the Fort Casey Road trail. Borden asked if it could be a ramp of some type for horses. Bernhardt asked if there was designated parking at Farm II.

ISLAND COUNTY: Commissioner Bacon said the Central Whidbey fire bond passed; Work is underway to make the county building more energy efficient; and there is an increase in population on Whidbey Island anticipated over the next 10 to 15 years.

TOWN OF COUPEVILLE: Mayor Hughes reported the town Marshall, Beau Miller, caught the alleged arsonist; town staff is busy closing out the year; and don't forget the Greening of Coupeville parade on Saturday.

UNFINISHED BUSINESS:

Bernhardt called on Shimada and the Trust Board Members to recap the Ebey's Forever Conference. Lots of positive feedback in the community, and we should be able to expand on some of the programs presented over the course of the next year. Generally, everyone agreed it was an overall success,

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NEW BUSINESS:

Bernhardt noted that she would be appointing a nominating committee for Trust Board officers to be elected at the January regular meeting, then turned the floor over to Shimada.

Shimada noted there was discussion with the Executive Committee around staff titles, changes to vacation leave, the health stipend, office location, and workshop/meetings.

Title Changes: Shimada is planning a title change for Josh Pitts from Preservation Coordinator to Preservationist; and requests the board allow a title change away from Reserve Manager to Executive Director.

Vacation Leave: Shimada proposed a change to the existing personnel policies relating to Vacation Leave. The proposed changes are: Employees with 0 to 5 years, 4 weeks of vacation leave; 5 to 10 years, 5 weeks of vacation leave; Employees with more than 10 years will receive 6 weeks of vacation leave. To take effect January 1, 2024.

Health Stipend: Shimada proposed an increase of the health stipend, which hasn't changed in 12 years, by \$100 per month. Reserve staff would receive \$800 per month. To take effect January 1, 2024. An ad hoc committee will be researching other options for the health care benefit.

Office Location: Shimada told the board it might be time to change office locations and move closer to the downtown area. Much discussion ensued. Bernhardt noted she would be speaking to her board about the Trust Board office relocating to the back conference space at the Pacific Northwest Art School. Shimada added that once the state audit is complete, staff will move to a hybrid work schedule of in-office and out of office.

Workshops/Meetings: Shimada noted that in the new year, Trust Board workshops will no longer be carried on ZOOM, and will be held at the Pacific NW Art School. In addition, Trust Board meetings will be carried via ZOOM, and will be held at the Coupeville Library unless the meeting room is booked. Locations may change for the regular meetings.

Bernhardt then called on Treasurer Borden to present the vouchers for November.

Bernhardt moved to approve the TB Operations vouchers, 24.017 to 24.032 in the amount of \$27,181.77. Second by Sturm. Bernhardt called for the vote, approved. The Operations vouchers will be presented to the county Auditor's office for processing.

Bernhardt moved to approve the TB Restricted Fund vouchers, 24.033 to 24.034 in the amount of \$12,817.08. Second by Sturm. Bernhardt called for the vote, approved. The Restricted Fund vouchers will be presented to the county Auditor's office for processing.

Bernhardt concluded new business.

COMMITTEE REPORTS:

Bernhardt called on Shimada to give the Reserve Manager report.

Bernhardt reported that the Executive Committee will continue to discuss the proposed changes to the personnel policies, titles, and office location.

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Bernhardt called on Hancock for a report on the Land Use Committee. Hancock reported it was good to see some movement on Farm I and gave kudos to Shimada for securing funding for the Trust Board to assist the town and county with the updates to the design guidelines.

GOOD OF THE ORDER:

Bernhardt asked for any final comments for Good of the Order. McCoy noted there is an opening at the Conservation District for a Stewardship Forester. Hearing no further comments, Bernhardt adjourned the meeting at 4:34pm.



Submitted by Carol Castellano, Program Coordinator



Date Approved

as connected