

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49

**Snohomish Conservation District  
Board Meeting Minutes  
Tuesday, May 21, 2019**

**Present:**

Mark Craven, Board Chair	Steve Van Valkenburg, Board Member
Libby Reed, Board Member	Jeff Ellingsen, Board Member
Clayton Smith, Associate Supervisor	Fraser Sime, Associated Supervisor
Elyssa Kerr, SCD Staff	Thomas Bulthuis, SCD Staff
Monte Marti, 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.

**Approve April 2019 Board Meeting Minutes  
Approve May 7, 2019 Special Meeting Minutes**

The April 16, 2019 Board Meeting minutes and May 7, 2019 Special Board Meeting minutes were reviewed. Jeff Ellingsen moved to accept the April 16, 2019 Regular Board Meeting minutes and the May 7, 2019 Special Board Meeting minutes. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

**Public Comment**

No public comment was provided.

**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**

Elyssa Kerr provided an overview of her experience and job responsibilities.  
Thomas Bulthuis provided an overview of his experience and job responsibilities.

**Committee Reports**

**Sustainable Lands Strategy (SLS):**

50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97

The Integration Team continues to move forward with new funding. There was no Executive Committee meeting in May. The next Executive Committee meeting will be on June 13, 2019.

**Citizen Advisory Committee**

There was nothing new to report.

**Ag Board**

There was nothing new to report.

**Farm Bureau**

The Farm Bureau didn't have a quorum for their May meeting.

**WACD**

There is an opening for the NW Area Director position on the WACD Board of Directors. The Snohomish Conservation District will host the 2019 NW Area Meeting this fall and will participate in the appointment of the new NW Area Director. WACD is working on a new contract with the Washington Conservation Commission. The performance evaluation for Patricia Hickey (WACD Executive Director) is in progress. The next WACD Officers and Directors meeting is in June. WACD is soliciting sponsorships for the Annual Meeting in Tacoma.

**Policies**

Steve Van Valkenburg **moved** to appoint Kari Quaas as the Snohomish Conservation District Elections Supervisor. Jeff Ellingsen **seconded** the motion. The motion **passed** unanimously.

Libby Reed **moved** to approve and submit the Schedule 22 and the District's 2018 Annual Report to the State Auditors Office. Steve Van Valkenburg **seconded** the motion. The motion **passed** unanimously.

Steve Van Valkenburg **moved** to approve the Washington Conservation Commission Cost Share Rates, Landowner Reimbursement Rate, and the District Authorized Signatures. Libby Reed **seconded** the motion. The motion **passed** unanimously.

The Board reviewed (per compliance with Schedule 22) RCW 89.08.210 & 220, and the list of contracts/agreements in BIAS.

**Building and Office Space**

98 Steve Van Valkenburg **moved** to approve and sign the form for USDA  
99 Rural Development financing due to the lack of commercial financing  
100 options. Jeff Ellingsen **seconded** the motion. The motion **passed**  
101 unanimously.  
102

### 103 **5-Year Plan**

104  
105 There was nothing new to report on the 5-Year Plan.  
106

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

108  
109 The new Puget Sound Regional Manager is Jean Fikes. She will attend  
110 an upcoming Board meeting. The tour with Carol Smith (WCC Executive  
111 Director), Alison Halpern (WCC Policy Assistant), Joe Timmons (Governor  
112 Inslee's office), and Cameron Caldwell (Senator Cantwell's office) went  
113 well. Carol Smith also participated in a meeting and tour with The Nature  
114 Conservancy. The State capital and operating budgets were approved  
115 and the Commission received \$1m in new Conservation Technical  
116 Assistance funding to address salmon/orca recovery. The District will be  
117 receiving \$7,000 in additional year-end funding. The District will be  
118 returning some funds to the Commission for capital projects that will not  
119 be completed by June 30, 2019.  
120

### 121 **Puget Sound Conservation District (PSCD) Caucus**

122  
123 Steps are being taken to hire a PSCD Coordinator. The PSCDs will likely  
124 identify a new Caucus chair in either August or September. The next  
125 meeting is scheduled for Monday, June 24, 2019 via conference call.  
126

### 127 **New Committees**

- 128
- 129 • Finance Committee (Assignments: Steve Van Valkenburg, Jeff  
130 Ellingsen, Fraser Sime, and Clayton Smith). No meeting was  
131 scheduled between board meetings.
  - 132 • Salary Committee (Assignment: Libby Reed, Mark Craven, Fraser  
133 Sime, and Clayton Smith). Mark Craven and Libby Reed met on  
134 Wednesday, May 15 and discussed job descriptions and  
135 organizational matters.
  - 136 • Election/Appointment Committee (Assignments: Libby Reed & Jeff  
137 Ellingsen). No recent meeting and nothing planned.  
138

### 139 **Manager's Report**

140  
141 Meetings with County Council members:  
142

- 143 • Council Member Low: March 27, 2019 (Mark/Monte)
- 144 • Council Member Nehring: March 28, 2019 (Steve/Monte)
- 145 • Council Member Sullivan: April 3, 2019 (Mark/Monte)
- 146 • Council Member Wright: April 16, 2019 (Monte)

- 147 • Council Chair Ryan: Scheduled for May 22, 2019  
148

149 There is a meeting scheduled with County Executive Dave Somers on  
150 Wednesday, June 26, 2019 @ 10 am.  
151

152 There are upcoming conversations with WSU Extension and Tom Teigen  
153 (Snohomish County Parks) about funding and activities ~ supportive, overlap,  
154 relevance, etc. A meeting is currently scheduled for May 31, 2019 @ 9 am.  
155

156 The IT plan was distributed and the Board would like to discuss this with Mike  
157 Keller at a future Board meeting.  
158

159 The Board discussed the District's organizational structure and job descriptions.  
160

161 Steve Van Valkenburg **moved** to approve the new organizational structure and to  
162 move forward with the completion of the job descriptions. Libby Reed **seconded**  
163 the motion. The motion **passed** unanimously.  
164

### 165 Financial Reports

166

167 Jeff Ellingsen **moved** for the payment of vouchers/warrants: EFT's and checks  
168 #9228 - #9295 totaling \$326,111.17; and to accept and approve the April 2019  
169 Receipt Register, Check Register, and Treasurer's Report. Steve Van  
170 Valkenburg **seconded** the motion. The motion **passed** unanimously.  
171

172 Steve Van Valkenburg reviewed the bank statements.  
173

174 The Board of Supervisors reviewed:  
175

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

### 181 Agreements and Contracts

182

183 Steve Van Valkenburg **moved** to approve cost share agreements with:  
184

- 185 • None  
186

187 Cost share final signature with:  
188

- 189 • None  
190

191 Cost share payments to:  
192

- 193 • A. Danielson
- 194 • K. Hereth

- 195 • M. Patterson
- 196 • F. Chambers
- 197 • J. Anderson
- 198 • R. Hanby
- 199 • J. Van Nieuwenhuyzen

200

201 Contracts/inter-local agreements with:

202

- 203 • Sound Salmon Solutions for the Monroe Wetland Restoration Project
- 204 • Washington State Conservation Commission for Master Contract No. 20-  
205 07
- 206 • City of Granite Falls for contract services
- 207 • Recreation and Conservation Office for the Stillaguamish Confluence  
208 Riparian Restoration project
- 209 • Department of Ecology for the Snohomish Riverfront Restoration project
- 210 • Pierce Conservation District for Better Ground project implementation
- 211 • Tulalip Tribes for the Green Stormwater Rain Garden project at St. Anne  
212 Catholic Church
- 213 • St. Mary Magdalen Catholic School for Puget Sound Starts at My School  
214 Rain Garden project
- 215 • PCC Farmland Trust for the Stillaguamish Valley Protection Initiative
- 216 • Pierce Conservation District for the Rural Energy Development Program
- 217 • Spark NW for the Rural Energy Development Program
- 218 • King County Flood Control District #7 for the Drainage Improvement  
219 project
- 220 • Whidbey Island Conservation District and San Juan Islands Conservation  
221 District for the Inter-Local Agreement for the FCS rate study contract
- 222

223 Purchase Orders over \$25,000 for:

224

- 225 • None

226

227 Additional project approval:

228

- 229 • None

230

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

232

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

234

235 The Island County rate proposal contract has been signed and we are moving  
236 forward with the Whidbey Island Conservation District and San Juan Islands  
237 Conservation District.

238

239 Staff is still working on the packet for the Snohomish County rate proposal.

240

241 **Executive Session ~ Pursuant to RCW 42.30.110(1)**

242

243 There was no executive session.

244

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

246

247 Libby Reed **moved** that a Special Meeting be held on June 4, 2019 at 6:00 pm  
248 and that the June 2019 Board Meeting be held on Tuesday, June 18, 2019 at  
249 6:00 pm at the District office and that proper notice be distributed to the public;  
250 and that the meeting be adjourned. Steve Van Valkenburg **seconded** the motion.  
251 The motion **passed** unanimously.

252

253 Meeting was adjourned at 8:50 pm.

254

255

**SUMMARY OF OFFICIAL ACTIONS**

256

257 Jeff Ellingsen **moved** to accept the April 16, 2019 Regular Board Meeting  
258 minutes and the May 7, 2019 Special Board Meeting minutes. Steve Van  
259 Valkenburg **seconded** the motion. The motion **passed** unanimously.

260

261 Steve Van Valkenburg **moved** to appoint Kari Quaas as the Snohomish  
262 Conservation District Elections Supervisor. Jeff Ellingsen **seconded** the motion.  
263 The motion **passed** unanimously.

264

265 Libby Reed **moved** to approve and submit the Schedule 22 and the District's  
266 2018 Annual Report to the State Auditors Office. Steve Van Valkenburg  
267 **seconded** the motion. The motion **passed** unanimously.

268

269 Steve Van Valkenburg **moved** to approve the Washington Conservation  
270 Commission Cost Share Rates, Landowner Reimbursement Rate, and the  
271 District Authorized Signatures. Libby Reed **seconded** the motion. The motion  
272 **passed** unanimously.

273

274 Steve Van Valkenburg **moved** to approve and sign the form for USDA Rural  
275 Development financing due to the lack of commercial financing options. Jeff  
276 Ellingsen **seconded** the motion. The motion **passed** unanimously.

277

278 Steve Van Valkenburg **moved** to approve the new organizational structure and to  
279 move forward with the completion of the job descriptions. Libby Reed **seconded**  
280 the motion. The motion **passed** unanimously.

281

282 Jeff Ellingsen **moved** for the payment of vouchers/warrants: EFT's and checks  
283 #9228 - #9295 totaling \$326,111.17; and to accept and approve the April 2019  
284 Receipt Register, Check Register, and Treasurer's Report. Steve Van  
285 Valkenburg **seconded** the motion. The motion **passed** unanimously.

286

287 **Agreements and Contracts**

288

289 Steve Van Valkenburg **moved** to approve cost share agreements with:

290

- 291
- None

292  
293  
294  
295  
296  
297  
298  
299  
300  
301  
302  
303  
304  
305  
306  
307  
308  
309  
310  
311  
312  
313  
314  
315  
316  
317  
318  
319  
320  
321  
322  
323  
324  
325  
326  
327  
328  
329  
330  
331  
332  
333  
334  
335  
336  
337  
338

Cost share final signature with:

- None

Cost share payments to:

- A. Danielson
- K. Hereth
- M. Patterson
- F. Chambers
- J. Anderson
- R. Hanby
- J. Van Nieuwenhuyzen

Contracts/inter-local agreements with:

- Sound Salmon Solutions for the Monroe Wetland Restoration Project
- Washington State Conservation Commission for Master Contract No. 20-07
- City of Granite Falls for contract services
- Recreation and Conservation Office for the Stillaguamish Confluence Riparian Restoration project
- Department of Ecology for the Snohomish Riverfront Restoration project
- Pierce Conservation District for Better Ground project implementation
- Tulalip Tribes for the Green Stormwater Rain Garden project at St. Anne Catholic Church
- St. Mary Magdalen Catholic School for Puget Sound Starts at My School Rain Garden project
- PCC Farmland Trust for the Stillaguamish Valley Protection Initiative
- Pierce Conservation District for the Rural Energy Development Program
- Spark NW for the Rural Energy Development Program
- King County Flood Control District #7 for the Drainage Improvement project
- Whidbey Island Conservation District and San Juan Islands Conservation District for the Inter-Local Agreement for the FCS rate study contract

Purchase Orders over \$25,000 for:

- None

Additional project approval:

- None

Libby Reed seconded the motion. The motion passed unanimously.

339 Libby Reed moved that a Special Meeting be held on June 4, 2019 at 6:00 pm  
340 and that the June 2019 Board Meeting be held on Tuesday, June 18, 2019 at  
341 6:00 pm at the District office and that proper notice be distributed to the public;  
342 and that the meeting be adjourned. Steve Van Valkenburg seconded the motion.  
343 The motion passed unanimously.  
344  
345  
346  
347  
348

349  
350 Chairman Mark Craven Date 6/18/19  
351  
352 Secretary Monte H. Maite Date 6-18-19  
353