

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

5 **Present:**

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7 Steve Van Valkenburg, Board Member Jeff Ellingsen, Board Member  
8 Karl Hereth, Board Member Monte Marti, SCD Staff  
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10 The meeting was called to order at 6:15 pm by Board Member Steve Van  
11 Valkenburg. There were no revisions to the list of agenda items.  
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13 **Guest and Staff Introductions**

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15 Introductions were made.  
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17 **Approve December 2015 Board Meeting Minutes**

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19 The December 15, 2015 Board Meeting minutes were reviewed. Jeff Ellingsen  
20 moved to accept the December 15, 2015 Board Meeting minutes as distributed.  
21 Karl Hereth seconded the motion. The motion passed unanimously.  
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23 **Public Comment**

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25 There were no public comments.  
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27 **Partner Presentations and Discussion**

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29 There were no partner presentations.  
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31 **FSA and NRCS Reports**

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33 There were no FSA or NRCS reports.  
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35 **Staff Reports**

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37 There were no staff reports.  
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39 **Committee Reports**

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

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43 The CWD Finance Committee has met to review the budget. There  
44 wasn't a Board meeting in December 2015. Their next meeting is on  
45 Thursday, January 28, 2016.  
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47 **Citizen Advisory Committee**

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There was nothing to report.

### **Ag Board**

Jeff Ellingsen reported that they are finalizing their 2016 work plan.

### **Farm Bureau**

There was nothing to report.

### **WACD**

WACD is seeking input on the soon to be vacant executive director position. The Board discussed the questions provided by WACD, and asked Monte Marti to provide their feedback to WACD.

### **Policies**

The Conservation Commission recommended a policy on the per diem meal periods and other travel meal policies. Karl Hereth moved to adopt and sign the Meal Reimbursement Policy. Jeff Ellingsen seconded the motion. The motion passed unanimously.

### **Building and Office Space**

The current owner of our office space has sold to another party. The sale will close at the end of January. The District will engage with the new building owner in early February. The impact on the existing building lease is unknown.

### **5-Year Plan**

There was nothing to report.

### **Puget Sound Conservation District Caucus**

The next Puget Sound Conservation District Caucus meeting will be on January 25, 2016. The key agenda items will be the regional near-term-action (NTA) development with the Washington Conservation Commission and shellfish project funding. There will be additional discussion about the 2016 work plan. Kate Riley has been working with the PSCDs and TNC to secure some private outside funding for Better Ground and our regional stormwater programs.

### **Washington Conservation Commission (WCC)**

95 The Commission continues to move forward with the implementation of the  
96 Regional Conservation Partnership Program (RCP). The Commission needs to  
97 identify the steps necessary to implementation additional projects around the  
98 Puget Sound.  
99

## 100 **Snohomish County and Camano Island Assessment Updates**

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102 Snohomish County has not yet identified how it plans to justify their  
103 actions/activities and the associated cost of spreading and collecting the  
104 assessment.  
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106 Karl Hereth moved to set the special meeting agenda for January 25, 2016  
107 meeting: Rates and charges discussion, with no action. Jeff Ellingsen seconded  
108 the motion. The motion passed unanimously.  
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## 110 **Financial Reports**

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112 Karl Hereth moved for the payment of vouchers/warrants: EFT's and checks  
113 #7158 - #7222 totaling \$253,551.14, and to accept and approve the December  
114 2015 Receipt Register, Check Register, and Treasurer's Report. Jeff Ellingsen  
115 seconded the motion. The motion passed unanimously.  
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117 The Board of Supervisors also reviewed the "Outstanding Invoices" as of  
118 January 19, 2016 and the "Employee Vacation and Sick Leave" accruals as of  
119 January 8, 2016. The Board reviewed the detailed charges associated with the  
120 VISA account transactions with transaction dates December 9, 2015 – January  
121 6, 2016; and the Chevron card transactions for the billing periods November 22,  
122 2015 – December 21, 2015.  
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124 Steve Van Valkenburg reviewed the bank statements.  
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126 Jeff Ellingsen moved to accept the calendar year end budget comparison for  
127 2016. Karl Hereth seconded the motion. The motion passed unanimously.  
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129 Jeff Ellingsen moved to establish the 2016 beginning funds balances in BIAS as  
130 presented. Karl Hereth seconded the motion. The motion passed unanimously.  
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## 132 **Agreements and Contracts**

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134 Karl Hereth moved to release the 5% retainage to Mike McClung Construction  
135 Company for the Driscoll Fish Passage Project. Jeff Ellingsen seconded the  
136 motion. The motion passed unanimously.  
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138 Karl Hereth moved to approve the cost share agreement with:  
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- 140 • J. and B. Smith

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142 The cost share payment to:

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- 144 • C. Smith

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146 And the contracts/inter-local agreements with:

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- 148 • Recreation and Conservation Office for the Driscoll Fish Passage Project

- 149 • Department of Ecology for the following projects:

- 150 ○ Monroe Wetland Park Restoration

- 151 ○ De-Listing Follow-Up in Priority Watersheds

- 152 ○ Trib 64 (Lower Pilchuck Creek) Riparian

- 153 • Recreation and Conservation Office Moga Back Channel Construction  
154 Project Proposal Application

- 155 • Recreation and Conservation Office Moga Back Channel Construction  
156 Project Implementation

- 157 • Recreation and Conservation Office Kristoferson Creek Fish Passage  
158 Improvements Project Proposal Application

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

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## 162 **Manager's Report**

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164 The supervisor election process continues to move forward. The District  
165 continues to advertise for both the elected and appointed positions.

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167 Jeff Ellingsen moved to approve the Out-of-Country travel request from Eric  
168 Schuh ~ Dairy Farm Tour in Abbotsford, BC. Karl Hereth seconded the motion.  
169 The motion passed unanimously.

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171 Karl Hereth moved to approve a \$500 sponsorship for the 2016 Puget Sound  
172 Fresh Farm Guide. Jeff Ellingsen seconded the motion. The motion passed  
173 unanimously.

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175 Karl Hereth moved for the payment of the \$775 National Association of  
176 Conservation Districts 2016 dues. Jeff Ellingsen seconded the motion. The  
177 motion passed unanimously.

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179 Karl Hereth moved to accept and approve the 2016 salary plan and add an  
180 additional \$1,115 to the previously approved salary increase budget (total  
181 \$21,115). Jeff Ellingsen seconded the motion. The motion passed unanimously.

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183 Karl Hereth moved to approve the Out-of-State travel request for Mark Craven ~  
184 National Association of Conservation Districts Annual Meeting in Reno, Nevada.  
185 Jeff Ellingsen seconded the motion. The motion passed unanimously.

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187 Program managers are working with their teams to develop 2016 work plans and  
188 expectations.

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**Miscellaneous Reports and Set Next Meeting Date**

There were no miscellaneous reports.

Jeff Ellingsen moved that the February 2016 Board Meeting be held on Tuesday, February 16, 2016 at 6:00 pm at the District office, and that proper notice be distributed to the public; and that the meeting be adjourned. Karl Hereth seconded the motion. The motion passed unanimously.

Meeting was adjourned at 8:35 pm.

**SUMMARY OF OFFICIAL ACTIONS**

Jeff Ellingsen moved to accept the December 15, 2015 Board Meeting minutes as distributed. Karl Hereth seconded the motion. The motion passed unanimously.

Karl Hereth moved to adopt and sign the Meal Reimbursement Policy. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Karl Hereth moved to set the special meeting agenda for January 25, 2016 meeting: Rates and charges discussion, with no action. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Karl Hereth moved for the payment of vouchers/warrants: EFT's and checks #7158 - #7222 totaling \$253,551.14, and to accept and approve the December 2015 Receipt Register, Check Register, and Treasurer's Report. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Jeff Ellingsen moved to accept the calendar year end budget comparison for 2016. Karl Hereth seconded the motion. The motion passed unanimously.

Jeff Ellingsen moved to establish the 2016 beginning funds balances in BIAS as presented. Karl Hereth seconded the motion. The motion passed unanimously.

Karl Hereth moved to release the 5% retainage to Mike McClung Construction Company for the Driscoll Fish Passage Project. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Karl Hereth moved to approve the cost share agreement with:

- J. and B. Smith

The cost share payment to:

- C. Smith

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And the contracts/inter-local agreements with:

- Recreation and Conservation Office for the Driscoll Fish Passage Project
- Department of Ecology for the following projects:
  - Monroe Wetland Park Restoration
  - De-Listing Follow-Up in Priority Watersheds
  - Trib 64 (Lower Pilchuck Creek) Riparian
- Recreation and Conservation Office Moga Back Channel Construction Project Proposal Application
- Recreation and Conservation Office Moga Back Channel Construction Project Implementation
- Recreation and Conservation Office Kristoferson Creek Fish Passage Improvements Project Proposal Application

Jeff Ellingsen seconded the motion. The motion passed unanimously.

Jeff Ellingsen moved to approve the Out-of-Country travel request from Eric Schuh ~ Dairy Farm Tour in Abbotsford, BC. Karl Hereth seconded the motion. The motion passed unanimously.

Karl Hereth moved to approve a \$500 sponsorship for the 2016 Puget Sound Fresh Farm Guide. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Karl Hereth moved for the payment of the \$775 National Association of Conservation Districts 2016 dues. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Karl Hereth moved to accept and approve the 2016 salary plan and add an additional \$1,115 to the previously approved salary increase budget (total \$21,115). Jeff Ellingsen seconded the motion. The motion passed unanimously.

Karl Hereth moved to approve the Out-of-State travel request for Mark Craven ~ National Association of Conservation Districts Annual Meeting in Reno, Nevada. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Jeff Ellingsen moved that the February 2016 Board Meeting be held on Tuesday, February 16, 2016 at 6:00 pm at the District office, and that proper notice be distributed to the public; and that the meeting be adjourned. Karl Hereth seconded the motion. The motion passed unanimously.

Chairman Mark Craven Date 2-16-16

Secretary Roberta Lindemulder Date 2-16-16