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

Present:

Mark Craven, Board Chair	Steve Van Valkenburg, Board Member
Adam Farnham, Board Member	Libby Reed, Board Member
Fraser Sime, Associate Board Member	Clayton Smith, Associate Board Member
Julie Villeneuve, Citizen	Leah Drew, Citizen
Sarah Tanuvasa, NRCS	Gabby Fajardo, NRCS
Cindy Dittbrenner, SCD Staff	Monte Marti, SCD Staff

The meeting was opened at 6:05 pm by Board Chair Mark Craven. There were no revisions to the agenda items for the meeting.

Guest and Staff Introductions

Introductions were made, and guests provided self-introductions.

Approve December 2018 Board Meeting Minutes

The December 18, 2018 Board Meeting minutes were reviewed. Adam Farnham moved to accept the December 18, 2018 Regular Board Meeting minutes. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Public Comment

Julie Villeneuve introduced herself and her interest in Snohomish Conservation District programs/activities, and her previous work with the District. Leah Drew introduced herself and her interest in Snohomish Conservation District programs/activities, and her previous work with the District.

Partner Presentations and Discussion

Sarah Tanuvasa, NRCS introduced Gabby Fajardo, NRCS. Gabby is the new NRCS staff person for the Lake Stevens Field Office. Gabby is excited to have this assignment and looks forward to partnering with the Snohomish Conservation District.

There were no other partner presentations or discussion.

FSA and NRCS Reports

There was no Farm Service Agency report.

Staff Reports

49 Cindy Dittbrenner provided a Natural Resource Team update. She reviewed the
50 programs and highlighted the work of each team member. She provided an
51 update to the dairy program communication/outreach efforts and further
52 engagement with Board Member Jeff Ellingsen.

53
54 Steve Van Valkenburg moved to approve the request from Ryan Bartelheimer to
55 do some outside work specific to the project and request provided in writing, and
56 to have the Washington State Conservation Commission and MRSC review the
57 request. Libby Reed seconded the motion. The motion passed unanimously.

58
59 Adam Farnham moved to review and potentially modify/change/update the
60 Employee Handbook and conflict of interest policies as it relates to outside work.
61 Steve Van Valkenburg seconded the motion. The motion passed unanimously.

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63 **Committee Reports**

64

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

66

67 The next Executive Committee meeting will be on February 14, 2019.
68 Cindy Dittbrenner continues to work with partners on the funding for and
69 implementation of the Integration Committee. Brian Bookey was re-
70 elected Chair of the Agriculture Caucus and Terry Williams was re-elected
71 Chair of the Environmental/Tribal Caucus.

72

73 **Citizen Advisory Committee**

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75 There was nothing new to report.

76

77 **Ag Board**

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79 The January 2019 meeting was quick. They have established a
80 committee to explore potential changes to the use matrix.

81

82 **Farm Bureau**

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84 Monte Marti attended the January 9, 2019 Snohomish County Farm
85 Bureau meeting.

86

87 **WACD**

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89 The next WACD Board meeting will be on January 28. WACD Legislative
90 Days are January 28 and 29. Mark Craven and Monte Marti will be
91 attending. The majority of the legislator visits have been scheduled.

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93 **Policies**

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95 Steve Van Valkenburg moved to approve the Employee Recognition,
96 Incentives, and Awards Policy and Employee Recognition Form. Libby
97 Reed seconded the motion. The motion passed unanimously.

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The Board would like to move forward with the approval of the Associate Board Supervisor Policy at the February Board meeting.

Building and Office Space

Brett deVries continues to explore financing options and building locations.

5-Year Plan

Kate Riley is taking the lead on documenting progress and actions tied to the 5-Year Plan.

Washington Conservation Commission (WCC)

Mark Craven and Monte Marti will be attending the WCC tour and meeting on Whidbey Island January 16 and 17.

Puget Sound Conservation District (PSCD) Caucus

The next meeting is scheduled for Monday, January 28, 2019 in Olympia.

New Committees

- Finance Committee (Assignments: Steve Van Valkenburg, Jeff Ellingsen, Fraser Sime, and Clayton Smith). They met prior to the Board meeting on January 15.
- Salary Committee (Assignment: Libby Reed, Mark Craven, Fraser Sime, and Clayton Smith). The Board would like to schedule a meeting some time after January 23, 2019.
- Election/Appointment Committee (Assignments: Libby Reed & Jeff Ellingsen). No recent meeting and nothing planned.

Manager's Report and Board Meeting Revisions/Enhancements

Adanette Ellsworth provided responses to the Board questions about the Accident Prevention Program document. The Board would like to move forward with approval in February 2019.

There is a tour scheduled with Congressman Rick Larsen on Friday, January 18, 2019. The purpose of the tour will be to visit the Kristoferson Creek culvert replacements and to highlight the partnership with Island County and the federal/state/county/local funding mix.

Kate Riley added two new team members that will be attending a future Board meeting ~ Joe Crumbley and Taylor Pesce.

Nominations for the awards at the Better Ground Showcase are due by the end of January 2019.

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Steve Van Valkenburg moved to approve the Out-of-Town Travel Requests for Bobbi Lindemulder (Spokane Farm Expo) and Cindy Mahama (BIAS Training Rally in Spokane). Libby Reed seconded the motion. The motion passed unanimously.

Libby Reed moved to approve the Out-of-State Travel Request for Kate Riley (Better Ground consultant meeting in Portland, OR). Adam Farnham seconded the motion. The motion passed unanimously.

Steve Van Valkenburg moved to approve the year-end 2018 inventory list. Libby Reed seconded the motion. The motion passed unanimously.

Steve Van Valkenburg moved to approve the 2019 Snohomish Conservation District budget. Libby Reed seconded the motion. The motion passed unanimously.

Libby Reed moved to approve the end of year fund balance transfers. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

The District will continue to work with Anthony Gromko (new Director, WSU Extension – Snohomish County). The goal will be to strengthen existing partnerships and potentially identify new opportunities.

The Outreach Team will discontinue the publication of the NEXUS after the publication of the next issue.

Financial Reports

Steve Van Valkenburg moved for the payment of vouchers/warrants: EFT's and checks #9058 - #9124 totaling \$318,700.51; and to accept and approve the December 2018 Receipt Register, Check Register, and Treasurer's Report. Adam Farnham 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 as of January 10, 2019
- US Bank statement dated December 26, 2018
- Chevron/Texaco statement dated December 22, 2018

Agreements and Contracts

Adam Farnham moved to approve cost share agreements with:

- None

196 Cost share payments to:

197

- 198 • None

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200 Contracts/inter-local agreements with:

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- 202 • Caravan Lab for the Agriculture Resilience Plan video production
- 203 • City of Mukilteo for Surface Water Education Services Inter-Local
- 204 Agreement

205

206 Purchase Orders over \$25,000 for:

207

- 208 • None

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210 Additional project approval:

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- 212 • Application for the Family Forest Fish Passage Program grant fish barrier
- 213 crossing projects (18-1589 Berhardt-Coon Creek and 18-2028 Peterson-
- 214 Haystack Creek).

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

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

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220 Steve Van Valkenburg **moved** to approve the development of a \$1/parcel and

221 \$0.01/acre rate increase for the Snohomish Conservation District in Snohomish

222 County. Libby Reed **seconded** the motion. The motion **passed**.

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224 Planning will start soon for the Island County proposal.

225

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

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228 There was no executive session.

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

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232 There were no miscellaneous reports.

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234 Libby Reed **moved** that the February 2019 Board Meeting be held on Tuesday,

235 February 26, 2019 at 6:00 pm at the District office and that proper notice be

236 distributed to the public; and that the meeting be adjourned. Steve Van

237 Valkenburg **seconded** the motion. The motion **passed** unanimously.

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239 Meeting was adjourned at 9:15 pm.

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242 **SUMMARY OF OFFICIAL ACTIONS**

243 Adam Farnham moved to accept the December 18, 2018 Regular Board Meeting
244 minutes. Steve Van Valkenburg seconded the motion. The motion passed
245 unanimously.

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248 do some outside work specific to the project and request provided in writing, and
249 to have the Washington State Conservation Commission and MRSC review the
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285
286 • None

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289
290 • None

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295 • City of Mukilteo for Surface Water Education Services Inter-Local
296 Agreement

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Chairman Mark Craven Date 2-26-19

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Secretary Monte H. Matte Date 2-26-19

