

**Snohomish Conservation District
Board Meeting Minutes
Tuesday, October 15, 2019**

Present:

Mark Craven, Board Chair
Libby Reed, Board Member
Eric Schuh, SCD Staff
Kate Riley, SCD Staff
Cindy Dittbrenner, SCD Staff

Steve Van Valkenburg, Board Member
Jeff Ellingsen, Board Member
Linda Lyshall, SCD Staff
Jay Nelson, SCD Staff

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

Guest and Staff Introductions

Introductions were made.

Approve September Board Meeting Minutes

Jeff Ellingson moved to accept the Sept. 17, 2019 Regular Board Meeting minutes and the Special Board Meeting Minutes of Oct 1, 2019. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Partner Presentations and Discussion

There were no partner presentations or reports.

Staff Reports

- Jay Nelson presented as the new IP for the Habitat team.
- Eric Schuh presented on the dairy plan for Chuck Sturniolo on Fred Soler property, including a nutrient management plan, heavy use area, pasture rotation, and stream protection.
- Cindy Dittbrenner presented on the Agriculture Resilience Strategy.

Committee Reports

- **WACD**
WACD has hired Tom Salzer as the new Executive Director. The annual meeting is coming up in December. Libby Reed was nominated as the new Secretary.
- **Building and Office Space**
Linda will be moving forward with reviewing the options for a new building space, as well as looking at an interim solution with the NRCS suite.
- **Puget Sound Conservation District (PSCD) Caucus**
The Caucus has moved their meeting date to the 1st Monday of the month.
- **Salary Committee (Libby Reed, Mark Craven, and Clayton Smith).**
The salary committee would like to schedule a meeting in November.

Manager's Report

Kate Riley and Linda Lyshall provided the update:

- Signature authorizations for RCO and WSCC contracts were switched to Linda Lyshall. Jeff Ellingson moved to approve, seconded by Steve Van Valkenburg. The motion passed unanimously.
- Steve Van Valkenburg moved to nominate Monte Marti for the Vim Wright Building Bridges award. Libby Reed seconded the motion, which passed unanimously.
- We received 2 free tickets to the Feast in the Forest sponsorship.
- We are moving forward with interviews of the top candidates for the Business Operations Director.
- Linda will be conducting an organizational assessment to better understand the district's needs.
- Libby Reed moved to approve an Interim District Manager salary for Kate Riley, commensurate with that of Monte Marti, for a 3-month term. Steve Van Valkenburg seconded the motion, which passed unanimously.
- Changing the board meeting to an earlier time was discussed (5-8pm), with potential seasonal adjustments.

Financial Reports

Libby Reed moved for the payment of vouchers/warrants: EFT's and checks #9516 - #9562 totaling \$307,765.53; and to accept and approve the September 2019 Receipt Register, Check Register, and Treasurer's Report. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Steve Van Valkenburg reviewed the bank statements.

The Board of Supervisors reviewed:

- Outstanding Invoices
- Employee vacation and sick leave

Agreements and Contracts

Steve Van Valkenburg moved to approve cost share agreements with:

- James and Ginger McKee
- Christy McClain

Cost share final signature with:

- None

Cost share payments to:

- None

Contracts/inter-local agreements with:

- Jennings Park (City of Marysville)
- Labish CREP Maintenance (Adopt-a-Stream)
- Riparian Easement (Terra Valuations)
- Little Pilchuck Fish Passage (RCO)
- Camano Tidegate (RCO)

Purchase Orders over \$25,000 for:

- None

Jeff Ellingson **seconded** the motion. The motion **passed** unanimously.

Snohomish County Rate and Camano Island Assessment Updates

- Island Co Rates and Charges Ordinance No C-86-19 was **moved** for approval by Steve Van Valkenburg. Libby Reed **seconded** the motion, which passed unanimously.
- Resolution No. 2019-0010 will establish an appeals process for Island County ratepayers and is required by the above Ordinance. Steve Van Valkenburg **moved** to approve the resolution. Jeff Ellingson **seconded** the motion, and it **passed** unanimously.

Executive Session ~ Pursuant to RCW 42.30.110(1)

There were no agenda items for executive session.

Miscellaneous Reports and Set Next Meeting Date

Steve Van Valkenburg **moved** that the November 2019 Board Meeting be held on Tuesday, November 19, 2019 at 5:00 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.

Meeting was adjourned at 8:15 pm.

SUMMARY OF OFFICIAL ACTIONS

Jeff Ellingson **moved** to accept the September 17, 2019 Regular Board Meeting minutes and Special Board Meeting minutes of October 1, 2019. Steve Van Valkenburg **seconded** the motion. The motion **passed** unanimously.

Jeff Ellingson **moved** to approve the RCO and WSCC signature authorizations to Linda Lyshall. Steve Van Valkenburg **seconded** the motion, and it **passed** unanimously.

Steve Van Valkenburg **moved** to approve the nomination of Monte Marti for the Vim Wright Building Bridges Award. The motion was **seconded** by Libby Reed. The motion **passed** unanimously.

Libby Reed **moved** for the payment of vouchers/warrants: EFT's and checks #9516 - #9562 totaling \$307,765.53; and to accept and approve the September 2019 Receipt Register, Check Register, and Treasurer's Report. Steve Van Valkenburg **seconded** the motion. The motion **passed** unanimously.

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

- James and Ginger McKee
- Christy McClain

Contracts/inter-local agreements with:

- Jennings Park (City of Marysville)
- Labish CREP Maintenance (Adopt-a-Stream)
- Riparian Easement (Terra Valuations)
- Little Pilchuck Fish Passage (RCO)
- Camano Tidegate (RCO)

Jeff Ellingson seconded the motion. The motion passed unanimously.

Steve Van Valkenburg moved that the November 2019 Board Meeting be held on Tuesday, November 19, 2019 at 5:00 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.

Chairman Mark Crum Date 11/19/19

Secretary Rally Lund Date 11/19/19