

**Snohomish Conservation District
Board Meeting Minutes
Tuesday, December 18, 2018**

Present:

Mark Craven, Board Chair	Steve Van Valkenburg, Board Member
Adam Farnham, Board Member	Jeff Ellingsen, Board Member
Fraser Sime, Associate Board Member	Duane Weston, Associate Board Member
Clayton Smith, Associate Board Member	Tina Hjorten, State Auditor's Office
Sarrah Superville, State Auditor's Office	David New, Nourse Tree Farm (Public)
Kevin Zobrist, WSU Extension	Anthony Gromko, WSU Extension
Kate Riley, SCD Staff	Kristin Marshall, SCD Staff
Alison Halpern, WSCC (phone)	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

Introductions were made, and guests provided self-introductions.

Approve November 2018 Board Meeting Minutes

The November 20, 2018 Board Meeting minutes were reviewed. Steve Van Valkenburg **moved** to accept the November 20, 2018 Regular Board Meeting minutes. Adam Farnham **seconded** the motion. The motion **passed** unanimously.

Public Comment

There were no public comments.

Partner Presentations and Discussion

Sarrah Superville and Tina Hjorten from the State Auditor's Office provided an Exit Conference for the recently completed State audit. They reviewed all of the information within the audit package. The Exit Items were discussed and the District will consider the recommendations and identify potential future actions.

Kevin Zobrist provided an overview of the WSU Forestry program. He identified potential programming and funding options.

Steve Van Valkenburg **moved** to approve a \$12,000 budget for WSU Forestry programming and the development of a 2019 work plan that meets the Snohomish Conservation District mission and goals. Jeff Ellingsen **seconded** the motion. The motion **passed** unanimously.

There were no other partner presentations or discussion.

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FSA and NRCS Reports

There was no Farm Service Agency report and no Natural Resources Conservation Service (NRCS) report provided. NRCS will be at the January 2019 meeting.

Staff Reports

Kristin Marshall provided a presentation on the riparian easement grant program and a potential acquisition project in the North Fork Stillaguamish watershed.

Adam Farnham moved to proceed with a grant application to apply for \$200,000 in property acquisition funding for the property in the North Fork Stillaguamish watershed. Steve Van Valkenburg seconded the motion. The motion passed, with one abstention.

Kate Riley discussed actions and activities within the Community Conservation program. Potential program changes were identified and discussed. Potential staffing and implementation changes will be provided to the Board at the January 2019 meeting.

Committee Reports

Sustainable Lands Strategy (SLS):

The next Executive Committee meeting will be on January 10, 2019. Cindy Dittbrenner continues to work with partners on the funding for and implementation of the Integration Committee.

Citizen Advisory Committee

There was nothing new to report.

Ag Board

There was nothing new to report.

Farm Bureau

Monte Marti met with Snohomish County Farm Bureau President Dan Bartelheimer on December 12, 2018.

WACD

Mark Craven, Jeff Ellingsen, and Monte Marti attended the WACD Annual Meeting November 26-29, 2018 in Kennewick. The meeting went well. The District Manager/Executive Director meeting was well attended and will move forward in 2019.

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Policies

A couple of potential policy additions or enhancements will be reviewed at the January 2019 meeting.

Building and Office Space

Brett deVries continues to explore financing options and building locations.

5-Year Plan

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

Washington Conservation Commission (WCC)

Governor Inslee has developed his budget proposal. The WCC budget specifics will be reviewed during a webinar on Friday, November 21, 2018.

Conservation Accountability and Performance Program (CAPP): The conversation on the proposed topics was deferred to the January meeting.

Puget Sound Conservation District (PSCD) Caucus

There was a conference call on Monday, December 17, 2018. 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). No recent meeting.
- Salary Committee (Assignment: Libby Reed, Mark Craven, Fraser Sime, and Clayton Smith). No recent meeting.
- Election/Appointment Committee (Assignments: Libby Reed & Jeff Ellingsen). No recent meeting.

Manager's Report and Board Meeting Revisions/Enhancements

Conversations continue on "blind spots" identified during the 5-Year Plan process.

NRCS and the Snohomish Conservation District need to further conversations about EQIP cost share and the Regional Conservation Partnership Program. We need to ensure that we are addressing issues that appear to be roadblocks to getting projects implemented.

The District looks to discontinue the hard-copy publication of the NEXUS in 2019. This will allow the District to focus on other communication strategies.

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149 Snohomish Conservation District staff members met with members of the City of
150 Marysville Public Works – Surface Water Management team on December 13.
151 We will continue to meet with them quarterly to communicate our activities within
152 the City of Marysville.

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154 There has been no additional conversation with the landlord on a new lease.

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156 Had a conversation with State Representative June Robinson on December 14,
157 and have future meetings pending with State Representatives Derek Stanford,
158 Robert Sutherland, and Senator Jesse Salomon.

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160 Steve Van Valkenburg moved to approve the 2019 salary plan. Jeff Ellingsen
161 seconded the motion. The motion passed unanimously.

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163 Financial Reports

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165 Steve Van Valkenburg moved for the payment of vouchers/warrants: EFT's and
166 checks #9010 - #9057 totaling \$329,461.01; and to accept and approve the
167 November 2018 Receipt Register, Check Register, and Treasurer's Report.
168 Adam Farnham seconded the motion. The motion passed unanimously.

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170 Steve Van Valkenburg reviewed the bank statements.

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172 The Board of Supervisors reviewed:

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- 174 • Outstanding Invoices
- 175 • Employee vacation and sick leave as of December 10, 2018
- 176 • US Bank statement dated November 26, 2018
- 177 • Chevron/Texaco statement dated November 22, 2018

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179 Agreements and Contracts

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181 Jeff Ellingsen moved to approve cost share agreements with:

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- 183 • None

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185 Cost share payments to:

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- 187 • S. Nerland
- 188 • R. Keffler

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190 Contracts/inter-local agreements with:

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- 192 • Crystal Springs Elementary for a Native Landscape Maintenance
193 Agreement
- 194 • Stillaguamish Tribe of Indians for a Goods and Services Addendum

- 195 • Mason Conservation District for a Better Ground Appendix C Scope of
196 Work (PSCD ILA ~ PSP NTA 2016-0246)
197 • Whidbey Island Conservation District for a Better Ground Appendix C
198 Scope of Work (PSCD ILA ~ PSP NTA 2016-0246)
199 • Washington State University for Latino Stormwater and LID Outreach in
200 Snohomish County for Subcontract No. 134106-G003949
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202 Purchase Orders over \$25,000 for:

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- 204 • None

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

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

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210 In January 2019, the Board will discuss actions and schedules for future rate
211 increases and develop plans for a 2019 filing for both Snohomish County and
212 Island County.
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214 **Executive Session ~ Pursuant to RCW 42.30.110(1)**

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216 There was no executive session.

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

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220 There were no miscellaneous reports.

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222 Steve Van Valkenburg **moved** that the January 2019 Board Meeting be held on
223 Tuesday, January 15, 2019 at 6:00 pm at the District office and that proper notice
224 be distributed to the public; and that the meeting be adjourned. Jeff Ellingsen
225 **seconded** the motion. The motion **passed** unanimously.

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227 Meeting was adjourned at 9:45 pm.

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229 **SUMMARY OF OFFICIAL ACTIONS**

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231 Steve Van Valkenburg **moved** to accept the November 20, 2018 Regular Board
232 Meeting minutes. Adam Farnham **seconded** the motion. The motion **passed**
233 unanimously.

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235 Steve Van Valkenburg **moved** to approve a \$12,000 budget for WSU Forestry
236 programming and the development of a 2019 work plan that meets the
237 Snohomish Conservation District mission and goals. Jeff Ellingsen **seconded** the
238 motion. The motion **passed** unanimously.

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241 in property acquisition funding for the property in the North Fork Stillaguamish
242 watershed. Steve Van Valkenburg **seconded** the motion. The motion **passed**,
243 with one abstention.

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Jeff Ellingsen moved to approve cost share agreements with:

- None

Cost share payments to:

- S. Nerland
- R. Keffler

Contracts/inter-local agreements with:

- Crystal Springs Elementary for a Native Landscape Maintenance Agreement
- Stillaguamish Tribe of Indians for a Goods and Services Addendum
- Mason Conservation District for a Better Ground Appendix C Scope of Work (PSCD ILA ~ PSP NTA 2016-0246)
- Whidbey Island Conservation District for a Better Ground Appendix C Scope of Work (PSCD ILA ~ PSP NTA 2016-0246)
- Washington State University for Latino Stormwater and LID Outreach in Snohomish County for Subcontract No. 134106-G003949

Purchase Orders over \$25,000 for:

- None

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

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Chairman

Mark Crum

Date

1-15-19

Secretary

Monte H. Marti

Date

1-15-19