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Snohomish Conservation District
Board Meeting Minutes
Tuesday, November 20, 2018

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Present:

7 Mark Craven, Board Chair Steve Van Valkenburg, Board Member
8 Libby Reed, Board Member (Phone) Jeff Ellingsen, Board Member
9 Fraser Sime, Associate Board Member Brett deVries, SCD Staff
10 Jill Farrant, SCD Staff Intern Bobbi Lindemulder, SCD Staff
11 Monte Marti, SCD Staff

12
13 The meeting was opened at 6:00 pm by Board Chair Mark Craven. There were
14 no revisions to the agenda items for the meeting.

15
16 **Guest and Staff Introductions**

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18 Introductions were made, and guests provided self-introductions.

19
20 **Approve October 2018 Board Meeting Minutes**
21 **Approve October 23, 2018 Special Meeting Minutes**
22

23 The October 16, 2018 Board Meeting minutes and October 23, 2018 Special
24 Meeting minutes were reviewed. Jeff Ellingsen moved to accept the October 16,
25 2018 Regular Board Meeting minutes and October 23, 2018 Special Meeting
26 minutes. Steve Van Valkenburg seconded the motion. The motion passed
27 unanimously.

28
29 **Public Comment**

30
31 There were no public comments.
32

33 **Partner Presentations and Discussion**
34

35 There were no partner presentations or discussion.
36

37 **FSA and NRCS Reports**
38

39 There was no Farm Service Agency report and no Natural Resources
40 Conservation Service report provided.

41
42 **Staff Reports**
43

44 Brett deVries provided an update on the building search and the Stillaguamish
45 Tribe dairy advanced distillation project.

46
47 Jill Farrant provided an update on her summer and fall internship project, and the
48 successful results of the Lawns-to-Lettuce program.
49

50 Bobbi Lindemulder provided an update on the WSU Cultivating Success
51 collaboration and the recent Focus on Farming event.

52

53 **Committee Reports**

54

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

56

57 The November 7, 2018 Executive Committee meeting was attended by
58 Cindy Dittbrenner. She updated the SLS attendees on the status of the
59 Agriculture Resilience Plan and the SLS Implementation Committee.
60 Additional conversations continue on the status of the Stillaguamish
61 Tribe's estuary project proposal.

62

63 **Citizen Advisory Committee**

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65 There was nothing new to report.

66

67 **Ag Board**

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69 There were continued conversations on the status of the Stillaguamish
70 Tribe's estuary project proposal. A report was provided on the Snohomish
71 County Parks equine survey and the Snohomish County Surface Water
72 Management business inspections.

73

74 **Farm Bureau**

75

76 There wasn't a November meeting.

77

78 **WACD**

79

80 Mark Craven, Jeff Ellingsen, and Monte Marti will be attending the WACD
81 Annual Meeting November 26-29, 2018 in Kennewick. WACD continues
82 to work hard to secure support for the Washington Conservation
83 Commission budget requests. There will be an Executive Director/District
84 Manager meeting on Monday, November 26 in Kennewick.

85

86 **Policies**

87

88 There were no new policies to review.

89

90 **Building and Office Space**

91

92 Brett deVries provided an update earlier in the meeting.

93

94 **5-Year Plan**

95

96 The Board of Supervisor and program managers will work together to
97 highlight and track the actions that have been identified for early 2019.

98

99 **Washington Conservation Commission (WCC)**

100
101 The WCC budget decision packages continue to be evaluated by the
102 Office of Financial Management and the Governor's office. Input was
103 provided via a survey on the value and importance of the Conservation
104 Technical Assistance proposal.

105
106 Conservation Accountability and Performance Program (CAPP): The
107 conversation on the proposed topics was deferred to the December
108 meeting.

109
110 **Puget Sound Conservation District (PSCD) Caucus**

111
112 There was a conference call on Monday, November 19, 2018. The next
113 meeting is scheduled for Monday, December 17, 2018 via conference call.
114 The PSCDs implemented a successful Orca Recovery Day on November
115 10 and the Snohomish Conservation District hosting an event at a Woods
116 Creek project site.

117
118 **New Committees**

- 119
120
 - Finance Committee (Assignments: Steve Van Valkenburg, Jeff
121 Ellingsen, and Fraser Sime). There was a meeting on November
122 20, 2018.
 - Salary Committee (Assignment: Libby Reed, Mark Craven, and
123 Fraser Sime). There was a meeting on Tuesday, October 30,
124 2018.
 - Election/Appointment Committee (Assignments: Libby Reed & Jeff
125 Ellingsen). There was a meeting on November 16, 2018.

126
127
128
129 **Manager's Report and Board Meeting Revisions/Enhancements**

130
131 Mark Craven and Fraser Sime are interested in participating on the interview
132 panels for the upcoming position openings.

133
134 Steve Van Valkenburg **moved** to approve the 2019 health insurance premium
135 amounts to be contributed by the Snohomish Conservation District. Jeff
136 Ellingsen **seconded** the motion. The motion **passed** unanimously.

137
138 Jeff Ellingsen **moved** to approve the Snohomish Conservation District 2019
139 contribution level for the Washington State Family Medical Leave at 37 percent.
140 Steve Van Valkenburg **seconded** the motion. The motion **passed** unanimously.

141
142 The Board of Supervisors reviewed and provided comments on the Accident
143 Prevention Program. The Board will consider taking action on the Program
144 during the December board meeting.

145
146 Steve Van Valkenburg **moved** to approve the Out-of-State travel request for
147

148 • Kate Riley to attend a meeting in Portland for Better Ground

149

150 And the In-State travel requests for:

151

152 • Jeff Ellingsen, Mark Craven, and Monte Marti to attend the WACD
153 Annual Meeting in Kennewick

154 • Mark Craven and Monte Marti to attend the WACD Legislative Day
155 in Olympia.

156

157 Jeff Ellingsen **seconded** the motion. The motion **passed** unanimously.

158

159 Steve Van Valkenburg **moved** to approve two project completion forms for “final
160 project acceptance” for:

161

162 • Kristoferson Creek Fish Passage with Konnerup Construction

163 • Richardson Creek Bridge Replacement with Carman’s Construction

164

165 Jeff Ellingsen **seconded** the motion. The motion **passed** unanimously.

166

167 Monte Marti attended the City of Marysville City Council meeting on November
168 12, 2018 and there is a meeting currently scheduled with City of Marysville Public
169 Works ~ Surface Water Management staff on December 13, 2018.

170

171 Snohomish Conservation District’s current landlord has provided the District with
172 a new proposed lease.

173

174 The Board of Supervisors provided input on potential changes to the District’s
175 organizational structure. This was an action item from the 5-Year Plan.

176

177 The Board of Supervisors would like to discuss staff work schedules in more
178 detail at a future board meeting.

179

180 The audit continues with the State Auditor’s Office. They anticipate that they will
181 wrap up the audit the first week of December.

182

183 Outreach to state legislators will continue in December.

184

185 Steve Van Valkenburg **moved** to approve the 2019 salary increase budget
186 recommended by the Finance Committee. Jeff Ellingsen **seconded** the motion.

187 The motion **passed** unanimously.

188

189 **Financial Reports**

190

191 Steve Van Valkenburg **moved** for the payment of vouchers/warrants: EFT’s and
192 checks #8957 - #9009 totaling \$266,295.97; and to accept and approve the
193 October 2018 Receipt Register, Check Register, and Treasurer’s Report. Libby
194 Reed **seconded** the motion. The motion **passed** unanimously.

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196 Steve Van Valkenburg reviewed the bank statements.

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The Board of Supervisors reviewed:

- Outstanding Invoices
- Employee vacation and sick leave as of November 9, 2018
- US Bank statement dated October 25, 2018
- Chevron/Texaco statement dated October 22, 2018

Agreements and Contracts

Jeff Ellingsen moved to approve cost share agreements with:

- None

Cost share payments to:

- K. Meyer

Contracts/inter-local agreements with:

- T&L Nursery for a credit application
- MRSC Rosters for annual membership
- Sound Salmon Solutions for CREP Riparian Buffer Maintenance
- WSU Extension for Cultivating Success program sponsorship
- Washington State Department of Fish and Wildlife for Kristoferson Creek Fish Passage Improvements Project ~ Amendments 1 and 2
- Evergreen State Fair for Plant Sale building rental
- Equinox Research and Consulting International Inc. for cultural resource monitoring at the Filbert Creek riparian restoration phase I site
- City of Everett for annual stormwater program implementation
- Curate Progress, LLC for Better Ground project implementation

Purchase Orders over \$25,000 for:

- Carman's Construction for Richardson Creek Bridge Replacement (\$68,877.95)
- Konnerup Construction for Kristoferson Creek Fish Passage Improvements (\$55,680.30)

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

Steve Van Valkenburg moved to approve the landowner agreement with Crystal Springs Elementary School and to hold them until they have been reviewed and accepted by Enduris. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Snohomish County Rate and Camano Island Assessment Updates

245 The Snohomish County Council approved the \$1/parcel and \$0.01/acre increase
246 in the rate for 2019. The Board will have a discussion about future rate increases
247 and develop plans at a future board meeting.
248

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

250

251 There was no executive session.

252

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

254

255 There were no miscellaneous reports.

256

257 Steve Van Valkenburg moved that the December 2018 Board Meeting be held on
258 Tuesday, December 18, 2018 at 6:00 pm at the District office and that proper
259 notice be distributed to the public; and that the meeting be adjourned. Jeff
260 Ellingsen seconded the motion. The motion passed unanimously.
261

262

262 Meeting was adjourned at 9:25 pm.

263

264

SUMMARY OF OFFICIAL ACTIONS

265

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267 minutes and October 23, 2018 Special Meeting minutes. Steve Van Valkenburg
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Chairman Mark Craun Date 12-18-18

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Secretary Robert H. Muto Date 12-18-18