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**Snohomish Conservation District  
Board Meeting Minutes  
Tuesday, February 17, 2015**

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**Present:**

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|-------------------------------------|------------------------------------|
| Mark Craven, Chair                  | Steve Van Valkenburg, Board Member |
| Jeff Ellingsen, Board Member        | Paul Gleason, NRCS                 |
| Troy Holbrook, Sno. County Planning | Tom Rowe, Sno. County Planning     |
| Bobbi Lindemulder, SCD Staff        | Ryan Williams, SCD Staff           |
| Monte Marti, SCD Staff              |                                    |

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The meeting was called to order at 6:10 pm by Board Chair Mark Craven. There were no revisions to the list of agenda items.

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**Guest and Staff Introductions**

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Introductions were made.

**Approve January 2015 Board Meeting Minutes**

The January 20, 2015 Board Meeting minutes were reviewed. Jeff Ellingsen moved to accept the January 20, 2015 Board Meeting minutes, the January 27, 2015 Special Meeting minutes, and the February 10, 2015 Special Meeting minutes as distributed. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

**Public Comment**

There was no public comment.

**Partner Presentations and Discussion**

Tom Rowe and Troy Holbrook, Snohomish County Planning and Development Services, discussed the upcoming activities related to critical area regulations and the activities associated with farm plans developed by the Snohomish Conservation District.

**FSA and NRCS Reports**

Paul Gleason presented the NRCS Cooperative Working Agreement. Steve Van Valkenburg moved to accept and sign the NRCS Cooperative Working Agreement. Jeff Ellingsen seconded the motion. The motion passed unanimously.

46 Paul reported on the voluntary conservation plan sign-up, the Regional  
47 Conservation Partnership Program, the Local Working Group meeting on March  
48 31, and other work activities.

49

50 **Staff Reports**

51

52 Ryan Williams reported on the plant sale and the activities of the engineers. He  
53 noted that there was a significant increase in the number of rain barrels being  
54 sold this year at the plant sale. He discussed the POD cast with Mark Lovejoy.  
55 He reviewed the architect proposals and the Board supports continuing to move  
56 forward with the project. He provided an update on the Driscoll FFFPP project.  
57 Steve Van Valkenburg moved to send out and advertise the Driscoll bid  
58 package. Jeff Ellingsen seconded the motion. The motion passed unanimously.

59

60 The Natural Resources Planning Team activities report was reviewed.

61

62 **Committee Reports**

63

64 **Stillaguamish Clean Water District (CWD):**

65

66 The next meeting is on February 26, 2015. Steve Van Valkenburg was  
67 elected Chair of the Advisory Committee. The Advisory Committee would  
68 like to see more participation by the Snohomish County Health District.  
69 The Advisory Committee is looking forward to getting more detail on the  
70 referral and compliance process.

71

72 **Citizen Advisory Committee**

73

74 Meeting will be scheduled with the Committee in April. The plan is to  
75 discuss and seek input on the FY 2016 work plan (July 1, 2015 – June 30,  
76 2016). Steve Van Valkenburg moved to add Eric Fritch to the Citizen  
77 Advisory Committee. Jeff Ellingsen seconded the motion. The motion  
78 passed unanimously.

79

80 **Ag Board**

81

82 At the February 10, 2015 meeting, critical area regulations and farm plans  
83 were discussed, as well as river sediment management.

84

85 **Farm Bureau**

86

87 The Farm Bureau is engaged in the critical area regulation and river  
88 sediment management topics. They also discussed legislative bills they  
89 are sponsoring.

90

91 **WACD**

92

93 WACD continues to work hard at the legislature. There are several bills  
94 that could have a direct impact on the Snohomish Conservation District.  
95 The Commission budget materials need to be provided to legislators. The  
96 WACD offices will be holding a governance session in the near future.  
97

## 98 **Policies**

99  
100 Updates to the Employee Manual are still moving forward and the Board  
101 was encouraged to provide additional input and guidance. A final draft will  
102 be sent to the Board prior to the March 2015 Board meeting for potential  
103 action at the March 2015 Board meeting.  
104

## 105 **Building and Office Space**

106  
107 Planning for a new office and property continues to move forward.  
108

## 109 **5-Year Plan**

110  
111 There is nothing new at this point.  
112

## 113 **Puget Sound Conservation District Caucus**

114  
115 Monte Marti was elected Chair at the January 2015 meeting. The group  
116 continues to move forward with 2015 priorities and opportunities. More  
117 capacity building will be required as activities and expectations increase.  
118

## 119 **Washington Conservation Commission (WCC)**

120  
121 The Conservation Commission continues to actively work with the Snohomish  
122 Conservation District to support and implement projects and activities critical to  
123 the delivery of services to landowners and homeowners. They continue to work  
124 with Puget Sound Conservation Districts to advance collective goals and desired  
125 outcomes.  
126

127 The Board reviewed the February District Operations Quick Notes and the Good  
128 Governance Checklist.  
129

130 Jeff Ellingsen **moved** to process the Form 4 ~ District Verification Candidate and  
131 Eligibility for the Office of Elected Supervisor for the Snohomish Conservation  
132 District and the Automatic Re-Election Checklist. Steve Van Valkenburg  
133 **seconded** the motion. The motion **passed** unanimously.  
134

## 135 **Snohomish County and Camano Island Assessment Updates**

136  
137 Meetings need to be set up with Snohomish County Council members to review  
138 the status of the assessment and other Snohomish Conservation District  
139 activities. The Board discussed Senator Hobbs' assessment bill.

140

141 **Financial Reports**

142

143 Steve Van Valkenburg moved for the payment of vouchers/warrants: EFT's and  
144 checks #6677 - #6713 totaling \$160,465.25, and to accept and approve the  
145 January 2015 Receipt Register, Check Register, and Treasurer's Report. Jeff  
146 Ellingsen seconded the motion. The motion passed unanimously.

147

148 The Board of Supervisors also reviewed the "Outstanding Invoices" as of  
149 February 17, 2015 and the "Employee Vacation and Sick Leave" accruals as of  
150 February 10, 2015. The Board also reviewed the detailed charges associated  
151 with the VISA account transactions from January 12, 2015 – February 3, 2015.

152

153 Steve Van Valkenburg reviewed the bank statements.

154

155 **Agreements and Contracts**

156

157 Jeff Ellingsen moved to provide \$1,500 in support for the Wheat Week program  
158 in Snohomish County and on Camano Island. Steve Van Valkenburg seconded  
159 the motion. The motion passed unanimously.

160

161 Steve Van Valkenburg moved to accept and sign:

162

- 163 • Mason Conservation District National Estuary Program (NEP) Shore  
164 Friendly Grant 14-20190 Appendix C agreement
- 165 • Electronic Business Machines Company Copy Machine Lease Agreement
- 166 • Showpony Brand Strategy and Marketing agreement

167

168 Jeff Ellingsen seconded the motion. The motion passed unanimously.

169

170 Jeff Ellingsen moved to accept, sign, and execute the Declaration of Surplus  
171 Property. Steve Van Valkenburg seconded the motion. The motion passed  
172 unanimously.

173

174 Steve Van Valkenburg moved to accept and sign the Paychex agreement. Jeff  
175 Ellingsen seconded the motion. The motion passed unanimously.

176

177 Steve Van Valkenburg moved to accept and sign a final architect agreement  
178 upon final review and approval by Enduris and Mark Craven. Jeff Ellingsen  
179 seconded the motion. The motion passed unanimously.

180

181 **Manager's Report**

182

183 The Board discussed the manure spreader program and the potential addition of  
184 a row mulcher. They want to ensure that costs are kept down, additional best  
185 management practices (BMPs) are accomplished, additional cost share will be  
186 identified, follow-up to landowners is provided, and results are measured.

187  
188 The District will be moving forward with a Skykomish Watershed RCPP proposal  
189 with the Conservation Commission and the Puget Sound Natural Resource  
190 Alliance for NRCS funding.

191  
192 Better Ground discussions continue with PSCDs, the Conservation Commission,  
193 and others. There will be a lot of activities surrounding Better Ground in 2015.

194  
195 Subject to confirmation by the Conservation Commission, the District will move  
196 forward with notifications to the public that Karl Hereth has been re-elected as  
197 the incumbent without opposition.

198  
199 The District has three of the four DOE grant applications on the proposed  
200 funding list for Centennial Clean Water. They are the Monroe Wetland Project,  
201 the Pilchuck Creek Restoration Project, and the De-Listing Project.

202  
203 The District is working on three proposals for year-end funding from the  
204 Conservation Commission.

205  
206 Debbie Terwilleger will be leaving Snohomish County Surface Water  
207 Management the end of February, and future staffing plans are unknown.

208  
209 The Snohomish Conservation District Salary Task Force will likely bring potential  
210 recommendations to the March Board meeting.

211  
212 Monte Marti is scheduled to provide a presentation at a League of Women  
213 Voters Agriculture Forum on March 14.

214  
215 The District and the Conservation Commission identified interesting opportunities  
216 with WSU during the WSU Career Fair.

217  
218 **Miscellaneous Reports and Set Next Meeting Date**

219  
220 There were no miscellaneous reports.

221  
222 Steve Van Valkenburg moved that the March 2015 Board Meeting be held on  
223 Tuesday, March 17, 2015 at 6:00 pm at the District office, and that proper notice  
224 be distributed to the public; and that the meeting be adjourned. Jeff Ellingsen  
225 seconded the motion. The motion passed unanimously.

226  
227 Meeting was adjourned at 10:00 pm.

228  
229 **SUMMARY OF OFFICIAL ACTIONS**

230  
231 Jeff Ellingsen moved to accept the January 20, 2015 Board Meeting minutes, the  
232 January 27, 2015 Special Meeting minutes, and the February 10, 2015 Special  
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Chairman Mark Crum Date 3-17-15

Secretary Monte H. Monte Date 3-17-15