

1 **Snohomish Conservation District**
2 **Board Meeting Minutes**
3 **Tuesday, June 20, 2016**
4

5 **Present:**

6
7 Mark Craven, Board Chair Karl Hereth, Board Member
8 Steve Van Valkenburg, Board Member Adam Farnham, Board Member
9 Sarah Tanuvasa, NRCS Rick Noble, NRCS
10 Linda Neunzig, Snohomish County Kate Ryan, WSU Sno.Co. Ext.
11 Karen Bishop, WADE and Whidbey CD Mike Keller, SCD Staff
12 Bobbi Lindemulder, SCD Staff Monte Marti, SCD Staff

13
14 The meeting was called to order at 6:35 pm by Board Chair Mark Craven. There
15 were no revisions to the list of agenda items.
16

17 **Guest and Staff Introductions**

18
19 Introductions were made.
20

21 **Approve May 2016 Board Meeting Minutes**

22
23 The May 17, 2016 Board Meeting minutes were reviewed. Karl Hereth moved to
24 accept the May 17, 2016 Board Meeting minutes as distributed. Steve Van
25 Valkenburg seconded the motion. The motion passed unanimously.
26

27 **Public Comment**

28
29 There were no public comments.
30

31 **Partner Presentations and Discussion**

32
33 Linda Neunzig provided an update on the Focus on Farming Conference, as well
34 as her efforts with agriculture economic development. Exports are critical to the
35 agriculture economy in the State of Washington, and opportunities exist in
36 Snohomish County. Focus on Farming will be November 3 and the team is
37 working on putting together the tracks and speakers. The Board of Supervisors
38 had questions about the cost of the conference and the budget; and the benefit
39 to the Snohomish Conservation District. Kate Ryan is also interested in hearing
40 about potential "hot topics" for her track. The Board of Supervisors took no
41 action on a potential sponsorship but instructed staff to further engage with Linda
42 on the specifics of the conference.
43

44 **FSA and NRCS Reports**

45
46 Linda Schultz , FSA, wasn't available to provide a report. Sarah Tanuvasa,
47 NRCS District Conservationist updated the Board of Supervisors in EQIP,

48 comprehensive nutrient management planning, and staffing. Rick Noble talked
49 about contribution agreements and the Regional Conservation Partnership
50 Program.

51

52 **Staff Reports**

53

54 Mike Keller provided a report on Windows 10 updates and district inventory
55 process. Mark Craven volunteered to help with the inventory verification later
56 this year.

57

58 Bobbi Lindemulder provided a status update on the FSA county director hiring
59 process.

60

61 **Committee Reports**

62

63 **Stillaguamish Clean Water District (CWD):**

64

65 Board member Steve Van Valkenburg had nothing specific to report. The
66 District will need to respond to the letter from the CWD Advisory Board,
67 and submit a 2017 scope of work in July.

68

69 **Citizen Advisory Committee**

70

71 There was nothing specific to report.

72

73 **Ag Board**

74

75 No District attendance at the June meeting due to the WADE Conference.

76

77 **Farm Bureau**

78

79 Farm Bureau Board members continue to develop an agriculture strategy
80 ~ agriculture needs and priorities. The Board will be invited to participate
81 in the August 16 "Farm to Table Gathering" at Swans Trail Farms ~ 4:30
82 pm – 8:00 pm.

83

84 **WACD**

85

86 Mark Craven continues to be very busy as WACD President. WACD is
87 still pursuing a new executive director. There is interest in pursuing
88 stormwater and youth education funding during the upcoming State
89 budget development process. Conservation districts need to continue to
90 build strong relationship with local stakeholders.

91

92 **Policies**

93

94 District staff members continue to review and evaluate the cost share
95 policy. There may be needs for potential updates/revisions to the policy.
96 Potential revisions to some financial management policies are also still
97 being evaluated.

98

99 **Building and Office Space**

100

101 The District's land/building purchase options and obstacles were
102 discussed earlier in the day with County Executive staff. The District will
103 await feedback from the Executive's office on next steps.

104

105 **5-Year Plan**

106

107 There was nothing to report.

108

109 **Puget Sound Conservation District Caucus**

110

111 The next Puget Sound Conservation District Caucus meeting will be on
112 June 27, 2016.

113

114 **Washington Conservation Commission (WCC)**

115

116 The FY2017 work plan and budget, Schedule 22, and annual State Auditor's
117 Office information/reports were submitted on time. The next key action with the
118 WCC will be the budget request package development effort.

119

120 There were no changes to the WCC Form 2, so no action was needed.

121

122 The Board will continue to evaluate the WCC request to turn back some funds
123 for "hardship districts."

124

125 The District received \$7,000 in fiscal year end funding for technology and other
126 capital items.

127

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

129

130 Snohomish County has not yet identified how it plans to justify their
131 actions/activities and the associated cost of spreading and collecting the
132 assessment. This topic was discussed with County Executive staff earlier today.
133 Snohomish County did provide the June 1 distribution to the District.

134

135 **Financial Reports**

136

137 Karl Hereth moved for the payment of vouchers/warrants: EFT's and checks
138 #7367 - #7510 totaling \$225,068.55, and to accept and approve the May 2016
139 Receipt Register, Check Register, and Treasurer's Report. Steve Van
140 Valkenburg seconded the motion. The motion passed unanimously.

141

142 The Board of Supervisors also reviewed the “Outstanding Invoices” as of June
143 20, 2016 and the “Employee Vacation and Sick Leave” accruals as of June 10,
144 2016. The Board reviewed the detailed charges associated with the VISA
145 account transactions with transaction dates May 6, 2016 – June 6, 2016; and the
146 Chevron card transactions for the billing periods April 22, 2016 – May 21, 2016.

147

148 Steve Van Valkenburg reviewed the bank statements.

149

150 **Agreements and Contracts**

151

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

153

- 154 • G. Moga
- 155 • C. Peterson
- 156 • F. Schoenbachler
- 157 • R. Struiksma
- 158 • R. Sword

159

160 The cost share payments to:

161

- 162 • G. Labish
- 163 • W. Groeneveld
- 164 • Steffen Family Farms

165

166 Contracts/inter-local agreements with:

167

- 168 • Dahlman for well drilling & pump installation at Peterson project site
- 169 • Mason Conservation District for Better Ground activities
- 170 • Department of Ecology for Church Creek grant extension
- 171 • Department of Ecology for Woods Creek grant extension
- 172 • Evergreen Fair Grounds for Livestock Round Pen meeting
- 173 • Everett Public Schools for educational classes
- 174 • Jessica Kinney for Employment Agreement
- 175 • Snohomish County for Lower Snohomish Ag Engagement
- 176 • Adopt-A-Stream Foundation for Trib 64 Channel Construction

177

178 And CREP Maintenance Contracts with:

179

- 180 • P. Barlund
- 181 • S. Sweet
- 182 • K. Meyer
- 183 • S. Arney
- 184 • J. Johnson
- 185 • W. Sanders

186

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

188

189 **Manager's Report**

190

191 Staff provided an update for the Board of Supervisors on the new Fair Labor
192 Standards Act Overtime Exemption Rule.

193

194 Karl Hereth **moved** to support the Pilchuck Audubon Society Feast on the Farm
195 event at the \$250 level. Steve Van Valkenburg **seconded** the motion. The
196 motion **passed** unanimously.

197

198 The Board of Supervisor instructed staff to work with a rates and charges
199 consultant to solicit a bid to advance a Snohomish Conservation District rates
200 and charges proposal in 2017.

201

202 The Board of Supervisor instructed staff to move forward with a potential
203 engineering technician proposal for future Board of Supervisor action.

204

205 The WADE training was June 13 – 15 in Leavenworth.

206

207 During the re-ordering of checks, checks 7400-7500 were not printed. That
208 resulted in the gap in check numbers in the financial reports.

209

210 PCC Farmland Trust will be at the July Board meeting.

211

212 The Board members were asked to put the August 15 – 19 tribal training on their
213 calendars, and will hopefully be able to attend.

214

215 The meeting with County Council Chair Terry Ryan is scheduled for June 28.

216

217 Kelly Cahill's "duty station" is changing and is in transition. He is moving to the
218 Olympic Peninsula.

219

220 The Board requested additional information on the transition of print media and
221 changes in the NEXUS.

222

223 The Board of Supervisors are very interested in the development of the
224 agriculture strategy work moving forward with the Farm Bureau and the SLS
225 Agriculture Caucus.

226

227 Sexual harassment training is still pending due to lack of availability of training
228 materials.

229

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

231

232 There were no miscellaneous reports.

233

234 Steve Van Valkenburg moved that the July 2016 Board Meeting be held on
235 Monday, July 18, 2016 at 6:30 pm at the District office, and that proper notice be
236 distributed to the public; and that the meeting be adjourned. Karl Hereth
237 seconded the motion. The motion passed unanimously.

238
239 Meeting was adjourned at 9:55 pm.

240

241

SUMMARY OF OFFICIAL ACTIONS

242

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297
298
299
300 Chairman Mark Cram Date 7-18-16

301
302 Secretary Monte A. Matt Date 7-18-16
303