

**Snohomish Conservation District
Board Meeting Minutes
Tuesday, February 20, 2018**

Present:

Mark Craven, Board Chair	Adam Farnham, Board Member
Karl Hereth, Board Member	Steve Van Valkenburg, Board Member
Jeff Ellingsen, Board Member	Ray Renfro, Associate Supervisor
Cindy Dittbrenner, SCD Staff	Brett de Vries, SCD Staff
Ryan Williams, SCD Staff	

The meeting was opened at 6:02 pm by Board Chair Mark Craven. There were no revisions to the agenda items for the meeting.

Guest and Staff Introductions

Introductions were made and guests provided self-introductions.

Approve January 2017 Board Meeting Minutes

The January 16, 2018 Board Meeting minutes and January 16, 2018 Special Meeting minutes were reviewed. Steve Van Valkenburg moved to accept the January 16, 2018 Regular Board Meeting and January 16, 2018 Special Board Meeting minutes. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Public Comment

There were no public comments.

Partner Presentations and Discussion

There were no partner presentations.

FSA and NRCS Reports

There was no Farm Service Agency report and no Natural Resources Conservation Service report.

Staff Reports

Brett de Vries presented the Peoples Creek Dairy, LLC Dairy Nutrient Management Plan for board certification.

Karl Hereth moved to certify the Peoples Creek Dairy, LLC Dairy Nutrient Management Plan. Steve Van Valkenberg seconded the motion. The motion passed unanimously.

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Ryan Williams presented on the February 10th, 2018 Plant Sale. Board members provided feedback and potential changes for the 2019 Plant Sale.

Cindy Dittbrenner presented on proposed changes to the Manure Spreader Loan Program. The Board requested more information before moving forward with any proposed changes.

Committee Reports

Sustainable Lands Strategy (SLS):

Floodplains by Design proposals were submitted for the Stillaguamish and Snohomish watersheds which included funding for Agricultural Resilience planning and funding to help create better efficiency within SLS.

Citizen Advisory Committee

A survey to feed into the 5-year strategic planning efforts will be sent the last week of February.

Ag Board

Jeff Ellingsen was re-elected chair of the Ag Board.

Farm Bureau

No staff attended the Farm Bureau meeting in February.

WACD

Legislative Days happened on February 5 and 6, 2018. Mark and Monte traveled down for both days and met with all 21 legislators that cover Snohomish County and Camano Island.

Policies

An update to page 32 of The Employee Handbook was discussed. A slight changing in wording will allow all retirement program eligible employees to enroll in the Deferred Compensation Program if they wish.

Adam Farnham moved to approve the update to page 32 of the Employee Handbook and that it be distributed to Snohomish Conservation District staff members for their review and acknowledgement. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Building and Office Space

2/10/18

97 There was nothing new to report.

98
99 **5-Year Plan**

100 A survey for cooperators has been developed and one for partners will be
101 completed and sent out in late February/early March. These will solicit
102 feedback from people who would utilize our services to discuss what we
103 need to improve, eliminate or add to our 5-year plan.
104

105
106 **Washington Conservation Commission (WCC)**

107
108 The Capital Budget passed which has allowed us to secure CREP funding
109 and Shellfish funding to start project implementation.
110

111 Shana Joy is accepting a transfer to the South East region of Washington
112 State and the Puget Sound Regional Manager position will be hiring soon.
113

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

115
116 The next meeting is February 26, 2018 and will be via teleconference.
117 There has been a lot of focus and effort put into near-term-actions (NTAs)
118 initiated by the Puget Sound Conservation District Caucus and
119 Conservation Commission.
120

121 Monte was re-elected chair of the PSCD Caucus
122

123 The Caucus is receiving a NEP funding packaging containing 8 NTAs that
124 will be administered through the Commission.
125

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

127
128 Ryan Williams presented a 4 year work plan that represented a \$1 per parcel
129 and \$0.01 per acre increase each year from 2019 to 2022 capping out at \$10 per
130 parcel and \$0.10 per acre. The work plan is based on the one presented to
131 Council in 2017 with each year adding on components of the full rate.
132

133 Karl Hereth moved to accept the work plan with an incremental increase in rate
134 capping out at \$10 per parcel and \$0.10 per acre with a total duration of 10
135 years. This will be presented at public meetings in March and April. Jeff Ellingsen
136 seconded the motion. The motion passed unanimously.
137

138 **Financial Reports**

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140 Karl Hereth moved for the payment of vouchers/warrants: EFT's and checks
141 #8475 - #8498 totaling \$220,957.44, and to accept and approve the January
142 2018 Receipt Register, Check Register, and Treasurer's Report. Adam Farnham
143 seconded the motion. The motion passed unanimously.
144

145 Steve Van Valkenburg reviewed the bank statements.

146

147 The Board of Supervisors reviewed:

148

- 149 • Outstanding Invoices as of February 20, 2018
- 150 • Employee vacation and sick leave as of February 10, 2018
- 151 • VISA report for transaction dates January 1, 2018 – January 31, 2018
- 152 • Chevron and Texaco Business Card reports for starting date December
- 153 22, 2017 – January 21, 2018

154

155 **Agreements and Contracts**

156

157 Jeff Ellingsen moved to approve the cost share agreements with:

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- 159 • Natural Milk Too LLC

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161 Cost share payments to:

162

- 163 • Housing Hope

164

165 Contracts/inter-local agreements with:

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- 167 • Monroe Wetland Restoration Project Contract Extension – Department of
- 168 Ecology
- 169 • Shellfish Funding Grant – Conservation Commission
- 170 • Green Stormwater Infrastructure Maintenance Agreement – Arlington
- 171 High School
- 172 • Mountains to Sound Youth Education – Stillaguamish Tribe
- 173 • Veteran's Conservation Crew Contract – Washington Department of
- 174 Veterans Affairs
- 175 • Working Lands Protection Contract – American Farmland Trust
- 176 • Additions to Working Lands Protection Contracts with PCC Farmland
- 177 Trust and Forterra
- 178 • ILA extension with City of Mukilteo for Youth Education

179

180 Snohomish Conservation District Declaration of Surplus Property

181

182 Karl Hereth seconded the motion. The motion passed unanimously.

183

184 **Manager's Report**

185

186 Board members met with all County Council members and Dave Somers except
187 for Terry Ryan about 2018 work and the next phases for our rate proposal.

188

189 Monte and Mark participated in the WACD legislative days on February 5/6 and
190 met with 21 legislators.

191

192 We did not receive complete paperwork by the deadline of February 20, 2018 at
193 12:00 PM, therefore we will have an election on March 20th from 2PM to 6PM at
194 the SCD offices and will be a write-in only ballot.

195
196 Steve Van Valkenburg moved to amend Kathryn Sweeney's employment
197 contract. Karl Hereth seconded the motion. The motion passed unanimously.
198

199 The Board reviewed a new employee classification titled "Financial Specialist"
200 with tiers identical to Marketing and Resource Specialists. They also reviewed
201 the updated pay ranges for each position that includes the Financial Specialist.
202 The board also discussed staff transitions in the next few months within financial
203 team as well as an engineer's pending retirement.
204

205 Jeff Ellingsen moved to accept the new job classification for financial specialist
206 and pay ranges for the Snohomish Conservation District. Steve Van Valkenburg
207 seconded the motion. The motion passed unanimously.
208

209 Jeff Ellingsen moved to approve replacement of both financial team positions
210 and the engineer position as they near their retirement dates. Steve Van
211 Valkenburg seconded the motion. The motion passed unanimously.
212

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

214
215 There were no miscellaneous reports.
216

217 Adam Farnham moved that the March 2018 Board Meeting be held on Tuesday,
218 March 20, 2018 at 6:00 pm at the District office, and that proper notice be
219 distributed to the public; and that the meeting be adjourned. Karl Hereth
220 seconded the motion. The motion passed unanimously.
221

222 Meeting was adjourned at 8:13 pm.
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224

225 **SUMMARY OF OFFICIAL ACTIONS**

226
227 The January 16, 2018 Board Meeting minutes and January 16, 2018 Special
228 Meeting minutes were reviewed. Steve Van Valkenburg moved to accept the
229 January 16, 2018 Regular Board Meeting and January 16, 2018 Special Board
230 Meeting minutes. Jeff Ellingsen seconded the motion. The motion passed
231 unanimously.
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234 Management Plan. Steve Van Valkenberg seconded the motion. The motion
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294
295
296 Chairman Mark Cram Date 3/20/18

297
298 Secretary Monte H. Matte Date 3-20-18
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