

1 **Snohomish Conservation District**
2 **Board Meeting Minutes**
3 **Tuesday, March 19, 2019**
4

5 **Present:**
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7 Mark Craven, Board Chair Steve Van Valkenburg, Board Member
8 Jeff Ellingsen, Board Member Libby Reed, Board Member
9 Cindy Dittbrenner, SCD Staff Monte Marti, SCD Staff
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11 The meeting was opened at 6:05 pm by Board Chair Mark Craven. There were
12 no revisions to the agenda items for the meeting.
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14 **Guest and Staff Introductions**
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16 No members of the public were present.
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18 **Approve February 2019 Board Meeting Minutes**
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20 The February 26, 2019 Board Meeting minutes were reviewed. Jeff Ellingsen
21 moved to accept the February 26, 2019 Regular Board Meeting minutes. Steve
22 Van Valkenburg seconded the motion. The motion passed unanimously.
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24 **Public Comment**
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26 No public comment was provided.
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28 **Public Hearing on the Snohomish County Rate Proposal**
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30 There was no public comment provided.
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32 **Partner Presentations and Discussion**
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34 No partnership reports were provided.
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36 **FSA and NRCS Reports**
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38 There were no reports from either Farm Service Agency or the Natural
39 Resources Conservation Service.
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41 **Staff Reports**
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43 Cindy Dittbrenner provided an update on the Natural Resources Team. She
44 provided detailed Grant Projection Tracking information. She provided an update
45 on staffing needs, and current efforts to secure a 0.5 FTE person to lead the
46 plant sale, to help with the implementation of a new streamflow restoration grant
47 with DOE, and to help support the implementation of CREP.
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49 **Committee Reports**

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Sustainable Lands Strategy (SLS):

Cindy Dittbrenner and the core members of the Integration Team are interviewing for the facilitation consultant(s). The funding for the consulting services will come from various grants and will be administered by the Snohomish Conservation District. The next Executive Committee meeting will be on April 11, 2019.

Citizen Advisory Committee

There was nothing new to report.

Ag Board

Marv Thomas is the new chair of the Board and Keith Stocker is the new vice chair. They had various presentations during the last meeting: fish screening, transfer of development rights, and Snohomish County Surface Water Management.

Farm Bureau

Monte Marti attended the March 13, 2019 meeting. They were encouraged to develop the specific needs of the agriculture community and not just generalized thoughts or ideas. They need to be able to propose specific project ideas.

WACD

WACD continues to be focus on both federal and state legislative actions. They are reviewing their committee structure, policies, and strategies.

Policies

Jeff Ellingsen moved to approve the Associate Board Supervisor Policy. Libby Reed seconded the motion. The motion passed unanimously.

Libby Reed moved to approve Snohomish Conservation District Accident Prevention Program. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Building and Office Space

Brett deVries continues to explore financing options and building locations. The Board of Supervisors reviewed the OPUS Bank financing proposal.

Steve Van Valkenburg moved to advance forward with the OPUS Bank proposal. Libby Reed seconded the motion. The motion passed unanimously.

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5-Year Plan

There was nothing new to report on the 5-Year Plan.

Washington Conservation Commission (WCC)

The new executive director for the WCC will be announced soon. Ray Ledgerwood is retiring. The Puget Sound Regional Manager position is still open.

The Board reviewed Conservation Accountability and Performance Program Standard 3: Board Governance and Policies; Best Practices E (Effective Board Meetings) F (Legal Questions) and G (Current Operations Policies).

Adam Farnham, Bobbi Lindemulder, Jeff Ellingsen, Monte Marti, and Steve Van Valkenburg need to go through their training for Open Public Meetings Act and Public Records Act prior to the end of May 2019. (Best Practice E)

Adanette Ellsworth will work on a potential policy for when legal counsel is to be used, how it is to be used, and how the Board engages the services of legal counsel (Best Practice F); as well as develop a process for the annual review and update of policies.

Puget Sound Conservation District (PSCD) Caucus

The next meeting is scheduled for Monday, March 28 in Edmonds.

New Committees

- Finance Committee (Assignments: Steve Van Valkenburg, Jeff Ellingsen, Fraser Sime, and Clayton Smith). No meeting was scheduled between board meetings.
- Salary Committee (Assignment: Libby Reed, Mark Craven, Fraser Sime, and Clayton Smith). Mark Craven will check on the status of the Pierce Conservation District salary information.
- Election/Appointment Committee (Assignments: Libby Reed & Jeff Ellingsen). No recent meeting and nothing planned.

Manager's Report

Staff conducted a tour with new Island County Commissioner Janet S. Clair on Friday, March 15, 2019.

PCC Farmland Trust recognized the Snohomish Conservation District for our partnership efforts.

148 The Board of Supervisors reviewed the letter concerning the "Notice of Intent to
149 Award Contract" for the Integration Team consulting services.

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151 The Board of Supervisors will be meeting with the County Council members:

- 152
- 153 • Council Member Low: March 27, 2019
 - 154 • Council Member Nehring: March 28, 2019
 - 155 • Council Member Wright: April 9, 2019
 - 156 • Council Chair Ryan: Not yet scheduled
 - 157 • Council Member Sullivan: Not yet scheduled
- 158

159 Staff is still evaluating the benefits and costs of BIAS Cloud. No final decision
160 has yet been made.

161
162 Kate Riley and Cindy Dittbrenner continue to evaluate their staff needs given
163 recent and pending funding increases from several new grants.

164
165 The District will continue to respond to requests for assistance. This could
166 potentially include hemp and marijuana operations. The Snohomish
167 Conservation District will not use any federal funds to provide this service.

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169 The Better Ground Showcase is scheduled for April 25, 2019 and the Board
170 members were encouraged to attend.

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172 The latest District Manager/Executive Director meeting was held on Thursday,
173 February 28 in Olympia.

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175 No additional feedback has been received concerning discontinuing the printed
176 NEXUS newsletter.

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178 **Financial Reports**

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180 Jeff Ellingsen moved for the payment of vouchers/warrants: EFT's and checks
181 #9151, #9153 - #9197 totaling \$280,735.50; and to accept and approve the
182 February 2019 Receipt Register, Check Register, and Treasurer's Report. Steve
183 Van Valkenburg seconded the motion. The motion passed unanimously.

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185 Steve Van Valkenburg reviewed the bank statements.

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187 The Board of Supervisors reviewed:

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- 189 • Outstanding Invoices
 - 190 • Employee vacation and sick leave as of March 8, 2019
 - 191 • US Bank statement dated February 25, 2019
 - 192 • Chevron/Texaco statement dated February 22, 2019
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194 **Agreements and Contracts**

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196 Jeff Ellingsen moved to approve cost share agreements with:

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- None

Cost share final signature with:

- None

Cost share payments to:

- None

Contracts/inter-local agreements with:

- City of Bothell
- WSU Extension for Stewardship Education Contract 001-2013
- RCO for the Woods Creek Culvert Amendment #2

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 to approve the Danielson Dairy Runoff Management Project once the material is ready. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Steve Van Valkenburg moved to approve the contract with RCO for the Integration Team facilitation and the pending contract with the final consultant selected for professional facilitation services. Libby Reed seconded the motion. The motion passed unanimously.

Snohomish County Rate and Camano Island Assessment Updates

A Public Hearing was held and there was no public comment provided.

Efforts continue to move forward for the 2019 rate proposal for 2020 rate increase.

Whidbey Island Conservation District is leading the effort to engage a consultant to support the development of a rate proposal for Island County. More information should be available by the April Board Meeting.

Executive Session ~ Pursuant to RCW 42.30.110(1)

246 There was no executive session.

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

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250 Libby Reed moved that the April 2019 Board Meeting be held on Tuesday, April
251 16, 2019 at 6:00 pm at the District office, that a portion of the meeting be set
252 aside for a public hearing on the Snohomish County Rate Proposal, and that
253 proper notice be distributed to the public; and that the meeting be adjourned.

254 Jeff Ellingsen seconded the motion. The motion passed unanimously.

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256 Meeting was adjourned at 8:30 pm.

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SUMMARY OF OFFICIAL ACTIONS

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260 Jeff Ellingsen moved to accept the February 26, 2019 Regular Board Meeting
261 minutes. Steve Van Valkenburg seconded the motion. The motion passed
262 unanimously.

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268 Prevention Program. Steve Van Valkenburg seconded the motion. The motion
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276 February 2019 Receipt Register, Check Register, and Treasurer's Report. Steve
277 Van Valkenburg seconded the motion. The motion passed unanimously.

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279 Jeff Ellingsen moved to approve cost share agreements with:

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- 281 • None

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283 Cost share final signature with:

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- 285 • None

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287 Cost share payments to:

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- 289 • None

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291 Contracts/inter-local agreements with:

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- 293 • City of Bothell
- 294 • WSU Extension for Stewardship Education Contract 001-2013

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Chairman Mark Crum Date 4-16-19
Secretary Monte H. Mart Date 4-16-19