

1 **Snohomish Conservation District**  
2 **Board Meeting Minutes**  
3 **Tuesday, December 15, 2015**  
4

5 **Present:**  
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7 Mark Craven, Chair Steve Van Valkenburg, Board Member  
8 Adam Farnham, Board Member Karl Hereth, Board Member  
9 Ryan Williams, SCD Staff Monte Marti, SCD Staff

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11 The meeting was called to order at 6:15 pm by Board Vice Chair Adam Farnham.  
12 There were no revisions to the list of agenda items. Mark Craven arrived at 6:20  
13 pm and presided over the meeting.  
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15 **Guest and Staff Introductions**  
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17 Introductions were made.  
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19 **Approve November 2015 Board Meeting Minutes**  
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21 The November 17, 2015 Board Meeting minutes were reviewed. Karl Hereth  
22 moved to accept the November 17, 2015 Board Meeting minutes as distributed.  
23 Steve Van Valkenburg seconded the motion. The motion passed unanimously.  
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25 **Public Comment**  
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27 There were no public comments.  
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29 **Partner Presentations and Discussion**  
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31 There were no partner presentations.  
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33 **FSA and NRCS Reports**  
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35 There were no FSA or NRCS reports.  
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37 **Staff Reports**  
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39 Ryan Williams updated the Board on the 2016 plant sale. There will be more  
40 focus on ground cover and edible plants; as well as rain barrels. The date of the  
41 sale is February 27, 2016 and is a week earlier than previous years. He updated  
42 the Board on the building lease and purchase options, as well as the "attributes"  
43 that will be used to evaluate options.  
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45 The Board reviewed the Natural Resources Planning team report.  
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47 **Committee Reports**

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

Thank you to the CWD Advisory Board for their leadership and commitment to providing a high level of service to the residents of the CWD.

**Citizen Advisory Committee**

Ryan will be reaching out to the Citizen Advisory Committee to inform them about the new committee schedule and engagement process. He will seek their commitment for continued active participation. For those that elect to migrate off the Committee, others will need to be appointed.

Karl Hereth moved to appoint Clayton Smith to the Citizen Advisory Committee. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

**Ag Board**

Jeff Ellingsen is the new chair of the Ag Board. They will start to develop their 2016 work plan in January.

**Farm Bureau**

Monte Marti attended the December 9 meeting. The Farm Bureau is gearing up for the 2016 state legislative session.

**WACD**

The WACD Annual Meeting was November 30 – December 2 in Spokane. Mark Craven was elected President of WACD. Some of the Puget Sound Conservation District members met to discuss Puget Sound Partnership near-term-action development. The District’s “Building Capacity” resolution was amended, but moved forward.

**Policies**

There was nothing to report.

**Building and Office Space**

Ryan Williams provided an update during his staff report.

**5-Year Plan**

94 The program managers met with Mark Craven on December 7 and  
95 identified 5 key priorities/actions:

- 96
- 97 • Strategic Plan (not just a 5-year plan)
- 98 • Ag Strategy
- 99 • More effective and efficient outreach & landowner participation
- 100 • Incentive programs
- 101 • Regional programs balance (tied to all of the above)
- 102

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

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105 The next Puget Sound Conservation District Caucus meeting/call will be  
106 on December 21, 2015. The key agenda item will be regional near-term-  
107 action (NTA) development with the Washington Conservation  
108 Commission.

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

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112 The Snohomish Conservation District continues to engage Commission staff on  
113 cost share funding opportunities and NTA development. The District continues  
114 to work with the Commission on the implementation of the RCPP.

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

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118 Snohomish County retained the assessment administrative fee at \$120,000;  
119 however the Treasurer will need to justify their actions/activities and the  
120 associated cost of providing the service.

### 121 **Financial Reports**

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124 Karl Hereth moved to accept and sign the revised Check Registers for  
125 September and October. Adam Farnham seconded the motion. The motion  
126 passed unanimously.

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128 Karl Hereth moved for the payment of vouchers/warrants: EFT's and checks  
129 #7115 - #7157 totaling \$214,603.19, and to accept and approve the November  
130 2015 Receipt Register, Check Register, and Treasurer's Report. Steve Van  
131 Valkenburg seconded the motion. The motion passed unanimously.

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133 The Board of Supervisors also reviewed the "Outstanding Invoices" as of  
134 December 15, 2015 and the "Employee Vacation and Sick Leave" accruals as of  
135 December 10, 2015. The Board reviewed the detailed charges associated with  
136 the VISA account transactions with transaction dates October 7 – November 5,  
137 2015 and November 6 – December 3, 2015; and the Chevron card transactions  
138 for the billing periods September 22 – October 21, 2015 and October 22 –  
139 November 21, 2015.

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141 Steve Van Valkenburg reviewed the bank statements.

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143 There was no public comment during the Public Hearing on the 2016 Calendar  
144 Year Budget.

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146 Adam Farnham moved to accept and implement a 0.2% CPI adjustment to the  
147 salary ranges, and to adjust the salary ranges for all District staff positions.

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

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150 Steve Van Valkenburg moved to approve and implement a \$10,000 budget  
151 adjustment for the 2015 Snohomish County assessment. Karl Hereth seconded

152 the motion. The motion passed unanimously.

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154 Karl Hereth moved to transfer \$3,294.65 from Fund 3 (Grants) and \$40,000 from  
155 Fund 9 (Snohomish Assessment) to Nursery Fund 14. Steve Van Valkenburg

156 seconded the motion. The motion passed unanimously.

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158 Steve Van Valkenburg moved to approve the 2016 Calendar Year budget and  
159 the \$20,000 in salary treatment within the budget. Adam Farnham seconded the  
160 motion. The motion passed unanimously.

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## 162 **Agreements and Contracts**

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164 Karl Hereth moved to approve the cost share payment to:

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- 166 • B. Partridge

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168 And the contracts/inter-local agreements with:

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- 170 • City of Edmonds for work tied to the inter-local agreement
- 171 • Evergreen State Fair Grounds for the plant sale
- 172 • US Patent and Trademark Office for Power of Attorney by Applicant for  
173 Patent

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

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## 177 **Manager's Report**

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179 The supervisor election process continues to move forward. The District  
180 continues to advertise for both the elected and appointed positions.

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182 Karl Hereth moved to set January 25, 2016 as the date for a special meeting to  
183 discuss rates and charges with the King and Pierce conservation districts, and  
184 that proper notice be distributed to the public. Steve Van Valkenburg seconded  
185 the motion. The motion passed unanimously.

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

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There were no miscellaneous reports.

Karl Hereth moved that the January 2016 Board Meeting be held on Tuesday, January 19, 2016 at 6:00 pm at the District office, and that proper notice be distributed to the public; and that the meeting be adjourned. Adam Farnham seconded the motion. The motion passed unanimously.

Meeting was adjourned at 8:00 pm.

**SUMMARY OF OFFICIAL ACTIONS**

Karl Hereth moved to accept the November 17, 2015 Board Meeting minutes as distributed. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Karl Hereth moved to appoint Clayton Smith to the Citizen Advisory Committee. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Karl Hereth moved to accept and sign the revised Check Registers for September and October. Adam Farnham seconded the motion. The motion passed unanimously.

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Steve Van Valkenburg moved to approve and implement a \$10,000 budget adjustment for the 2015 Snohomish County assessment. Karl Hereth seconded the motion. The motion passed unanimously.

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Karl Hereth moved to approve the cost share payment to:

- B. Partridge

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Chairman Steve Van Valkenburg Date 1-19-2016

Secretary Monte H. Manti Date 1-19-2016