



EBEY'S LANDING
NATIONAL HISTORICAL RESERVE

Trust Board of Ebey's Landing National Historical Reserve
April 23, 2024, at 3:00pm
Coupeville Library, Alexander St., Coupeville, WA 98239

REGULAR BUSINESS MEETING

This meeting will be conducted in-person and via Zoom.

If you wish to submit public comments in writing, they will be attached to the minutes of the meeting.

- 3:00 p.m. Call to Order**
- Vice Chair Heather McCoy will call roll of Trust Board members to determine quorum
 - Public Comment: Members of the public who wish to make comment will have 2 minutes to address the Trust Board.
 - Minutes of previous Trust Board Meeting
*** Motion #1: Approval of Regular Meeting Minutes of March 26, 2024*
- 3:10 p.m. Treasurer's Finance Report & Presentation of Vouchers**
- 3:15 p.m. Friends of Ebey's Report**
- 3:20 p.m. Partner Updates**
- | | |
|------------------------|-----------------------|
| Washington State Parks | National Park Service |
| Town of Coupeville | Island County |
- 3:30 p.m. Unfinished Business**
- Election of Trust Board Chair & other officers as needed - McCoy
*** Motion #2: Election of new Trust Board Officers*
- 3:45 p.m. New Business**
- Trust Board Financials—Shimada/Castellano
 - Approval of Trust Board Vouchers - Borden
*** Motion #3: Approval of Trust Board Operations Vouchers*
- 4:15 p.m. Reserve Manager Report & Committee Reports**
- Reserve Manager Report - Shimada
 - Land Use Committee - Hancock
 - Education/Outreach - Sturm
 - Finance Committee -
 - Executive Committee - McCoy
- 4:45 p.m. Good of the Order**
- 5:00 p.m. Adjourn**

CALENDAR:

- **NO WORKSHOP IN MAY.**
- May 16, 2024 (THURS) Trust Board Retreat, 9a-5p, Fort Casey Conference Room
- May 28, 2024 (TUES) Trust Board Regular Meeting, 3:15p-5:30p, Coupeville Library
- June 12, 2024 (WED) Trust Board Workshop, 10a - 12p, Fort Casey Conference Room
- June 25, 2024 (TUES) Trust Board Regular Meeting, 3p-5p, TBD

Trust Board of Ebey's Landing National Historical Reserve

Minutes of March 26, 2024

PRESENT: Heather McCoy, Alan Hancock, Jeff Sturm, Jen Schmitz, John Whittet, Alix Roos, Erin Borden

ABSENT: Elexis Fredy, Position 2 is Unfilled

STAFF: Marie Shimada, Carol Castellano, Josh Pitts

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

Acting Chair Heather McCoy (Vice Chair) called the meeting to order at 3:00pm and asked for approval to amend the agenda to remove election of officers and add a discussion regarding the Trust Board retreat.

Borden moved to amend the agenda. Second by Roos. Hearing no discussion, McCoy called for the vote. Approved unanimously.

McCoy called for public comment. Participant via Zoom introduced himself, and hearing no further public comment, McCoy then called for a motion to approve the Minutes from February 27, 2024.

Roos moved to correct the minutes removing the line relating to establishing new committees. Second by Hancock. Hearing no further discussion, McCoy called for the vote. The correction was approved unanimously.

Hancock moved to approve the corrected minutes. Second by Whittet. Hearing no further discussion, McCoy called for the vote. Minutes of February 27, 2024 were approved with one abstention from Borden.

TREASURER'S REPORT:

McCoy called on Borden to provide the Treasurer's report. Borden noted another payment to the WA St. Auditor and a reimbursement to Castellano for the purchase of a new Trust Board computer. Borden then passed the vouchers to the board members for review.

FRIENDS OF EBAY'S REPORT:

Kristen Griffin from the Friends of Ebey's reported the Friends will be participating in Earth Day at the Farmers Market; at the Penn Cove Water Festival; and that funding for capacity and the Ebey's Forever Grants was submitted to the Trust Board.

PARTNER REPORTS:

WASHINGTON STATE PARKS: Whittet reported a new interpretive installation is underway, along with the external ADA exhibit; the lighthouse will open on April 12th; a new Program Specialist has been hired; the Keystone dock repairs continue; and new interpretive programs are being planned.

TOWN OF COUPEVILLE: Mayor Hughes commented on the Earth Day event planned for April 20th at the Farmers Market; and the comp plan updates are underway.

ISLAND COUNTY: No Report.

NATIONAL PARK SERVICE: No Report.

UNFINISHED BUSINESS: No Unfinished Business.

NEW BUSINESS:

McCoy noted that the election of new officers will take place in April, and queried the board as to a change of date for the annual retreat. It was determined there will be a workshop and regular meeting in April, and board members were encouraged to review their calendars for a May date for the retreat.

Trust Board of Ebey's Landing National Historical Reserve

Minutes of March 26, 2024

McCoy called on staff preservationist, Josh Pitts, to present on the 2024 Ebey's Forever Grant awards. Following the presentation and some discussion, McCoy called for approval of the funding recommendations for the grant program.

Whittet moved to approve funding. Second by Schmitz. Roos abstained from the vote. McCoy called for a roll call vote, approved with one abstention. Staff will begin notifying the awardees and scheduling project meetings to sign agreements.

McCoy called on Borden, to present the vouchers for approval.

Hancock moved to approve the March operations vouchers number 24.081-24.096 in the amount of \$28240.64, second by Roos. Hearing no discussion, McCoy called for the vote, approved unanimously. Vouchers will be submitted to the Island County Auditor's office for processing.

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

Hancock moved to approve the March restricted fund vouchers number 24.097 to 24.099, in the amount of \$1,126.71. Hearing no discussion, McCoy called for the vote, approved unanimously. Vouchers will be submitted to the Island County Auditor's office for processing.

COMMITTEE REPORTS:

RESERVE MANAGER: Shimada gave a brief report with an update on the FY2024 work plan; Members of the Coupe Family have reached out regarding the Coupe House in private ownership in Coupeville; Jimmie Jean Cooke's son has donated one of her paintings to the Trust Board. Schmitz asked for an update on Beaver Tales Coffee and plans to open an Indigenous Cultural Center at the Wharf; Roos asked for more information on congressional engagement with Congressman Larson's office. Shimada noted it related to Camp Casey Conference Center and preservation.

LAND USE COMMITTEE: Committee Chair Hancock noted the committee met and discussed the design guidelines update – public meetings were held in mid-March and a Public survey for compiling comments is active on the website, and the process is moving forward; The Land use committee was made aware of a possible housing development in the San de Fuca area, and it would be important to monitor the permit application and the platting of the area. It appears the irrigation lagoon situation at Farm I has been rectified.

EDUCATION/OUTREACH COMMITTEE: Committee Chair Sturm reported the committee did not meet; McCoy appointed Schmitz to the committee; Sturm reported there was a meeting of other community stakeholders to discuss combining resources to bolster volunteer numbers. America 250 will be coming up in 2026.

FINANCE COMMITTEE: No meeting report.

EXECUTIVE COMMITTEE: McCoy reported the committee met to discuss elections of new officers and how best to proceed; Committee met with Roos to discuss her Trust Board experience; and discussion regarding the retreat.

**Trust Board of Ebey's Landing National Historical Reserve
Minutes of March 26, 2024**

GOOD OF THE ORDER:

Hearing nothing for the good of the order, MCoy adjourned the meeting at 4:11pm.

Respectfully submitted by Carol Castellano

Date Approved

TRUST BOARD OF EBHEY'S LANDING NATIONAL HISTORICAL RESERVE

P.O. Box 774, Coupeville, WA 98239 - 360.678.6084

MONTHLY ACCOUNTS SUMMARY - April 19, 2024

OPERATING FUND

3/25/2024	Deposit (NPS-Feb, Mar)	\$30,059.44
3/27/2024	Deposit (Friends-Capacity)	\$16,000.00
3/31/2024	Balance per Island County	\$162,002.54
3/31/2024	<i>Outstanding Warrants - March</i>	<i>(\$28,240.64)</i>
4/2/2024	Deposit (Friends - Pratt Endowment)	\$7,000.00
4/19/2024	<i>April Vouchers</i>	<i>(\$22,647.25)</i>
	Balance as of April 19, 2024	\$164,174.09

EBEY'S RESTRICTED FUND

3/28/2024	Deposit (Friends Grant Funding)	\$62,500.00
2/29/2024	Balance per Island County	\$14,234.32
3/31/2024	<i>Outstanding Warrants - March</i>	<i>(\$1,126.71)</i>
3/22/2024	<i>April Vouchers</i>	<i>\$0.00</i>
	Balance as of April 19, 2024	\$75,607.61

**Trust Board of Ebey's Landing National Historical Reserve
FY 2024 Payable Summary - All Account Transactions**

As of April 19, 2024- FROM OPERATING FUNDS:

ADMINISTRATION

Macquarie Capital	Copier Lease	\$196.55
Bayshore Office Products	Paper, Pens, Notepads, Pencils	\$219.53
Visa (MS)	NAPC Conference Registration (Pitts)	\$330.00
Visa (CLC)	ExtendTecc; Stamps	\$176.33

PROGRAMS & PROJECTS

Visa (CLC)	MailChimp; Jr. Ranger Postage	\$27.31
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REPAIR/MAINTENANCE

R'n'R Cleaning	Cottage Cleaning	\$150.00
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UTILITIES

Visa (CLC)	Puget Sound Energy	\$95.36
Visa (CLC)	Island Disposal	\$42.46
Zipley Fiber	Telephone	\$242.59

EMPLOYMENT

Marie Shimada	Net Salary	\$5,994.49
Josh Pitts	Net Salary	\$5,036.38
Carol Castellano	Net Salary	\$4,683.65
Stifel Nicolaus	Castellano SEP-IRA	\$273.56
EFTPS - 941 Taxes	Payroll Taxes (Fed W/H, SS, Med)	\$5,179.04

SUB-TOTAL OPERATING FUND PURCHASE ORDERS: \$22,647.25

As of April 19, 2024 - FROM EBHEY'S RESTRICTED FUND:

No Restricted Fund Vouchers

SUB-TOTAL EBHEY'S RESTRICTED FUND OPEN PURCHASE ORDERS: \$0.00

TOTAL FOR ALL EBHEY'S ACCOUNTS Should = Total of QB Voucher Lists: \$22,647.25

TRUST BOARD OPERATIONS: Budget to Actual - FY 2023

INCOME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	ACTUAL	BUDGET
1. Grant Income	0	0	0	20,000	0	0	0	0	0	0	0	0	20,000	15,000
2. Operating Income	8,000	20,350	14,706	0	0	52,059	7,000	0	0	0	0	0	102,115	292,000
3. Misc. / Sp. Projects	0	250	4,828	20,000	6,498	62,500	0	0	0	0	0	0	94,076	90,225
4. Program Income	0	0	0	0	0	0	0	0	0	0	0	0	0	6,000
TOTAL INCOME	8,000	20,600	19,534	40,000	6,498	114,559	7,000	0	0	0	0	0	216,192	403,225

EXPENSES	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ACTUAL	BUDGET
5. Operations	1,750	567	257	361	7,502	4,520	922	0	0	0	0	0	15,879	22,656
6. Programs/Projects	21	13,069	2,042	12,489	4,326	1,148	27	0	0	0	0	0	33,123	128,500
7. Repair/Maint.	280	140	140	140	140	10	150	0	0	0	0	0	1,000	2,050
8. Utilities	329	501	270	749	740	761	380	0	0	0	0	0	3,730	6,235
9. Employment	20,136	20,385	19,950	21,423	21,739	22,046	21,734	0	0	0	0	0	147,414	243,784
TOTAL EXPENSES	22,515	34,662	22,659	35,163	34,447	28,486	23,214	0	0	0	0	0	201,146	403,225

Operations	76,908	79,309	76,120	74,111	65,631	45,275	75,687	0	0	0	0	0	0
Special Project Funds	57,046	53,576	53,576	73,374	73,374	73,374	73,374	73,374	73,374	73,374	41	73,374	73,374
Contingency Fund	20,681	22,922	22,922	23,180	16,782	15,113	15,113	15,113	15,113	15,113	15,113	15,113	15,113
TOTAL OPERATIONS:	154,635	155,808	152,618	170,665	155,788	133,762	164,174	88,487	88,487	88,487	15,154	88,487	88,487

Reserve staff core pillars:

April 2024	<ul style="list-style-type: none">● Design Review:<ul style="list-style-type: none">○ HPC bi-monthly meetings<ul style="list-style-type: none">■ April 11 canceled■ April 25○ RC bi-monthly meetings<ul style="list-style-type: none">■ April 4■ April 18○ Technical assistance for historic preservation<ul style="list-style-type: none">■ Penn Cove Pottery■ Review of Comp Plan Element■ Onboarding of new County staff for HRC team● Operations & Administration:<ul style="list-style-type: none">○ Staffing○ Finances<ul style="list-style-type: none">■ Payroll and monthly vouchers prepared■ Financial presentation prepared for TB○ Trust Board management<ul style="list-style-type: none">■ Meetings with Chair to prepare workshop and meeting agendas■ Annual Trust Board Retreat<ul style="list-style-type: none">● *rescheduled to May● Meetings with Chair to prepare for retreat agenda○ Partner Management<ul style="list-style-type: none">■ *Natural Resources Element of the County Comp Plan Update being reviewed this month● Outreach, Interpretation, & Events:<ul style="list-style-type: none">○ Community Engagement & Partner Management<ul style="list-style-type: none">■ April 22 docent training and safety meeting■ NPS Olympic Leadership Team - Ebey's Tour■ Congressional visit to Camp Casey■ YHP planning ongoing■ Pop-up event (docent) planning ongoing■ Camp Casey community outreach/visioning● Guidelines Update:<ul style="list-style-type: none">○ Public Outreach Events<ul style="list-style-type: none">■ Content drafting in lieu of events○ Monthly Committee Meetings<ul style="list-style-type: none">■ April 18: Purpose statement meeting● Ebey's Forever Grant:<ul style="list-style-type: none">○ Award Grant Recipients<ul style="list-style-type: none">■ All recipients notified<ul style="list-style-type: none">● LeSourd House contract● ICHS - Canoe Shed contract
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Goals of the Trust Board for FY 2024:

- Partners will provide an annual presentation on how their government is satisfying the terms of the 1988 Interlocal Agreement
- Partners will maintain a routine schedule of Partner Meetings (and Trust Board members)
- Trust Board committees will maintain a routine meeting schedule
- Trust Board members and Friends board members will cross-attend meetings to maintain inter-organization networking
- Trust Board members will participate in mission and vision alignment strategies
- Trust Board members will meet to discuss employee recruitment and retention strategy
- Build out Trust Board Workshop topics regarding sustainability (create SMART goals)