

**Snohomish Conservation District  
Board Meeting Minutes  
Tuesday, September 17, 2019**

**Present:**

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

Steve Van Valkenburg, Board Member  
Jeff Ellingsen, Board Member  
Linda Lyshall, guest  
Jean Fike, WCC

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.

**Approve August Board Meeting Minutes**

Libby Reed moved to accept the August 27, 2019 Regular Board Meeting minutes. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

**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**

Eric Schuh presented on his recent projects, including: RCPP, ACEP (Farmland Preservation), SCD Cover Crop Incentive Program, Small-farm technical assistance, Dairy engagement, Shellfish funding, and the Janicki bio-digester.

**Committee Reports**

**Sustainable Lands Strategy (SLS):**

There was nothing new to report.

**Citizen Advisory Committee**

There was nothing new to report.

## **Ag Board**

There was nothing new to report.

## **Farm Bureau**

No update provided.

## **WACD**

WACD is in final negotiations for the new Executive Director.

## **Policies**

There were no new policies for review or action.

## **Building and Office Space**

The building search is currently on hold.

## **5-Year Plan**

Kate has initiated the work groups for Diversity, Staff Development, Program Planning & Evaluation, and Climate Resilience.

## **Washington Conservation Commission (WCC)**

Jean Fike shared the following:

- WSCC was recently awarded the State Auditor's award.
- They have now filled all 5 Regional Manager positions
- Stu is starting to plan Supervisor Trainings and is open to feedback.
- The WSCC is open to any support needed during the elections process.
- Libby Reed was given her award as an Official Elected Supervisor

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

There was nothing new to report.

## **New Committees**

- Finance Committee (Steve Van Valkenburg, Jeff Ellingsen, and Clayton Smith). No update.
- Salary Committee (Libby Reed, Mark Craven, and Clayton Smith). No update.
- Election/Appointment Committee (Libby Reed & Jeff Ellingsen). No update.

## Manager's Report

Kate Riley provided the update:

- Local Governmental Investment Pool resolution for new signatory as 'Executive Director'. Jeff Ellingson moved to approve, seconded by Steve Van Valkenburg. The motion passed unanimously.
- Livestock and NRI addendums for signature. Motion to approve by Libby Reed, seconded by Steve Van Valkenburg. The motion passed unanimously.
- Emergency Drought funding is now available through FSA.
- Envirothon will be the partner presentation for the upcoming NW Area Meeting.
- In October, we will be getting 2 new Americorps (Habitat and Youth Ed).
- Business Operation Planning
  - Finalize hiring process for Business Operations Director (closing 10/11)
  - Continued refinement in annual budget process

## Financial Reports

Libby Reed moved for the payment of vouchers/warrants: EFT's and checks #9461 - #9515 totaling \$261,091.22; 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 as of September 12, 2019

## Agreements and Contracts

Jeff Ellingson moved to approve cost share agreements with:

- Christy McClain
- Andrew Albert
- Lynnwood High School
- Tyler Breum
- Dan Bartelheimer
- Gary Lund

Cost share final signature with:

- None

Cost share payments to:

- None

Contracts/inter-local agreements with:

- WA Dept of Veteran Affairs (Vet Crew)
- ESD (NEP funding for Ag Resilience Plan)
- Carol MacIlroy (SLS Integration Team)

Purchase Orders over \$25,000 for:

- None

Additional project approval:

- None

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

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

- Island County Commissioners passed the Whidbey and Snohomish CD Rate Proposal unanimously.
- Mark will meet with Terry Ryan, and Kate will confirm with Jed if a hearing date has been selected.

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

The board reviewed the final candidates for the role of Executive Director.

Executive session began at 6:30 pm and ended at 7:30 pm.

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

Steve Van Valkenburg **moved** that the October 2019 Board Meeting be held on Tuesday, October 15, 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.

Meeting was adjourned at 9:00 pm.

### **SUMMARY OF OFFICIAL ACTIONS**

Libby Reed **moved** to accept the August 27, 2019 Regular Board Meeting minutes. Steve Van Valkenburg **seconded** the motion. The motion **passed** unanimously.

Jeff Ellingson **moved** to approve the LGIP resolution with a signatory for the new Executive Director. Steve Van Valkenburg **seconded** the motion, and it **passed** unanimously.

Libby Reed moved to approve the Livestock and NRI Addendums for signature. The motion was seconded by Steve Van Valkenburg. The motion passed unanimously.

Libby Reed moved for the payment of vouchers/warrants: EFT's and checks #9417 - #9460 totaling \$281,965.11; and to accept and approve the August 2019 Receipt Register, Check Register, and Treasurer's Report. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Jeff Ellingson moved to approve cost share agreements with:

- Christy McClain
- Andrew Albert
- Lynnwood High School
- Tyler Breum
- Dan Bartelheimer
- Gary Lund

Cost share final signature with:

- None

Cost share payments to:

- None

Contracts/inter-local agreements with:

- WA Dept of Veteran Affairs (Vet Crew)
- ESD (NEP funding for Ag Resilience Plan)
- Carol MacIlroy (SLS Integration Team)

Purchase Orders over \$25,000 for:

- None

Additional project approval:

- None

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

Steve Van Valkenburg moved that the October 2019 Board Meeting be held on Tuesday, October 15, 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.

Chairman Mark Cram

Date 10-15-19

Secretary Kate Kelly

Date 10-16-19