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**Snohomish Conservation District
Board Meeting Minutes
Tuesday, April 16, 2019**

Present:

Mark Craven, Board Chair
Libby Reed, Board Member
Monte Marti, SCD Staff

Steve Van Valkenburg, Board Member
Kate Riley, SCD Staff

The meeting was opened at 6:00 pm by Board Chair Mark Craven. There were no revisions to the agenda items for the meeting.

Guest and Staff Introductions

No members of the public were present.

Public Hearing on Snohomish County Rate Proposal

There were no public comments on the rate proposal.

Approve March 2019 Board Meeting Minutes

The March 19, 2019 Board Meeting minutes were reviewed. Steve Van Valkenburg moved to accept the March 19, 2019 Regular Board Meeting minutes. Libby Reed seconded the motion. The motion passed unanimously.

Public Comment

No public comment was provided.

State of Washington Training: Open Public Meetings Act and Public Records Act

Training videos were completed, and verification form submitted to the Washington State Conservation Commission for Libby Reed, Mark Craven, Monte Marti, and Steve Van Valkenburg.

Partner Presentations and Discussion

No partnership reports were provided.

FSA and NRCS Reports

There were no reports from either Farm Service Agency or the Natural Resources Conservation Service.

Staff Reports

50 Kate Riley provided an update on the status of activities and projects within the
51 Community Conservation and Engagement Team. Her team is investing in
52 existing efforts and working with the Natural Resource Team to support the
53 implementation of their projects. She provided an update on staffing activities
54 and needs. She provided an update on her efforts to further the 5-Year Plan
55 actions around equity, inclusion, and diversity. More will be provided on these
56 actions in coming months.

57

58 **Committee Reports**

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60 **Sustainable Lands Strategy (SLS):**

61

62 There will be a new facilitator for SLS Executive Committee activities
63 soon. The Integration Team is forming and starting to mobilize. The next
64 Executive Committee meeting will be on May 9, 2019.

65

66 **Citizen Advisory Committee**

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68 There was nothing new to report.

69

70 **Ag Board**

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72 There was nothing new to report.

73

74 **Farm Bureau**

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76 Bobbi Lindemulder attended their April meeting.

77

78 **WACD**

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80 WACD continues to be focus on state legislative actions and budget.
81 There is an opening for the NW Area Director position on the WACD
82 Board of Directors. The Snohomish Conservation District will host the
83 2019 NW Area Meeting this fall and will participate in the appointment of
84 the new NW Area Director.

85

86 **Policies**

87

88 Steve Van Valkenburg moved to appoint Adanette Ellsworth as the
89 Snohomish Conservation District Elections Supervisor. Libby Reed
90 seconded the motion. The motion passed unanimously.

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92 **Building and Office Space**

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94 Brett deVries provided a written SCD Building Selection Report.

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96 **5-Year Plan**

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98 There was nothing new to report on the 5-Year Plan.

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Washington Conservation Commission (WCC)

Currently working on a tour for Carol Smith as the new WCC Executive Director. No updates on the Puget Sound Regional Manager position.

Steve Van Valkenburg moved to approve and submit the FY2020 work plan and budget to the Washington Conservation Commission. Libby Reed seconded the motion. The motion passed unanimously.

The Board of Supervisors reviewed Conservation Accountability and Performance Program (CAPP) Standard 1 ~ Compliance with Laws.

Working on year-end funding opportunities; as well as wrapping up projects tied to WCC funding. District staff have identified some projects that might not be completed by the end of June 2019, and the funds will need to be returned to the WCC and re-appropriated in July 2019.

Puget Sound Conservation District (PSCD) Caucus

The next meeting is scheduled for Monday, April 22 via conference call.

New Committees

- Finance Committee (Assignments: Steve Van Valkenburg, Jeff Ellingsen, Fraser Sime, and Clayton Smith). No meeting was scheduled between board meetings.
- Salary Committee (Assignment: Libby Reed, Mark Craven, Fraser Sime, and Clayton Smith). Mark Craven and Libby Reed met on Tuesday, April 16 and reviewed the information from the Palouse Conservation District and the Pierce Conservation District.
- Election/Appointment Committee (Assignments: Libby Reed & Jeff Ellingsen). No recent meeting and nothing planned.

Manager's Report

Meetings with County Council members:

- Council Member Low: March 27, 2019 (Mark/Monte)
- Council Member Nehring: March 28, 2019 (Steve/Monte)
- Council Member Sullivan: April 3, 2019 (Mark/Monte)
- Council Member Wright: April 16, 2019 (Monte)
- Council Chair Ryan: Scheduled for May 22, 2019

There are upcoming conversations with WSU Extension and Tom Teigen (Snohomish County Parks) about funding and activities ~ supportive, overlap, relevance, etc.

147 The organizational assessment work continues to move forward with Ray
148 Ledgerwood and Shana Joy with the WCC.

149
150 The Better Ground Showcase is April 25, 2019 and the Board of Supervisors are
151 invited to attend and participate.

152
153 WADE training is coming up in June 2019 and the Snohomish Conservation
154 District received 3 scholarships. The registrations will be submitted prior to the
155 end of April 2019.

156
157 The Board of Supervisors reviewed and discussed the Conservation
158 Accountability and Performance Standard 4: Fiscal Oversight (Best Practices A
159 – E).

160
161 Libby Reed moved to approve the surplus list (computer monitor) request. Steve
162 Van Valkenburg seconded the motion. The motion passed unanimously.

163
164 The Board of Supervisors discussed a couple personnel issues.

165
166 **Financial Reports**

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168 Steve Van Valkenburg moved for the payment of vouchers/warrants: EFT's and
169 checks #9198 - #9226 totaling \$203,024.26; and to accept and approve the
170 March 2019 Receipt Register, Check Register, and Treasurer's Report. Libby
171 Reed seconded the motion. The motion passed unanimously.

172
173 Steve Van Valkenburg reviewed the bank statements.

174
175 The Board of Supervisors reviewed:

- 176
177
- 178 • Outstanding Invoices
 - 179 • Employee vacation and sick leave as of April 10, 2019
 - 180 • US Bank statement dated March 25, 2019
 - 181 • Chevron/Texaco statement dated March 22, 2019

182 The Board of Supervisors reviewed the first quarter 2019 budget comparison.

183
184 **Agreements and Contracts**

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186 Steve Van Valkenburg moved to approve cost share agreements with:

- 187
- 188 • Mr. Kitty Enterprises, LLC

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190 Cost share final signature with:

- 191
- 192 • None

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194 Cost share payments to:

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- T. Forslof

Contracts/inter-local agreements with:

- Department of Ecology for SEANEP-2015 SnohCD-00013 DOE Riparian Easement Amendment No. 7
- Employment Security Department for Americorps Member Placement Contract 2019-2020
- Washington State Conservation Commission for CC 19-07-NE1 Addendum
- Washington State Conservation Commission for CC 19-07-NE2 Addendum
- Konnerup Construction for the McKee Project

Purchase Orders over \$25,000 for:

- None

Additional project approval:

- None

Libby Reed **seconded** the motion. The motion **passed** unanimously.

Snohomish County Rate and Camano Island Assessment Updates

A Public Hearing was held and there was no public comment provided.

The Island County rate proposal contract is not yet available. It will be available prior to the May 21, 2019 board meeting.

Executive Session ~ Pursuant to RCW 42.30.110(1)

There was no executive session.

Miscellaneous Reports and Set Next Meeting Date

Libby Reed **moved** that the May 2019 Board Meeting be held on Tuesday, May 21, 2019 at 6:00 pm at the District office and that proper notice be distributed to the public; and that the meeting be adjourned. Steve Van Valkenburg **seconded** the motion. The motion **passed** unanimously.

Meeting was adjourned at 9:40 pm.

SUMMARY OF OFFICIAL ACTIONS

Steve Van Valkenburg **moved** to accept the March 19, 2019 Regular Board Meeting minutes. Libby Reed **seconded** the motion. The motion **passed** unanimously.

245

246 Steve Van Valkenburg moved to appoint Adanette Ellsworth as the Snohomish
247 Conservation District Elections Supervisor. Libby Reed seconded the motion.
248 The motion passed unanimously.

249

250 Steve Van Valkenburg moved to approve and submit the FY2020 work plan and
251 budget to the Washington Conservation Commission. Libby Reed seconded the
252 motion. The motion passed unanimously.

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

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258 checks #9198 - #9226 totaling \$203,024.26; and to accept and approve the
259 March 2019 Receipt Register, Check Register, and Treasurer's Report. Libby
260 Reed seconded the motion. The motion passed unanimously.

261

262 Steve Van Valkenburg moved to approve cost share agreements with:

263

- 264 • Mr. Kitty Enterprises, LLC

265

266 Cost share final signature with:

267

- 268 • None

269

270 Cost share payments to:

271

- 272 • T. Forslof

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274 Contracts/inter-local agreements with:

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- 276 • Department of Ecology for SEANEP-2015 SnohCD-00013 DOE Riparian
277 Easement Amendment No. 7
- 278 • Employment Security Department for Americorps Member Placement
279 Contract 2019-2020
- 280 • Washington State Conservation Commission for CC 19-07-NE1
281 Addendum
- 282 • Washington State Conservation Commission for CC 19-07-NE2
283 Addendum
- 284 • Konnerup Construction for the McKee Project

285

286 Purchase Orders over \$25,000 for:

287

- 288 • None

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290 Additional project approval:

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- 292 • None

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Chairman Mark Cram Date 5/21/19
Secretary Monte H. Matt Date 5-22-19