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

Present:

Mark Craven, Board Chair (Phone)	Steve Van Valkenburg, Board Member
Libby Reed, Board Member	Jeff Ellingsen, Board Member
Lily Cason, SCD Staff	Mary Hale, SCD Intern
Bobbi Lindemulder, SCD Staff	Monte Marti, SCD Staff

The meeting was opened at 6:15 pm by Board Vice Chair Jeff Ellingsen. There were no revisions to the agenda items for the meeting.

Guest and Staff Introductions

No members of the public were present.

**Approve June 2019 Board Meeting Minutes
Approve July 8, 2019 Special Meeting Minutes**

The June 18, 2019 Board Meeting minutes and July 8, 2019 Special Board Meeting minutes were reviewed. Steve Van Valkenburg moved to accept the June 18, 2019 Regular Board Meeting minutes and the July 8, 2019 Special Board Meeting minutes. Libby Reed seconded the motion. The motion passed unanimously.

Public Comment

No public comment was provided.

Partner Presentations and Discussion

There were no partner presentations.

FSA and NRCS Reports

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

Staff Reports

Lily Cason and Mary Hale provided an update on the youth education program and provided the results from the past school year. Lily will work with Kate Riley to develop a few youth education program alternatives to advance the program into 2020 and beyond.

Committee Reports

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Sustainable Lands Strategy (SLS):

The Executive Committee is working with the facilitator to schedule a retreat for some time this fall. Monte Marti's role with SLS is likely to evolve as he leaves employment at the Snohomish Conservation District, and the new executive director comes on-board. The next meeting will be on August 8, 2019.

Citizen Advisory Committee

There was nothing new to report.

Ag Board

The Ag Board didn't have a quorum for their meeting in July.

Farm Bureau

The Farm Bureau is interested in hosting a workshop or event that brings in salmon recovery advocates to discuss salmon recovery strategies and actions. They provided \$750 in support for the Wheat Week program.

WACD

Patricia Hickey resigned as Executive Director of WACD. Jeanette Dorner sent out a letter to all district supervisors. The Snohomish Conservation District will be hosting the NW Area Meeting on October 8, 2019 @ Craven Farm. WACD is seeking sponsors for the Annual Meeting this November in Tacoma. The Annual Meeting will be December 2 - 4.

Policies

There were no new policies for review or action.

Building and Office Space

The building search is currently on hold.

5-Year Plan

Staff members are continuing to establish teams to address some of the implementation elements of the plan.

Washington Conservation Commission (WCC)

Hosted Shana Joy and Jean Fike on the June 19, 2019 tour. The All District Meeting will be in Ellensburg on August 21 and the main topic will be elections.

99 **Puget Sound Conservation District (PSCD) Caucus**

100
101 Steps are being taken to hire a PSCD Coordinator. The PSCDs will likely
102 identify a new Caucus chair in either August or September. The next
103 meeting will be on July 29, 2019 and is being hosted by the Kitsap
104 Conservation District. Carol Smith, Commission Executive Director, will
105 be attending.
106

107 **New Committees**

- 108
- 109 • Finance Committee (Assignments: Steve Van Valkenburg, Jeff
110 Ellingsen, Fraser Sime, and Clayton Smith). No meeting was
111 scheduled between board meetings.
 - 112 • Salary Committee (Assignment: Libby Reed, Mark Craven, Fraser
113 Sime, and Clayton Smith). The Committee had meetings on July 2
114 and July 8, 2019. Libby Reed provided a summary of the meetings.
 - 115 • Election/Appointment Committee (Assignments: Libby Reed & Jeff
116 Ellingsen). No recent meeting and nothing planned.
117

118 **Manager's Report**

119
120 Steve Van Valkenburg moved to set a Special Board Meet for August 6, 2019 at
121 6:00 pm at the District Office. Libby Reed seconded the motion. The motion
122 passed unanimously.
123

124 Libby Reed moved to approve the Commission addenda for fiscal year July 1,
125 2019 – June 30, 2020.

- 126
- 127 • Implementation at \$84,489 plus \$11,111 for Orca/salmon recovery
 - 128 • Engineering at \$75,000
 - 129 • CREP at \$6,800 for July 2019 only
130

131 Steve Van Valkenburg seconded the motion. The motion passed unanimously.
132

133 Steve Van Valkenburg moved to pay the WACD 2019 dues at \$5,520. Libby
134 Reed seconded the motion. The motion passed unanimously.
135

136 Libby Reed moved to renew the Washington Conservation Society membership
137 for \$150. Steve Van Valkenburg seconded the motion. The motion passed
138 unanimously.
139

140 Libby Reed moved to approve a \$250 sponsorship of the Pilchuck Audubon
141 Society Feast in the Forest event. Steve Van Valkenburg seconded the motion.
142 The motion passed unanimously.
143

144 **Meetings and tours:**

- 145
- 146 • Jean Fike and Shana Joy (Conservation Commission): June 19, 2019
 - 147 • County Executive Dave Somers: June 26, 2019

- 148 • Congresswoman DeIBene staff members: June 27, 2019
149 • State Representative Dave Paul and Clara Hard (Washington State
150 Department of Health ~ Shellfish Strategic Initiative Lead): July 5, 2019
151 • Tom Bugert (Washington State Department of Natural Resources Senior
152 Policy Advisor): July 8, 2019
153 • Island County Commissioners: July 10, 2019
154 • Larissa Lee (NOAA Restoration Center Fellow): July 12, 2019

155
156 Steve Van Valkenburg moved to approve the 10-year vacation accrual rate for
157 Cindy Mahama. Libby Reed seconded the motion. The motion passed
158 unanimously.

159
160 Libby Reed moved to approve and sign the delegation of authority letter to
161 transition district manager authorities to Kate Riley. Steve Van Valkenburg
162 seconded the motion. The motion passed unanimously.

163
164 **Financial Reports**

165
166 Steve Van Valkenburg moved for the payment of vouchers/warrants: EFT's and
167 checks #9343 - #9443 totaling \$580,194.17; and to accept and approve the June
168 2019 Receipt Register, Check Register, and Treasurer's Report. Libby Reed
169 seconded the motion. The motion passed unanimously.

170
171 Steve Van Valkenburg wasn't able to review the bank statements.

172
173 The Board of Supervisors reviewed:

- 174
175 • Outstanding Invoices
176 • Employee vacation and sick leave as of July 10, 2019
177 • US Bank statement dated June 25, 2019
178 • Chevron/Texaco statement dated June 23, 2019

179
180 **Agreements and Contracts**

181
182 Libby Reed moved to approve cost share agreements with:

- 183
184 • None

185
186 Cost share final signature with:

- 187
188 • None

189
190 Cost share payments to:

- 191
192 • Everett Domestic Violence Shelter

193
194 Contracts/inter-local agreements with:

195

- 196 • Agosto ~ G Suite Business for the annual fee agreement
- 197 • Monte Villa Riparian Planting for the access agreement
- 198 • White Owl LLC for CREP maintenance agreement
- 199 • DOE for the Snohomish River Streamflow Restoration agreement
- 200 • RCO – SRFB for Woods Creek Culvert Coop Design Phase II to extend
- 201 the contract
- 202 • RCO – Fish Barrier Removal Board for the Little Pilchuck Tributary Fish
- 203 Passage project
- 204 • Washington Conservation Society for the annual MOU
- 205

206 Purchase Orders over \$25,000 for:

- 207
- 208 • None
- 209

210 Additional project approval:

- 211
- 212 • None
- 213

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

216 **Snohomish County Rate and Camano Island Assessment Updates**

217

218 The Snohomish County rate proposal has been provided to the County Council

219 for action. The County Council might set the schedule during their Administrative

220 Session on Monday, July 22 @ 10:30 am. County Council Chair Ryan liked our

221 one-page summary; however, would also like more detailed information.

222

223 The Snohomish Conservation District Board of Supervisors would like to talk with

224 Linda Neunzig from Snohomish County about the Focus on Farming event, and

225 potential changes to the event in 2020. The Board would like to send a letter to

226 County Executive Somers, Ken Klein, and Linda Neunzig to express their desired

227 changes to the event. A draft should be available by the August 6, 2019 special

228 meeting.

229

230 Libby Reed **moved** to approve the Island County rate proposal at the cap levels

231 of \$5/parcel and \$0.10/acre; and to allow for potential changes to be consistent

232 with the Whidbey Island Conservation District Board of Supervisor resolution to

233 submit the rate proposal to the Island County Commissioners prior to August 1,

234 2019. Steve Van Valkenburg **seconded** the motion. The motion **passed**

235 unanimously.

236

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

238

239 There was no executive session.

240

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

242

243 Steve Van Valkenburg **moved** that the August 2019 Board Meeting be held on

244 Tuesday, August 20, 2019 at 6:00 pm at the District office and that proper notice

245 be distributed to the public; and that the meeting be adjourned. Libby Reed
246 seconded the motion. The motion passed unanimously.

247
248 Meeting was adjourned at 9:45 pm.

249
250 **SUMMARY OF OFFICIAL ACTIONS**

251
252 Steve Van Valkenburg moved to accept the June 18, 2019 Regular Board
253 Meeting minutes and the July 8, 2019 Special Board Meeting minutes. Libby
254 Reed seconded the motion. The motion passed unanimously.

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257 6:00 pm at the District Office. Libby Reed seconded the motion. The motion
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261 2019 – June 30, 2020.

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293 Libby Reed moved to approve cost share agreements with:

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- None

Cost share final signature with:

- None

Cost share payments to:

- Everett Domestic Violence Shelter

Contracts/inter-local agreements with:

- Agosto ~ G Suite Business for the annual fee agreement
- Monte Villa Riparian Planting for the access agreement
- White Owl LLC for CREP maintenance agreement
- DOE for the Snohomish River Streamflow Restoration agreement
- RCO – SRFB for Woods Creek Culvert Coop Design Phase II to extend the contract
- RCO – Fish Barrier Removal Board for the Little Pilchuck Tributary Fish Passage project
- Washington Conservation Society for the annual MOU

Purchase Orders over \$25,000 for:

- None

Additional project approval:

- None

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

Libby Reed **moved** to approve the Island County rate proposal at the cap levels of \$5/parcel and \$0.10/acre; and to allow for potential changes to be consistent with the Whidbey Island Conservation District Board of Supervisor resolution to submit the rate proposal to the Island County Commissioners prior to August 1, 2019. Steve Van Valkenburg **seconded** the motion. The motion **passed** unanimously.

Steve Van Valkenburg **moved** that the August 2019 Board Meeting be held on Tuesday, August 20, 2019 at 6:00 pm at the District office and that proper notice be distributed to the public; and that the meeting be adjourned. Libby Reed **seconded** the motion. The motion **passed** unanimously.

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Chairman Mark Crum Date 8/27/19

Secretary _____ Date _____