

1 **Snohomish Conservation District**
2 **Board Meeting Minutes**
3 **Tuesday, April 19, 2016**
4

5 **Present:**
6

7 Steve Van Valkenburg, Board Member Jeff Ellingsen, Board Member
8 Adam Farnham, Board Member Ryan Williams, SCD Staff
9 Sarah Tanuvasa, NRCS Derek Hann, SCD Staff
10 Monte Marti, SCD Staff
11

12 The meeting was called to order at 6:05 pm by Board Member Adam Farnham.
13 There were no revisions to the list of agenda items.
14

15 **Guest and Staff Introductions**
16

17 Introductions were made.
18

19 **Approve March 2016 Board Meeting Minutes**
20 **Approve March 31, 2016 Special Meeting Minutes**
21 **Approve April 11, 2016 Special Meeting Minutes**
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23 The March 15, 2016 Board Meeting minutes were reviewed. Jeff Ellingsen
24 moved to accept the March 15, 2016 Board Meeting minutes as distributed.
25 Steve Van Valkenburg seconded the motion. The motion passed unanimously.
26

27 Steve Van Valkenburg moved to accept the March 31, 2016 Special Meeting
28 minutes as distributed. Jeff Ellingsen seconded the motion. The motion passed
29 unanimously.
30

31 Steve Van Valkenburg moved to accept the April 11, 2016 Special Meeting
32 minutes as distributed. Jeff Ellingsen seconded the motion. The motion passed
33 unanimously.
34

35 **Public Comment**
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37 There were no public comments.
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39 **Partner Presentations and Discussion**
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41 There were no partner presentations.
42

43 **FSA and NRCS Reports**
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45 Sarah Tanuvasa, NRCS District Conservationist provided a report. She talked
46 about upcoming grants and the latest EQIP allocations. There are a lot of
47 opportunities for improvement in 2016/2017.

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Staff Reports

Derek Hann talked about the patent pending for the underdrain that he developed and is working with various entities to deploy. Need to ask MRSC if they perceive or anticipate any issues/concerns. Potential partnerships could be explored. The Board may need to revise the Employee Handbook. The Board made no decision on next steps. Ryan Williams provided his report during other agenda items.

Committee Reports

Stillaguamish Clean Water District (CWD):

Stillaguamish Clean Water District Advisory Board continues to move forward with its reorganization and desire to increase the participation of the tribes and state agencies. It has drafted a letter to Snohomish County Surface Water Management, and incorporated drainage issues/concerns brought forward by the local diking and drainage districts.

Citizen Advisory Committee

The Citizen Advisory Committee reviewed and provided comments on the draft FY2017 (July 1, 2016 – June 30, 2017) on Tuesday, March 29. Steve Van Valkenburg represented the Board at the meeting. The Board of Supervisors may need to explore potential membership changes to the committee.

Ag Board

Jeff Ellingsen reported that there was a presentation by Tristan Klesick and Terry Williams about the Sustainable Lands Strategy. The Ag Board was encouraged to actively engage in the process.

Farm Bureau

Some Farm Bureau board members want to engage in the development of an agriculture strategy.

WACD

Mark Craven continues to be very busy as WACD President. He is currently on his way to the Commission's 20/21 meeting in Ellensburg that starts on April 20. Ryan Williams will be participating in the Plant Material Center long range planning effort in May.

Policies

95
96 The Board reviewed a potential District Manager Authority policy. The
97 policy will be revisited in May.

98
99 Steve Van Valkenburg **moved** to approve two (2) policies:

- 100
101
 - Receipting Policy
 - Capital Asset Management Policy

102
103
104 Jeff Ellingsen **seconded** the motion. The motion **passed** unanimously.

105
106 Pursuant to Schedule 22 requirements, the Board reviewed RCW
107 89.08.210 and 89.08.220; as well as the District's grants, agreements,
108 contracts, and inter-local agreements.

109
110 Staff is currently reviewing the cost share policy. There may be needs for
111 potential updates/revisions to the policy.

112 **Building and Office Space**

113
114 The District will inform the Ag Board at their May meeting about the
115 District's land/building purchase options and obstacles.

116 **5-Year Plan**

117
118 There was nothing to report.

119 **Puget Sound Conservation District Caucus**

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121 The next Puget Sound Conservation District Caucus meeting will be on
122 April 25, 2016. The key agenda items will be a presentation on monitoring
123 and the Technical, Professional, and Development Work Group; as well
124 as further discussion on the campaign for increased funding for
125 conservation district work activities and projects.

126 **Washington Conservation Commission (WCC)**

127
128 The WCC will be hosting a long-term sustainable funding meeting in Ellensburg
129 on April 20/21. The Puget Sound Conservation District Caucus will need to
130 continue to work with the WCC on the funding and implementation of Puget
131 Sound Action Agenda Near-Term-Actions.

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

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134 Snohomish County has not yet identified how it plans to justify their
135 actions/activities and the associated cost of spreading and collecting the
136 assessment. Meetings are getting scheduled with the County Council members
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142 and the County Executive. The District will be presenting our annual report to
143 the Island County Commissioners on May 4.

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145 **Financial Reports**

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147 Jeff Ellingsen moved for the payment of vouchers/warrants: EFT's and checks
148 #7280 - #7337 totaling \$260,744.65, and to accept and approve the March 2016
149 Receipt Register, Check Register, and Treasurer's Report. Steve Van
150 Valkenburg seconded the motion. The motion passed unanimously.

151

152 The Board of Supervisors also reviewed the "Outstanding Invoices" as of April
153 19, 2016 and the "Employee Vacation and Sick Leave" accruals as of April 8,
154 2016. The Board reviewed the detailed charges associated with the VISA
155 account transactions with transaction dates February 6, 2016 – March 2, 2016;
156 and the Chevron card transactions for the billing periods February 22, 2016 –
157 March 21, 2016.

158

159 Steve Van Valkenburg reviewed the bank statements.

160

161 The Board of Supervisors reviewed the first quarter 2016 budget comparison
162 (January 1 – March 31, 2016) ~ actual expenses/revenues verse budget.

163

164 **Agreements and Contracts**

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166 Steve Van Valkenburg moved to approve the cost share agreements with:

167

- 168 • E. Stocker
- 169 • G. and K. Crane

170

171 The cost share payments to:

172

- 173 • C. Smith
- 174 • W. and A. Sanders

175

176 And the contracts/inter-local agreements with:

177

- 178 • City of Mill Creek for Surface Water Education services
- 179 • Snohomish County for the Lower Stillaguamish PIC ILA
- 180 • CORE GIS LLC for GIS for the Perrinville Creek Basin
- 181 • Sound Salmon Solutions for the Soaring Swallow Riparian Restoration
182 Site
- 183 • Snohomish County WSU Extension for Amendment #4 of the Snohomish
184 County WSU Forest Stewardship training.

185

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

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188 **Manager's Report**

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190 Jeff Ellingsen moved to approve and sign the PCC Farmland Trust easement
191 support letters. Steve Van Valkenburg seconded the motion. The motion
192 passed unanimously.
193
194 The Board reviewed the Local Integrating Organization (LIO) information
195 provided at the April 11 meeting.
196
197 Updated sexual harassment training needs to be provided to the Board and
198 District staff. Bobbi Lindemulder will be coordinating this training with the Board
199 and District staff.
200
201 The District continues to work with partners on “coordinated investment”
202 strategies and opportunities.
203
204 District staff met with the new Snohomish County Surface Water Management
205 director, Will Hall, on March 17.

206
207 **Miscellaneous Reports and Set Next Meeting Date**

208
209 There were no miscellaneous reports.
210
211 Steve Van Valkenburg moved that the May 2016 Board Meeting be held on
212 Tuesday, May 17, 2016 at 6:00 pm at the District office, and that proper notice
213 be distributed to the public; and that the meeting be adjourned. Jeff Ellingsen
214 seconded the motion. The motion passed unanimously.
215
216 Meeting was adjourned at 9:20 pm.

217
218 **SUMMARY OF OFFICIAL ACTIONS**

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- G. and K. Crane

The cost share payments to:

- C. Smith
- W. and A. Sanders

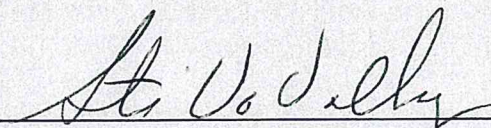
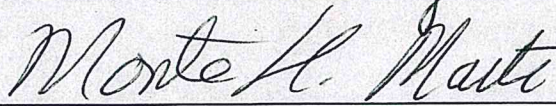
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- Sound Salmon Solutions for the Soaring Swallow Riparian Restoration Site
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Chairman  Date 5/17/2016
Secretary  Date 5-17-16