

# Trust Board of Ebey's Landing National Historical Reserve

## Minutes of January 23, 2024

**PRESENT:** Lisa Bernhardt, Erin Borden, Heather McCoy, Jeff Sturm, John Whittet, Elexis Fredy, Jen Schmitz (by Zoom), Alan Hancock, Alix Roos

**STAFF:** Marie Shimada, Carol Castellano, Josh Pitts

**OTHERS:** Mayor Hughes, Julie Dougherty-Winger, Kristen Griffin, Commissioner Bacon

Chair Lisa Bernhardt called the meeting to order at 3:09pm and noted the passing of past Trust Board member Al Sherman. Bernhardt then welcomed new Trust Board member, Alix Roos, appointed by the town of Coupeville. Bernhardt determined a quorum of Trust Board members present. Schmitz participated via Zoom. Bernhardt asked for a motion to amend the agenda under Unfinished Business.

*Moved by Borden, second by Whittet. Bernhardt asked for a voice vote. Motion approved.*

Bernhardt then asked for public comment with one comment regarding historic preservation and the Historic Preservation Commission. Following public comment, Bernhardt asked for a motion to approve the December 19, 2023 meeting minutes.

*Bernhardt asked for any corrections – McCoy asked for a correction on page one at the bottom. Whidbey Island Conservation hired a consultant to review compensation, not operations. McCoy moved to approve the corrected minutes, second by Hancock. Hearing no further comments or corrections, Bernhardt called for the vote on the corrected minutes. Motion approved. Minutes will be posted on the TB website at [www.Ebey'sReserve.com](http://www.Ebey'sReserve.com).*

### **TREASURER'S REPORT:**

Bernhardt called on Borden for the Treasurer's report. Borden reported that the state audit is underway, and staff will provide information as requested. Two sets of vouchers - Operations and the Restricted Fund – were presented to the board for review.

### **FRIENDS OF EBAY'S REPORT:**

Friend's of Ebey's board member, Kristen Griffin, reported new board members had been appointed; the annual winter appeal will conclude at the end of February, and the Friends are very close to reaching their goal. Griffin thanked Borden for attending the Friends board meeting. It is the hope that the two organizations will hold a few joint meetings and perhaps in the Trust Board retreat.

### **PARTNER REPORTS**

Bernhardt called on partner representatives for their updates.

**WASHINGTON STATE PARKS:** Whittet reported that they will be hiring a Program Specialist II who will be tasked with managing the lighthouse docent program; State parks will be participating in the Youth Heritage Project this summer, along with the Reserve; Interpretive materials and panels will be installed in the lighthouse over the next few months in time for the summer season.

**TOWN OF COUPEVILLE:** Mayor Hughes reported the town appointed Alix Roos to the vacant Trust Board position; the town is finishing out 2023 and doing the work of 2024. Mayor Hughes wanted to acknowledge the work of the town public works for being pro-active during the recent cold snap. The staff rose to the occasion and helped deal with clearing streets, sidewalks, and addressed more than one broken pipe around town.

**NATIONAL PARK SERVICE:** Fredy announced that a new Pacific Regional Director has been appointed – David Szymanski. NPS is still looking to hire someone to replace Scott Swenson at Ebey's and progress is being made on the task agreement for funding in FY 2024.

## Trust Board of Ebey's Landing National Historical Reserve Minutes of January 23, 2024

**ISLAND COUNTY:** Commissioner Bacon reported the commissioners addressed the issue of fireworks and passed an ordinance prohibiting the use of mortar style fireworks and a decrease of one day for the sale of fireworks.

### **UNFINISHED BUSINESS:**

Resolution 24-01: Election of Officers. Bernhardt asked for a motion to approve the resolution with the slate of officers noted.

*Moved by Hancock, second by Sturm. Hearing no discussion, Bernhardt called for the vote. Motion approved. A list of Trust Board members and officers will be submitted to the county.*

Resolution 24-02: Health Stipend. Bernhardt called on Borden to present a report from the Ad Hoc committee on Health Care. Borden noted there was more work to do, however, the committee recommends a temporary increase of the stipend by \$100, while the committee continues to look at alternatives to the stipend, which they hope to have ready for a vote by the April meeting. Bernhardt asked for a motion to approve the resolution.

*Moved by Borden, second by Roos. Hearing no discussion, Bernhardt called for the vote. Motion approved. Staff will make the update in the Personnel Policies. The committee will continue to look into possible alternatives.*

Resolution 24-03: Vacation Leave. Bernhardt called on McCoy to present a report from the Ad Hoc committee on Vacation Leave. McCoy read a report from the committee which noted they encouraged the board to make a temporary change while the committee looks at topic. The committee hopes to have a permanent option in place for a vote by the April meeting. Bernhardt asked for a motion to approve the resolution.

*Moved by Borden, second by Whittet. Hearing no discussion, Bernhardt called for the vote. Motion approved. Staff will make the update in the Personnel Policies. The committee will continue to look into possible alternatives.*

### **NEW BUSINESS:**

Bernhardt moved into new business and presented a new Standard Operating Procedure relating to the purchase of food and beverages. This SOP was recommended by the state auditor's office. Hearing no discussion, Bernhardt asked for a motion on the SOP.

*Moved by Sturm, second by Hancock. Hearing no further discussion, Bernhardt called for the vote. Motion approved. The SOP on Food and Beverages will be included in the manual of Standard Operating Procedure, and a copy forwarded to the state auditor's office.*

Bernhardt then called on Treasurer Borden to present the vouchers for January. Borden presented TB Operations vouchers, 24.051 to 24.062 in the amount of \$22,952.17. Borden then presented the Trust Board Restricted Fund vouchers, 24.063 to 24.064, in the amount of 9,792.80.

*Bernhardt moved to approve the vouchers for payment, second by Whittet. Bernhardt called for the vote; motion approved. The vouchers will be presented to the county Auditor's office for processing.*

Bernhardt called for an Executive Session, per RCW 42.30.110 relating to a performance review of the Reserve Manager. The public and staff were excused, and the Trust Board went into Executive session as 3:55pm for a half hour, concluding at 4:25pm. No action was taken by the board during this time.

# Trust Board of Ebey's Landing National Historical Reserve

## Minutes of January 23, 2024

### COMMITTEE REPORTS:

Bernhardt called on Shimada to give the Reserve Manager report. Shimada referred to the attachment provided in the board packet- there were no questions. Bernhard called on Hancock for a report on the Land Use Committee. Hancock reported that the committee met, and discussion revolved around the design guidelines and NPS Farms I & II. There were no substantive updates.

Bernhard called on Sturm to present a report from the Education/Outreach Committee. Sturm noted it was the first meeting in over a year, and topics included the PopUp Programs, feedback relating to the conference, visitor engagement at the cottage, the Youth Heritage Project, and Navy interpretive materials funding. Roos asked to be appointed to the committee. Bernhardt agreed to review the committee structure. Hearing no questions or comments on reports, Bernhardt moved to Good of the Order.

### GOOD OF THE ORDER:

Bernhardt asked for any final comments for Good of the Order. Borden again noted the request by the Friends of Ebey's for joint meetings to be planned.

Hearing no further comments, Bernhardt adjourned the meeting at 4:35pm.



*Submitted by Carol Castellano, Program Coordinator*



*Date Approved*