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**Snohomish Conservation District
Board Meeting Minutes
Tuesday, January 16, 2018**

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Present:

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Mark Craven, Board Chair	Adam Farnham, Board Member
Karl Hereth, Board Member	Steve Van Valkenburg, Board Member
Jeff Ellingsen, Board Member	Fraser Sime, Associate Supervisor
Ray Renfro, Associate Supervisor	Shana Joy, Conservation Commission
Ryan Williams, SCD Staff	Mike Keller, SCD Staff
Monte Marti, SCD Staff	

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The meeting was opened at 6:10 pm by Board Chair Mark Craven. There were no revisions to the agenda items for the meeting.

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Guest and Staff Introductions

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Introductions were made and guests provided self-introductions.

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Approve December 2017 Board Meeting Minutes

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The December 19, 2017 Board Meeting minutes were reviewed. Jeff Ellingsen moved to accept the December 19, 2017 Board Meeting minutes. Karl Hereth seconded the motion. The motion passed unanimously.

Public Comment

There were no public comments.

Partner Presentations and Discussion

Ray Renfro provided an overview of the Snohomish Conservation District Agriculture Outreach Strategy Green Paper. The paper will be provided to District staff for review and input as they develop a more detailed outreach strategy.

FSA and NRCS Reports

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

Staff Reports

Mike Keller provided an IT update and plan.

Committee Reports

49 **Sustainable Lands Strategy (SLS):**

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51 The SLS Executive Committee continues to work on an Outreach
52 Strategy. There is a need to clarify the role and commitment of the tribes
53 and of Snohomish County.

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55 **Citizen Advisory Committee**

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57 There was nothing new to report.

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59 **Ag Board**

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61 Jeff Ellingsen reported that the January meeting was cancelled.

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63 **Farm Bureau**

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65 Bobbi Lindemulder and Monte Marti attended the January 2018 meeting.

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67 **WACD**

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69 Legislative Days will be February 5 and 6, 2018. Patricia Hickey is the
70 new WACD Executive Director. She has been engaging on a number of
71 different carbon related topics/efforts.

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73 Karl Hereth moved to approve the in-state travel request for Jeff Ellingsen,
74 Mark Craven, and Monte Marti to attend the WACD Legislative Days on
75 February 5 and February 6, 2018 in Olympia. Adam Farnham seconded
76 the motion. The motion passed unanimously.

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78 **Policies**

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80 The Employee Handbook was discussed. The final version was reviewed
81 by the committee and sent out to all Board members prior to the meeting.

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83 Karl Hereth moved to approve the revised Employee Handbook and that it
84 be distributed to Snohomish Conservation District staff members for their
85 review and acknowledgement. Steve Van Valkenburg seconded the
86 motion. The motion passed unanimously.

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88 **Building and Office Space**

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90 There was nothing new to report.

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92 **5-Year Plan**

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94 A survey for staff and board input has been distributed and information
95 collected. The next step will be to solicit input from partners. The update
96 must be completed by the end of June 2018.

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Washington Conservation Commission (WCC)

The WCC will be meeting this week. Shana Joy would like to be kept informed about the status of the Snohomish Conservation District Board of Supervisors election coming up in March 2018. She would like to be present to observe the election. Shana talked about the Conservation Accountability and Performance Program. There will be on-going conversations about the "returned funds" to the Commission for capital construction projects. The Washington State Legislature approved a new State Capital Budget. Details are not yet available. CPDS is still in beta testing.

Puget Sound Conservation District (PSCD) Caucus

The next meeting is January 22, 2018 and will be in Edmonds. There has been a lot of focus and effort put into near-term-actions (NTAs) initiated by the Puget Sound Conservation District Caucus and Conservation Commission.

Snohomish County Rate and Camano Island Assessment Updates

The Snohomish Conservation District continues to work with Snohomish County to implement the new rate proposal approved by the County Council. The Board of Supervisors had a conversation about the 2018 proposal that could be submitted to the County Council.

Karl Hereth moved for the development of a proposal to increase the rate by \$1/parcel for the next 4 years (2019 – 2022). Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Financial Reports

Karl Hereth moved for the payment of vouchers/warrants: EFT's and checks #8408 - #8474 and #6482 totaling \$256,178.90, and to accept and approve the December 2017 Receipt Register, Check Register, and Treasurer's Report. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Steve Van Valkenburg reviewed the bank statements.

The Board of Supervisors reviewed:

- Outstanding Invoices as of January 16, 2018
- Employee vacation and sick leave as of January 10, 2018
- VISA report for transaction dates December 8, 2017 – December 31, 2017
- Chevron and Texaco Business Card reports for starting date November 22, 2017 – December 21, 2017

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Agreements and Contracts

Karl Hereth moved to approve the cost share agreements with:

- No cost share agreements

Cost share payments to:

- Sea Mar Community Health Center
- Maria Garcia at Sea Mar Community Health Center
- R. Keffeler
- City of Lake Stevens

Contracts/inter-local agreements with:

- Agosto Services for District EMAIL accounts
- PCC Farmland Trust for Agricultural Land Protection Strategy services

CREP Maintenance Contract with:

- No new contracts

The Snohomish Conservation District Declaration of Annual Inventory.

Jeff Ellingsen seconded the motion. The motion passed unanimously.

Manager's Report

Steve Van Valkenburg moved to approve the 2018 Calendar Year Budget. Karl Hereth seconded the motion. The motion passed unanimously.

Meetings were held with County Council Members Low, Sullivan, and Nehring. Meetings are scheduled with County Council Chair Wright and County Executive Somers. Staff is still trying to schedule a meeting with Council Member Ryan.

District staff attended the Economic Alliance of Snohomish County Legislative Kick-Off event. Their priorities are very consistent with District priorities.

Monte Marti attended an Acquisition Toolkit Workshop on January 12, 2018. He emphasized the importance of private landowner engagement.

Snohomish County Surface Water Management continues to move forward with its Business Plan, and we need to stay engaged with their process.

The District continues to be actively engaged with the near-term-action (NTA) process with both local and regional partners.

193 Monte Marti completed a meeting with Representative Derek Stanford and a
194 phone introduction/conversation with Representative Carolyn Eslick.

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196 The Puget Sound Conservation District Caucus will be meeting on Monday,
197 January 22, 2018 in Edmonds.

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199 Karl Hereth moved to approve the Salary Plan. Steve Van Valkenburg seconded
200 the motion. The motion passed majority vote.

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

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204 There were no miscellaneous reports.

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206 Adam Farnham moved that the February 2018 Board Meeting be held on
207 Tuesday, February 20, 2018 at 6:00 pm at the District office, and that proper
208 notice be distributed to the public; and that the meeting be adjourned. Steve
209 Van Valkenburg seconded the motion. The motion passed unanimously.

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211 Meeting was adjourned at 9:10 pm.

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SUMMARY OF OFFICIAL ACTIONS

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216 Jeff Ellingsen moved to accept the December 19, 2017 Board Meeting minutes.
217 Karl Hereth seconded the motion. The motion passed unanimously.

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219 Karl Hereth moved to approve the in-state travel request for Jeff Ellingsen, Mark
220 Craven, and Monte Marti to attend the WACD Legislative Days on February 5
221 and February 6, 2018 in Olympia. Adam Farnham seconded the motion. The
222 motion passed unanimously.

223

224 Karl Hereth moved to approve the revised Employee Handbook and that it be
225 distributed to Snohomish Conservation District staff members for their review
226 and acknowledgement. Steve Van Valkenburg seconded the motion. The
227 motion passed unanimously.

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230 \$1/parcel for the next 4 years (2019 – 2022). Steve Van Valkenburg seconded
231 the motion. The motion passed unanimously.

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235 December 2017 Receipt Register, Check Register, and Treasurer's Report.
236 Steve Van Valkenburg seconded the motion. The motion passed unanimously.

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

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- No cost share agreements

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Cost share payments to:

- Sea Mar Community Health Center
- Maria Garcia at Sea Mar Community Health Center
- R. Keffeler
- City of Lake Stevens

Contracts/inter-local agreements with:

- Agosto Services for District EMAIL accounts
- PCC Farmland Trust for Agricultural Land Protection Strategy services

CREP Maintenance Contract with:

- No new contracts

The Snohomish Conservation District Declaration of Annual Inventory.

Jeff Ellingsen seconded the motion. The motion passed unanimously.

Steve Van Valkenburg moved to approve the 2018 Calendar Year Budget. Karl Hereth seconded the motion. The motion passed unanimously.

Karl Hereth moved to approve the Salary Plan. Steve Van Valkenburg seconded the motion. The motion passed majority vote.

Adam Farnham moved that the February 2018 Board Meeting be held on Tuesday, February 20, 2018 at 6:00 pm at the District office, and that proper notice be distributed to the public; and that the meeting be adjourned. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Chairman Mark Cram Date 2-20-18

Secretary [Signature] Date 2-20-18

**Snohomish Conservation District
Special Meeting Minutes
Tuesday, January 16, 2018**

Present:

Mark Craven, Chair
Karl Hereth, Board Member
Steve Van Valkenburg, Board Member
Fraser Sime, Associate Supervisor
Kate Riley, SCD Staff
Bobbi Lindemulder, SCD Staff

Jeff Ellingsen, Board Member
Adam Farnham, Board Member
Ray Renfro, Associate Supervisor
Ryan Williams, SCD Staff
Cindy Dittbreener, SCD Staff
Monte Marti, SCD Staff

The meeting was called to order at 4:05 pm by Board Chair Mark Craven.

Public Comment

There was no public comment provided.

Work Session

The work items on the agenda were discussed. Ryan Williams provided an overview of the 2018 budget. Cindy Dittbrenner and Kate Riley talked about the work of their respective teams within the 2018 budget. They also provided their work plans highlights for the 2018 Rate Proposal. Salary planning was briefly discussed.

Conclude Special Meeting and Adjourn

The meeting concluded at 6:00 pm.

Chairman Mark Craven Date 2-20-18

Secretary [Signature] Date 2-20-18

