

# Trust Board of Ebey's Landing National Historical Reserve

## CORRECTED Minutes of February 27, 2024

**PRESENT:** Lisa Bernhardt, Heather McCoy, Alan Hancock, Jeff Sturm, Jen Schmitz, John Whittet, Alix Roos, Elexis Fredy

**ABSENT:** Erin Borden

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

**OTHERS:** Kristen Griffin (Friends of Ebey's), Molly Hughes

Chair Lisa Bernhardt called the meeting to order at 3:02pm. Hearing no public comment, Bernhardt called for a motion to approve the Minutes from January 23, 2024.

*Hancock moved to approve the minutes of January 23, 2024, second by Sturm. Hearing no changes or discussion, Bernhardt called for the vote. Approved unanimously.*

### TREASURER'S REPORT:

Bernhardt called on McCoy to give the Treasurer's report. McCoy noted the payment to the WA St. Auditor was less than originally expected or budgeted. Following the report, McCoy passed the vouchers to the board members for review.

### FRIENDS OF EBHEY'S REPORT:

Kristen Griffin from the Friends of Ebey's reported that members of the Trust Board attended the previous Friends board meeting, and thanked them; Griffin also reported the Friends surpassed their end of the year fundraising goal, with some anticipated additional funds still coming in.

### PARTNER REPORTS:

**TOWN OF COUPEVILLE:** Mayor Hughes gave a brief report noting that the town had received several grants and the bid process was underway. Hughes also mentioned the upcoming MusselFest the first weekend in March.

**ISLAND COUNTY:** No Report.

**WASHINGTON STATE PARKS:** Whittet reported a downed powerline at South Whidbey State Park; the boat ramp is still undergoing repairs; the Fort Ebey campground will open March 1<sup>st</sup>; and interviews for the program specialist position are being arranged.

**NATIONAL PARK SERVICE:** Fredy reported that contracting sent the Trust Board the 424's for the task agreement, which is in progress. Work continues on the Ferry House, with additional work being planned. Fredy announced she would be taking a detail in April for a few months working with former Trust Board member, David Louter, but will continue to work with the Trust Board.

**UNFINISHED BUSINESS:** No Unfinished Business.

### NEW BUSINESS:

Shimada gave a presentation to the Trust Board on the results of the 2022 USDA Agricultural Census compiled by Marian Myszkowski from Goosefoot.

Bernhardt moved to the new Standard Operating Procedure regarding Personnel Evaluations and a change to the personnel policy relating to Performance Evaluations. Some discussion ensued with a change to personnel policy 5.1.c to read, "The Trust Board Chair is responsible for the annual performance evaluation of the Reserve Manager, in accordance with the Trust Board Standard Operating Procedure." Bernhardt called for a motion to change the personnel policies.

*Hancock moved to approve the change to personnel policy 5.1.c – Performance Evaluations, second by Roos. Hearing no changes or discussion, Bernhardt called for the vote. Approved unanimously. The current personnel policies will be updated to reflect this change.*

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Hearing no comments on the proposed new Standard Operating Procedure relating to Personnel Evaluations, Bernhardt called for a motion to approve.

*Whittet moved to approve the new Standard Operating Procedure relating to Personnel Evaluations, second by Schmitz. Hearing no further changes or discussion, Bernhardt called for the vote. Approved unanimously. The new SOP will be added to the current SOP's and emailed to the Trust Board members.*

Bernhardt moved to the topic of Committees. Following much discussion, it was determined the Trust Board no longer needs a Trails Committee but could greatly benefit from a committee focused on discussions regarding the future of the Trust Board and the Reserve. Much discussion ensued, then Bernhardt called for a vote to dissolve the Trails Committee and form a new committee relating to future planning.

*Sturm moved to approve dissolving the Trails Committee. ~~and to establish a future planning committee, second by Schmitz. Hearing no further discussion, Bernhardt called for the vote. Approved unanimously. The Trails Committee is dissolved. The future planning committee will be formally established at the upcoming retreat.~~*

Bernhardt then appointed Whittet to the Ed/Outreach Committee and Roos to the Land Use Committee, and reaffirmed members of the other standing committees (Executive, Ed/Outreach, Land Use Committee, and Finance). Schmitz noted that she was yet to be assigned to any committees. Bernhardt said she'd take a look at that, and that other committees may change following the retreat in April.

Bernhardt called on McCoy as alternate auditing officer, to present the vouchers for approval.

*Bernhardt moved to approve the February operations vouchers number 24.065 to 24.078 in the amount of \$29,683.25, second by Sturm. Hearing no further discussion, Bernhardt called for the vote, approved unanimously.*

Bernhardt then called for a vote to approve the vouchers from the Restricted Fund.

*Hancock moved to approve the February restricted fund vouchers number 24.079 to 24.080, in the amount of \$4,260.99. Brief discussion, then Bernhardt called for the vote. Approved unanimously.*

### COMMITTEE REPORTS:

RESERVE MANAGER: Shimada gave a brief report regarding how far the Trust Board and Reserve have come since 1978, and that the board needs to spend time about the short and long-term future of the Reserve; a presentation was made to Windermere regarding the Reserve; Shimada thanked the Bill and Mary Etheridge Trust for a contribution of \$1,000.

LAND USE COMMITTEE: Committee Chair Hancock noted that the scenic easement monitoring had been completed; There is an issue with the manure lagoon at Farm I; and, there will be a public meeting regarding the updates to the Design Guidelines within Ebey's Reserve, at the Board of County Commissioner's hearing room at 10am on March 14<sup>th</sup>, and at 6pm on March 14<sup>th</sup> at the Coupeville Rec Hall.

EDUCATION/OUTREACH COMMITTEE: Committee Chair Sturm reported that the committee would meet monthly at noon, following the Trust Board Workshops on Wednesdays. The Trust Board will receive \$45,000 for new or updated Reserve entry signs, and the committee will review recommendations from NPS as this moves forward. The volunteer docents are getting set for a new

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season at the Ebey House and at the Pratt Cottage, with additional interpretive programs aboard the Island Transit bus travelling around the Reserve. Shimada suggested connecting with stakeholders who also share the Reserve story with visitors.

FINANCE COMMITTEE: Bernhardt reported that the finance committee met to discuss the status of the NPS task agreement and funding. Funding will be \$14,000 less than budgeted in August, however, we will have an additional \$45,000 for new/updated entry signs that will help make up that loss. The FY2024 Task Agreement is in process.

EXECUTIVE COMMITTEE: Bernhardt reported the Executive Committee met to discuss the SOP regarding Performance Evaluations; discussion relating to conflict of interest; and, the upcoming annual retreat in April.

#### **GOOD OF THE ORDER:**

Hearing nothing for the good of the order, Bernhardt adjourned the meeting at 4:31pm.



*Respectfully submitted by Carol Castellano*



*Date Approved*