



## Conservation Futures Fund Citizens Advisory Board

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### MEETING MINUTES

#### **Citizens Advisory Board (CAB) Monthly Meeting: 3/6/2025**

##### CALL TO ORDER:

Meeting was called to order at 10:35AM.

##### ROLL CALL AND CONFIRMATION OF QUORUM

##### MEMBERS PRESENT (4):

- Todd Peterson
- Clay Thompson
- Linda Rhodes
- Kathryn Wells

##### MEMBERS ABSENT: (2)

- Karen Scharer (with notice)
- Brandon Kelley

##### STAFF (1):

- Kelly Webb, Conservation Futures Program (CFP) Coordinator

##### VISITORS PRESENT (1):

- Steve Giles

##### APPROVAL OF MEETING MINUTES:

**Todd moved, Clay seconded, and the February 6<sup>th</sup> minutes were unanimously approved.**

##### APPROVAL OF AGENDA:

**Kathryn moved and Clay seconded, and the March 6<sup>th</sup> meeting agenda was approved unanimously, with the following changes:**

- Linda requested that the two recently received acquisition applications be added to the Agenda under New Business.

##### REPORT: **Chair (Linda Rhodes) Reported:**

- Linda provided an update on the CAB applications in process.
  - Todd and Kathryn were recently approved by the BOCC for one-year terms each. Linda asked Kelly to update the CAB roster to show the term dates.

- Steve Giles' CAB application is with the BOCC for approval and appointment. Steve is a District 3 CAB member.

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

- CFP update:
  - Awarded project no-cost M&O contract extensions were signed in January, but the CFP was not notified. Noxious Weeds Program was sent their contract extensions.
  - The final Lagoon Point parcel will close on March 24<sup>th</sup>. The wire transfer request is at the County Treasurer for escrow payment. This was the extension requested by Whidbey Camano Land Trust in December. That 2023 award will be closed and finalized on March 24, 2025, except the reporting requirements of the Land Trust.
  - Jen and Kelly have been working on funds available for the 2025 funding year and the bottom line is that the CFP and the CAB should evaluate the projects based upon their merit and disregard the funds available. The BOCC will determine funding arrangements. The CAB in general is uncomfortable not using a budget amount in their evaluations, however they feel they can perform their job with a general knowledge of funds available.
  - 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.
  - A status report was due by Whidbey Water Watershed Stewards on January 15, 2025. New ED Clint Hatton sent a detailed report on February 22, 2025. Kelly will share it with the CAB.

#### UNFINISHED BUSINESS:

- CAB bylaws discussion: Reminder to make comment.

#### NEW BUSINESS:

- 2025 funding cycle:
  - The CFP has received two M&O project applications:
    - Island County Parks and Recs.
    - Whidbey Camano Land Trust – Keystone Preserve ADA Trail.
  - The CFP has received two Acquisition project applications:
    - Whidbey Camano Land Trust – Double Bluff
    - Whidbey Camano Land Trust – Holmes Harbor/East Harbor Road
  - Kelly will create a Doodle Poll to begin the process of scheduling site visits.
  - It was decided that the April 3<sup>rd</sup> CAB Meeting would also serve as the 2025 applicant presentation date.
  - M&O Application Process walk-through:
    - Linda asked Kelly to clarify the expectations of the CAB M&O Recommendations. It was decided that the CAB would provide a scaled-down M&O Recommendation to the BOCC. Linda will create an M&O Recommendation Template. Linda requested Kelly and Jen provide a deadline for M&O Recommendations.
    - There was a brief discussion about the following M&O Evaluation form items:
      - These questions were raised via email and the discussion was that they were part of the term climate phenomena and also part of question #X which discusses other plans and long-range plans:
        - Impacts on property (e.g. sea level rise)
          - There was not an explicit question relating to this topic. It is part of climate phenomena.

- Land use considerations:
    - We will work off the 2016 Comp Plan.
    - How does this application fall into other long-range plans?  
Shows the context of the application in the broader planning concept and provides linkages to other plans which strengthens the application. In other words, a more thought-out plan.
  - Local knowledge/planning of future impacts
    - Local knowledge the CAB members have on how this project developed, other projects in the works that are adjacent, and the importance of this plan in the context of larger plans.
  - Evaluation of existing/future structures on a property
    - If there is a yes on the application, what does that mean? It could mean more M&O dollars needed going forward.
    - Acquisition project funds do not include M&O, particularly on structures. Kathryn asked that this be clarified in the next Resolution update as it has been a question in the past. If this is in a Resolution or RCW Kelly will find it and send it to the CAB.
  - Evaluation of matching funds:
    - Shows support for the project from a variety of entities. Also shows the project is more prepared and thought out because they have to match other funding requirements.
- Immediacy of loss or time-limited opportunity:
  - This is question #5 in the M&O Evaluation. Cognito Forms is not showing the blank “Yes” box when it is not checked. Kelly will find a workaround on that for 2026.

#### PUBLIC COMMENT:

- Mr. Giles asked what the tax levied funds that were collected this year. Kelly explained that it was over \$800,000.00.
- Mr. Giles also wanted to discuss Whidbey Camano Land Trust's involvement in the CFF. WCLT has received several awards from the CFF. Kelly explained that WCLT has provided excellent applications, however, the CFP tried to expand the pool of applicants by marketing to a larger and more geographically diverse area for the 2025 funding cycle.

#### ANNOUNCEMENTS:

- There were no announcements.

#### ADJOURNMENT:

**Next Meeting:** April 3, 2025

Meeting was adjourned at 11:55 AM.