

**Snohomish Conservation District  
Board Meeting Minutes  
Wednesday, July 28, 2015**

**Present:**

Mark Craven, Chair  
Adam Farnham, Board Member  
Brad Riehle, SCD Staff  
Carson Moscoso, SCD Staff

Steve Van Valkenburg, Board Member  
Jeff Ellingsen, Board Member  
Cindy Dittbrenner, SCD Staff  
Monte Marti, SCD Staff

The meeting was called to order at 6:30 pm by Board Vice Chair Steve Van Valkenburg. There were no revisions to the list of agenda items.

**Guest and Staff Introductions**

Introductions were made.

**Approve June 2015 Board Meeting Minutes**

The June 24, 2015 Board Meeting minutes were reviewed. Adam Farnham moved to accept the June 24, 2015 Board Meeting minutes as distributed. Jeff Ellingsen seconded the motion. The motion passed unanimously.

**Public Comment**

There was no public comment.

**Partner Presentations and Discussion**

There were no partner presentations.

**FSA and NRCS Reports**

FSA and NRCS representatives were not present.

**Staff Reports**

Brad Riehle and Carson Moscoso both introduced themselves. They provided information about their previous education and work experience, and a snapshot of their work activities.

Cindy Dittbrenner talked about the "working buffers" work recently completed with the Puget Sound Partnership and NOAA. She also talked about the National Ocean Service, National Oceanic and Atmospheric Administration grant application submitted on July 24, 2015.

**Committee Reports**

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

Reviewed the information provided by Max Albert (CWD Advisory Board member) on the funding scenarios currently be considered by Snohomish County.

Steve Van Valkenburg moved to submit the CWD Appendix A – 2016 to Snohomish County. Jeff Ellingsen seconded the motion. The motion passed unanimously.

The Board briefly discussed the Stillaguamish River Clean Water District Advisory Committee response letter dated June 24, 2015.

### **Citizen Advisory Committee**

Previously provided input has been incorporated into the 2016 assessment work plan.

### **Ag Board**

Nothing to report.

### **Farm Bureau**

Nothing to report.

### **WACD**

The Board will continue to evaluate potential resolution options for the WACD NW Area meeting. The Board elected to take no action at this time on WACD dues or the Thurston election resolution.

### **Policies**

There were no proposed policy topics to discuss.

### **Building and Office Space**

Discussions continue on potential funding options for a new building or buildable land. The Board will need to take action in the near future on whether to lease new space or to build.

### **5-Year Plan**

There is nothing new at this point.

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

The PSCDs met on Monday, July 27 at Friday Harbor. It was a productive meeting. Topics included: Shoreline technical assistance, portfolio of programs and services, PSP Action Agenda updates and LIO processes, overtime thresholds, the Russell Family Foundation funding opportunity and outcomes, Floodplains by Design guidelines and funding opportunities, and Conservation Commission updates.

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

Closure of grants went well in early July. Grants for this fiscal year (July 1, 2015 – June 30, 2016) are being finalized by the Commission and the Snohomish Conservation District. Mark Craven attended the Commission meeting in Vancouver July 15-16. The Supervisors were encouraged to complete the “Supervisor Needs Assessment” on-line.

Steve Van Valkenburg moved to submit the Commission’s Form 4 Addendum for Livestock (\$14,650), Engineering (\$75,000), CREP (\$73,500), and Implementation (\$94,026). Adam Farnham seconded the motion. The motion passed unanimously.

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

The Board of Supervisors continues to have concerns with the level of charges being deducted by the Treasurer for spreading and collecting the assessment. Monte Marti met with Council Member Brian Sullivan to help seek a solution. Mark Craven and Monte Marti will be meeting with Council Member Wright to explore a solution. District staff and supervisors continue to engage the Snohomish County Treasurer to secure additional information on the cost justification. No foundation has been established for the charges.

Steve Van Valkenburg moved to accept and submit the 2016 assessment work plan. Jeff Ellingsen seconded the motion. The motion passed unanimously.

### **Financial Reports**

Adam Farnham moved for the payment of vouchers/warrants: EFT’s and checks #6868 - #6941 totaling \$577,517.83, and to accept and approve the June 2015 Receipt Register, Check Register, and Treasurer’s Report. Jeff Ellingsen seconded the motion. The motion passed unanimously.

The Board of Supervisors also reviewed the “Unpaid Invoices” as of July 28, 2015 and the “Employee Vacation and Sick Leave” accruals as of July 10, 2015. The Board reviewed the detailed charges associated with the VISA account transactions with transaction dates June 8 – July 6, 2015.



Steve Van Valkenburg reviewed the bank statements. The Board reviewed and discussed the second quarter budget comparison (budget against actual revenues and expenses).

### **Agreements and Contracts**

Jeff Ellingsen moved to support the Wheat Week Youth Education program for the 2015-2016 school year, and to remit payment for \$1,500. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Adam Farnham moved to accept and have Mark Craven sign the cost share with:

- Beverly Boshart
- Maureen Smith
- William Cayford

Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Jeff Ellingsen moved to accept and sign the Employment Agreement with Kristin Marshall. Adam Farnham seconded the motion. The motion passed unanimously.

Steve Van Valkenburg moved to approve the Driscoll contractor payment up to \$170,745.59 subject to site/project review by Kelly Cahill and Ryan Williams, and Board approval by Mark Craven. Adam Farnham seconded the motion. The motion passed unanimously.

### **Manager's Report**

The District is working with PCC Farmland Trust, Snohomish County, and other partners to improve the amount of information available for decisions on farmland preservation opportunities and strategies. This will be of increasing importance for the District.

The Board had no additional thoughts or comments on the supervisor election issue.

Mark Craven and maybe Jeff Ellingsen will attend, with Monte Marti, the Commission's 2-day policy meeting in Ellensburg (April 12 – 13).

There is an August 12, 2015 County Council hearing on critical area regulations.

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

There were no miscellaneous reports.

Adam Farnham moved that the August 2015 Board Meeting be held on Tuesday, August 18, 2015 at 6:00 pm at the District office, and that proper notice be distributed to the public; and that the meeting be adjourned. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Meeting was adjourned at 8:55 pm.

### **SUMMARY OF OFFICIAL ACTIONS**

Adam Farnham moved to accept the June 24, 2015 Board Meeting minutes as distributed. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Steve Van Valkenburg moved to submit the CWD Appendix A – 2016 to Snohomish County. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Steve Van Valkenburg moved to submit the Commission's Form 4 Addendum for Livestock (\$14,650), Engineering (\$75,000), CREP (\$73,500), and Implementation (\$94,026). Adam Farnham seconded the motion. The motion passed unanimously.

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Chairman Mark Craven Date 8-18-15

Secretary Monte H. Marti Date 8-18-15