

1 **Snohomish Conservation District**  
2 **Board Meeting Minutes**  
3 **Monday, November 21, 2016**  
4

5 **Present:**

- 6  
7 Mark Craven, Board Chair                      Steve Van Valkenburg, Board Member  
8 Karl Hereth, Board Member                  Adam Farnham, Board Member  
9 Jeff Ellingsen, Board Member              Kristin Marshall, SCD Staff  
10 Ryan Williams, SCD Staff                  Cameron Coronado, SCD Staff  
11 Monte Marti, SCD Staff

12  
13 The meeting was called to order at 6:40 pm by Board Chair Mark Craven. There  
14 were no revisions to the agenda items for the meeting.  
15

16 **Guest and Staff Introductions**

17  
18 Introductions were made and guests provided self-introductions.  
19

20 **Approve October 2016 Board Meeting Minutes**

21  
22 The October 17, 2016 Board Meeting minutes were reviewed. Karl Hereth  
23 moved to accept the October 17, 2016 Board Meeting minutes as corrected on  
24 line 57 ~ Delete: "Steve Van Valkenburg missed the September meeting. Adam  
25 Farnham seconded the motion. The motion passed unanimously.  
26

27 **Public Comment**

28  
29 No public comment was provided.  
30

31 **Partner Presentations and Discussion**

32  
33 There were no partner presentations and discussions.  
34

35 **FSA and NRCS Reports**

36  
37 Linda Schultz (FSA) and Sarah Tanuvasa (NRCS District Conservationist) were  
38 not available to provide a report.  
39

40 **Staff Reports**

41  
42 Kristin Marshall provided an overview of the Moga project to provide context for  
43 the Board's action to "close out" the project. She also talked about the  
44 Kristofferson Creek project and the riparian easement project.  
45

46 Cameron Coronado introduced himself and talked about the Lawns-to-Lettuce  
47 cost share program, the feedback from the auditor on this type of "programmatic

48 cost share” and the creation of a team to evaluate and prioritize project  
49 proposals.

50  
51 Steve Van Valkenburg moved to approve the Lawns-to-Lettuce cost share  
52 program for 2016 and 2017, and to set \$1,000 in cost share for 2 projects in  
53 2016 and a \$10,000 budget for 2017. Jeff Ellingsen seconded the motion. The  
54 motion passed unanimously.

55  
56 Ryan Williams talked about the FCS agreement and work plan, and the overall  
57 process to move from an “assessment” to an increase in the “rates and charges”  
58 per parcel. Staff and the FCS Group will be working toward Board approval at  
59 the April 2017 meeting for the final Rates and Charges package to be submitted  
60 to the County Council.

61

## 62 **Committee Reports**

63

### 64 **Stillaguamish Clean Water District (SCWD):**

65

66 The SCWD discretionary fund is “closed” for 2016. This is due to the  
67 revenue shortfall tied to the Navy non-payment. This also has the  
68 potential to impact the District’s fund balance.

69

### 70 **Citizen Advisory Committee**

71

72 There was nothing to report.

73

### 74 **Ag Board**

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76 The Ag Board discussed youth education, Focus on Farming and  
77 breweries. There is interest in creating an “alumni group” for Snohomish  
78 FFA. Karl Hereth would like to connect with Bobbi Lindemulder to discuss  
79 further. The Board would like to talk about Focus on Farming with Linda  
80 Neunzig at the January 2017 Board meeting.

81

### 82 **Farm Bureau**

83

84 The November meeting was the first meeting for the new Snohomish  
85 County Farm Bureau President ~ Dan Bartelheimer. Dan set a very  
86 positive tone at the meeting about “responsible stewardship” and  
87 participation in community conversations/activities/actions.

88

### 89 **WACD**

90

91 The WACD Annual Meeting will be November 28 – 30. There will be a  
92 Sustainable Lands Strategy presentation at the Annual Meeting. The  
93 Conservation Commission budget request will be the focal point for early  
94 2017. There are also conversations concerning the Plant Material Center.

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**Policies**

Steve Van Valkenburg moved to approve the Snohomish Conservation District Owned Vehicle Badging Policy. Karl Hereth seconded the motion. The motion passed unanimously.

Adam Farnham moved to confirm and re-sign “A Small Works Roster Process to Award Public Works Contracts and Establishing a Bid Limit for Small Public Works Projects.” Karl Hereth seconded the motion. The motion passed unanimously.

Karl Hereth moved to increase the salary ranges by job classification by the 2% CPI, increase the Office Assistant I salary range minimum to the minimum wage, and increase the Program Manager I/Senior Marketing Coordinator/Senior Resource Specialist/Engineer I salary range to \$47,476. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Adam Farnham moved to approve Resolution #2016\_01 (Election Resolution for the 2017 Board of Supervisor Election on March 20, 2017 from 2 pm – 6 pm at the District’s office; set the filing deadline for February 17, 2017 @ 4 pm; and set the deadline for requesting an absentee ballot for February 21, 2017 @ 3 pm). Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Steve Van Valkenburg moved to accept and process the “Declaration of Surplus Property” dated Wednesday, November 16, 2016. Jeff Ellingsen seconded the motion. The motion passed unanimously.

**Building and Office Space**

There was nothing to report.

**5-Year Plan**

There was nothing to report.

**Puget Sound Conservation District Caucus**

The PSCD Caucus meeting was held via a conference call on November 21, 2016. The Caucus will discuss and establish the 2017 work plan during the December 19, 2016 conference call and January 23, 2017 meeting. The January meeting will include representatives from the strategic initiative leads.

142 **Washington Conservation Commission (WCC)**

143

144 The Snohomish Conservation District will be hosting the January 2017 WCC  
145 meeting. District staff members are working with the WCC staff to organize and  
146 schedule a tour for the afternoon of January 18.

147

148 **Snohomish County and Camano Island Assessment Updates**

149

150 The next Snohomish County assessment distribution is scheduled for December  
151 1, 2016. It appears that the County Council has approved a \$30,000 reduction in  
152 the Treasurer's fee. Therefore, the fee in 2017 should be \$90,000.

153

154 As noted earlier, Ryan Williams is working with the rate consultant, FCS  
155 Consulting, to answer their questions about the proposed work plan and budget.

156

157 **Financial Reports**

158

159 Karl Hereth moved for the payment of vouchers/warrants: EFT's and checks  
160 #7701 - #7758 totaling \$292,092.93, and to accept and approve the October  
161 2016 Receipt Register, Check Register, and Treasurer's Report. Adam Farnham  
162 seconded the motion. The motion passed unanimously.

163

164 The Board of Supervisors also reviewed the "Outstanding Invoices" as of  
165 November 21, 2016 and the "Employee Vacation and Sick Leave" accruals as of  
166 November 10, 2016.

167

168 Steve Van Valkenburg reviewed the bank statements.

169

170 The Board of Supervisors reviewed the VISA report for transaction dates  
171 September 9, 2016 – October 8, 2016; and the Chevron and Texaco Business  
172 Card reports for starting date September 22, 2016 – October 21, 2016.

173

174 Karl Hereth moved to transfer funds to the WCC Crew – Fund 13:

175

176 From: Fund 3 (\$94,952.40)

177       Fund 4 (\$4,400.00)

178       Fund 9 (\$1,220.00)

179       Fund 10 (\$856)

180

181 and to transfer funds to Nursery Operations – Fund 14 from Fund 9  
182 (\$35,000.00). Steve Van Valkenburg seconded the motion. The motion passed  
183 unanimously.

184

185 The Board of Supervisors reviewed the October 2016 Year-to-Date budget  
186 comparison. The Snohomish Conservation District continues to secure new  
187 project funding. This also increases expenses covered by these new grants.

188

189 **Agreements and Contracts**

190

191 Karl Hereth moved to approve the cost share agreements with:

192

193 • Sno Valley Milk (J. Visser)

194 • D. Fine

195 • Natural Milk (J. Visser)

196 • K. Lowe

197

198 The cost share payments to:

199

200 • B.Boshart

201 • Moga Back-Channel Restoration Project

202

203 Contracts/inter-local agreements with:

204

205 • National Fish and Wildlife Foundation (NFWF) for Puget Sound Starts at  
206 My School

207 • Washington State Department of Ecology for Healthy Soils for a Healthy  
208 French Creek project (extend contract)

209 • Cascadia Conservation District for cultural resources investigations

210 • Horses for Clean Water Memorandum of Agreement

211 • Cardno for the Moga Project

212 • Project Acceptance for the public works contract for the Moga project

213 • MGP X1 Town Center Lake Forest, Merlone Geier Management for rain  
214 garden

215

216 Livingston Bay Community Shoreline plantings with the following landowners:

217

218 • M. Brislawn

219 • N. Gibb

220 • J. Mieger

221 • J. Ronken

222 • D. Iverson

223 • T. Sifferman

224 • P. Petersen

225 • C. Tangen

226

227 And CREP Maintenance Contracts with:

228

229 • No action this month

230

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

232

233 Adam Farnham moved to accept the Department of Retirement Services

234 optional automatic enrollment provisions for the Deferred Compensation

235 Program effective January 1, 2017. Jeff Ellingsen seconded the motion. The  
236 motion passed unanimously.

237

### 238 **Manager's Report**

239

240 The Board of Supervisors noted that all of the health plan options are available  
241 to employees with the caps set last month.

242

243 The Board of Supervisors had no concerns with the re-organization of the  
244 program management duties.

245

246 Steve Van Valkenburg moved that District staff should pursue a billing assistant  
247 under the Office Assistant I job classification. Karl Hereth seconded the motion.  
248 The motion passed unanimously.

249

250 Over 100 entities, including the District, were on a support letter for Floodplains  
251 by Design. The letter was sent to Governor Inslee.

252

253 The Board of Supervisors discussed the current audit and the potential to move  
254 toward an annual audit. This would increase the District's audit costs. It would  
255 also provide move timely feedback on potential financial and operational  
256 improvements.

257

258 The District is talking with partners about a potential Conservation Innovation  
259 Grant with NRCS for an "advanced distillation" system for manure management.

260

261 Jeff Ellingsen moved to change the December 2016 Board meeting date to  
262 Tuesday, December 13, 2016. Karl Hereth seconded the motion. The motion  
263 passed unanimously.

264

265 Steve Van Valkenburg moved to reschedule the regular monthly Board meetings  
266 to the third Tuesday of the month and that the meetings start at 6:00 pm. Adam  
267 Farnham seconded the motion. The motion passed unanimously.

268

269 At the November 15, 2016 Local Integrating Organization meeting, a decision  
270 was made to allocate \$50,000 to the District's "Living with Beavers" program. A  
271 contract will need to be executed in January 2017.

272

273 There are several upcoming meetings and events that the Board of Supervisors  
274 were encouraged to attend:

275

- 276 • Better Ground Showcase (December 1)
- 277 • Legislative Tour with State Representatives Hayes and Smith (December  
278 6)
- 279 • Washington Conservation Commission Tour (January 18)

280

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

282  
283 There were no miscellaneous reports.

284  
285 Adam Farnham moved that the December 2016 Board Meeting be held on  
286 Tuesday, December 13, 2016 at 6:00 pm at the District office, and that proper  
287 notice be distributed to the public; and that the meeting be adjourned. Steve  
288 Van Valkenburg seconded the motion. The motion passed unanimously.

289  
290 Meeting was adjourned at 9:45 pm.

291

292

293

### **SUMMARY OF OFFICIAL ACTIONS**

294

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409  
410  
411  
412  
413 Chairman

Mark Crum

Date 12-13-16

414  
415  
416 Secretary

Monte H. Maite

Date 12-13-16