

1 **Snohomish Conservation District**
2 **Board Meeting Minutes**
3 **Tuesday, March 17, 2015**
4

5 **Present:**
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7 Mark Craven, Chair	Steve Van Valkenburg, Board Member
8 Jeff Ellingsen, Board Member	Karl Hereth, Board Member
9 Paul Gleason, NRCS	Curt Moulton, WSU Extension
10 Carrie Brausieck, SCD Staff	Kate Riley, SCD Staff
11 Cindy Dittbrenner, SCD Staff	Monte Marti, SCD Staff

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13 The meeting was called to order at 6:10 pm by Board Chair Mark Craven. There
14 were no revisions to the list of agenda items.
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16 **Guest and Staff Introductions**
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18 Introductions were made.
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20 **Approve February 2015 Board Meeting Minutes and Special Meeting**
21 **Minutes**
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23 The February 17, 2015 Board Meeting minutes and February 27 Special Meeting
24 minutes were reviewed. Steve Van Valkenburg moved to accept the February
25 17, 2015 Board Meeting minutes and the February 27, 2015 Special Meeting
26 minutes as distributed. Jeff Ellingsen seconded the motion. The motion passed
27 unanimously.
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29 **Public Comment**
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31 There was no public comment.
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33 **Partner Presentations and Discussion**
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35 Curt Moulton talked about the valuable partnership between WSU Extension and
36 the Snohomish Conservation District. He highlighted the Agriculture, Forest
37 Stewardship and Natural Yard Care/Green Infrastructure programs. He also
38 mentioned potential opportunities for internships; including a potential
39 opportunity this summer.
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41 **FSA and NRCS Reports**
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43 Paul Gleason talked about NRCS programs and sign-up periods. He would like
44 to explore more Conservation Stewardship Program (CSP) opportunities. We
45 have the Local Working Group meeting on March 31.
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47 **Staff Reports**

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Kate Riley discussed the Nexus/Herald print media options. The Board would like to seek additional feedback from the Citizen Advisory Committee and a Nexus survey.

Carrie Brausieck talked about the “farm planner products” matrix. Karl Hereth moved to accept the farm planning products with the addition of the NRCS Resource Stewardship Plans being added to the NRCS Farm Plan product. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Cindy Dittbrenner talked about the Moga Project – Construction Liability. She described the project proposal and application. Jeff Ellingsen moved to sponsor and to seek project funding for the Moga Project via Recreation and Conservation Office (RCO) funding. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Cindy also discussed farm planning needs within the District. The Board asked Cindy to proceed and to come back to the Board with a proposal to potentially hire a new resource planner.

Committee Reports

Stillaguamish Clean Water District (CWD):

The Advisory Committee continues to seek participation by and funding for the Snohomish Health District. The Advisory Committee is seeking to gain County Council approval for a continuation of the 2015 funding model into future years. The Discretionary Fund subcommittee schedule will change and quarterly meetings will now occur in February, May, August, and November. Bobbi Lindemulder will be presenting the 2014 District Report of Accomplishments at the March 26, 2015 meeting.

Citizen Advisory Committee

The next Citizen Advisory Committee meeting will be on April 7, 2015. The focus of the meeting will be the District’s FY2016 (July 1, 2015 – June 30, 2016) Plan of Work.

Ag Board

No quorum for the March meeting.

Farm Bureau

The Farm Bureau is engaged in the critical area regulation and river sediment management topics at both the state and county level.

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WACD

Legislative Days is scheduled for March 24/25.

Policies

The Employee Manual continues to evolve and Board input is needed. The Salary Planning Task Force continues to evaluate options. A Special Board meeting will be scheduled for Tuesday, April 14 at 6 pm to discuss both topics.

Steve Van Valkenburg moved to approve and sign the new Conflict of Interest policy. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Building and Office Space

Planning for a new office and property continues to move forward. A high level architectural plan will be available by March 23, 2015.

5-Year Plan

There is nothing new at this point.

Puget Sound Conservation District Caucus

The next meeting is scheduled for March 23, 2015.

Washington Conservation Commission (WCC)

The Board discussed the status of the District's annual election. Steve Van Valkenburg moved to accept the Notice of Re-Election of Incumbent as posted by the District's Election Supervisor (Cam Allen); pursuant to WAC 135-110-370. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Snohomish County and Camano Island Assessment Updates

The Board discussed the high fee the Snohomish County Treasurer is proposing for the spreading and collecting of the District's assessment funds. Jeff Ellingsen moved to sign and send the proposed letter to Snohomish County Treasurer Kirke Sievers. Karl Hereth seconded the motion. The motion passed unanimously.

Financial Reports

Karl Hereth moved for the payment of vouchers/warrants: EFT's and checks #6692 - #6721 totaling \$175,946.92, and to accept and approve the February

142 2015 Receipt Register, Check Register, and Treasurer's Report. Steve Van
143 Valkenburg seconded the motion. The motion passed unanimously.

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145 The Board of Supervisors also reviewed the "Unpaid Invoices" as of March 17,
146 2015 and the "Employee Vacation and Sick Leave" accruals as of March 10,
147 2015. The Board didn't have the detailed charges associated with the VISA
148 account transactions available for review, and will review them at the April Board
149 meeting.

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151 Steve Van Valkenburg reviewed the bank statements.

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153 Karl Hereth moved to accept and establish the beginning of the year fund
154 balances as proposed. Steve Van Valkenburg seconded the motion. The
155 motion passed unanimously.

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157 **Agreements and Contracts**

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159 Karl Hereth moved to accept and sign:

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- 161 • City of Mill Creek Scope of Work for Surface Water Education Services
- 162 • Richard McAdams Video Production Services
- 163 • Washington State Dairy Products Commission Research Project
- 164 • Island County PIC Inter-Local Agreement
- 165 • Sustainability Ambassadors Design Lab Agreement
- 166 • City of Everett Annual Scope of Work

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

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170 **Manager's Report**

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172 Steve Van Valkenburg moved to accept and sign the revised Employment
173 Agreement with Kathryn Wells. Jeff Ellingsen seconded the motion. The motion
174 passed unanimously.

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176 Karl Hereth moved to pay Kelly Cahill at the per diem rate for his trip to Oregon.
177 Steve Van Valkenburg seconded the motion. The motion passed unanimously.

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179 The Board reviewed the results from the Employee Survey.

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181 The Board reviewed the list of beneficial agriculture related projects associated
182 with Sustainable Lands Strategy efforts.

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184 The League of Women Voters presentation went well on March 14.

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186 Kate Riley continues to work closely with Conservation Commission staff on
187 outreach and branding strategies. Better Ground is an important component of

188 several district's outreach and branding plans, and the Commission understands
189 the value of Better Ground for landowner behavior change efforts.

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191 The District continues to work closely with DOE to potentially secure funding for
192 agricultural capital projects.

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194 The District continues to work with WSU Extension and Snohomish County Solid
195 Waste Division on the potential acquisition of a compost spreader.

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197 There is nothing new to report on the potential reallocation of office space
198 between the District and FSA.

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200 **Miscellaneous Reports and Set Next Meeting Date**

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202 There were no miscellaneous reports.

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204 Steve Van Valkenburg moved that the April 2015 Board Meeting be held on
205 Tuesday, April 21, 2015 at 6:00 pm at the District office, and that proper notice
206 be distributed to the public; and that the meeting be adjourned. Jeff Ellingsen
207 seconded the motion. The motion passed unanimously.

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209 Meeting was adjourned at 10:00 pm.

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211 **SUMMARY OF OFFICIAL ACTIONS**

212
213 Steve Van Valkenburg moved to accept the February 17, 2015 Board Meeting
214 minutes and the February 27, 2015 Special Meeting minutes as distributed. Jeff
215 Ellingsen seconded the motion. The motion passed unanimously.

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218 NRCS Resource Stewardship Plans being added to the NRCS Farm Plan
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272 Chairman Mark Cron Date 4-21-15

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276 Secretary Monte H. Maut Date 4-21-15