

1                                   **Snohomish Conservation District**  
2                                   **Board Meeting Minutes**  
3                                   **Tuesday, January 17, 2017**  
4

5   **Present:**

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7   Mark Craven, Board Chair                                   Steve Van Valkenburg, Board Member  
8   Karl Hereth, Board Member                               Jeff Ellingsen, Board Member  
9   Adam Farnham, Board Member                             Mike Keller, SCD Staff  
10  Ryan Williams, SCD Staff                                 Monte Marti, SCD Staff  
11

12  The meeting was called to order at 6:15 pm by Board Chair Mark Craven. There  
13  were no revisions to the agenda items for the meeting.  
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15  **Guest and Staff Introductions**

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17  Introductions were made and guests provided self-introductions.  
18

19  **Approve December 2016 Board Meeting Minutes**

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21  The December 13, 2016 Board Meeting minutes were reviewed. Steve Van  
22  Valkenburg moved to accept the November 21, 2016 Board Meeting minutes.  
23  Adam Farnham seconded the motion. The motion passed unanimously.  
24

25  **Public Comment**

26  
27  No public comment was provided.  
28

29  **Partner Presentations and Discussion**

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31  No partner presentations were provided.  
32

33  **FSA and NRCS Reports**

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35  Linda Schultz (FSA) and Sarah Tanuvasa (NRCS District Conservationist) were  
36  not available to provide a report.  
37

38  **Staff Reports**

39  
40  Mike Keller reviewed the inventory process and the status of the network and  
41  database.  
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43  Ryan Williams provided an update on Natural Resources Planning team  
44  activities, staff changes, and highlights.  
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46  **Committee Reports**

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**Stillaguamish Clean Water District (SCWD):**

There was no meeting in December and the January meeting is on January 26, 2017. The Snohomish Conservation District will be on the agenda to discuss work plan activities on February 23, 2017.

**Citizen Advisory Committee**

There was nothing to report.

**Ag Board**

There is a new Vice Chair of the Ag Board ~ Jeremy Visser. Some additional board members are retiring or leaving the board. New appointments will likely happen over the next few months.

**Farm Bureau**

Bobbi Lindemulder and Cindy Dittbrenner attended the January 11, 2017 meeting to discuss the Agriculture Resilience Plan. The Farm Bureau board continues to refine their priorities.

**WACD**

The main activity for WACD is the legislative session and state funding for conservation districts. The NACD annual meeting is coming up in early February.

**Policies**

Steve Van Valkenburg moved to approve the Event/Meeting ~ Meal policy. Karl Hereth seconded the motion. The motion passed unanimously.

**Building and Office Space**

The District will pursue potential space in Suite C, with NRCS, in 2017 during a meeting with Sarah on January 18, 2017. Snohomish County is looking at potential land use options at their Cathcart property. This needs to be part of the conversation with the County Council and County Executive.

**5-Year Plan**

92 This will be incorporated into the upcoming rates proposal. The rates  
93 proposal will be on the agenda for additional discussion at the February  
94 board meeting. The rate consultant will be at the March board meeting.  
95 After these meetings and board action, public meetings and County  
96 Council submission will follow.

97

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

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100 The next PSCD Caucus meeting will be Monday, January 23, 2017.

101

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

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104 The Snohomish Conservation District will be hosting the January 2017 WCC  
105 meeting. District staff members are working with the WCC staff to organize and  
106 schedule a tour for the afternoon of January 18. The State budget will be a big  
107 topic of discussion at the Commission meeting on January 19.

108

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

110

111 Karl Hereth moved to approve the 2017 Snohomish Assessment Scope of Work  
112 and Budget. Steve Van Valkenburg seconded the motion. The motion passed  
113 unanimously.

114

115 Need to schedule meetings with County Council members and the County  
116 Executive. A primary focus should be the rates proposal.

117

### 118 **Financial Reports**

119

120 Karl Hereth moved for the payment of vouchers/warrants: EFT's and checks  
121 #7809 - #7863 totaling \$282,204.17, and to accept and approve the December  
122 2016 Receipt Register, Check Register, and Treasurer's Report. Steve Van  
123 Valkenburg seconded the motion. The motion passed unanimously.

124

125 The Board of Supervisors didn't review the "Outstanding Invoices" as of January  
126 17, 2017 and were able to review the "Employee Vacation and Sick Leave"  
127 accruals as of January 10, 2017.

128

129 Steve Van Valkenburg reviewed the bank statements.

130

131 The Board of Supervisors reviewed the VISA report for transaction dates  
132 November 10, 2016 – December 6, 2016; and the Chevron and Texaco  
133 Business Card reports for starting date November 22, 2016 – December 21,  
134 2016.

135

136 Karl Hereth moved to accept and approve the Declaration of Annual Inventory  
137 completed by Mike Keller. Steve Van Valkenburg seconded the motion. The  
138 motion passed unanimously.

139  
140 The Board of Supervisors reviewed the year-end budget comparisons for 2016.

141  
142 **Agreements and Contracts**

143  
144 Steve Van Valkenburg moved to approve the cost share agreements with:

- 145  
146
  - Trillium Farms
  - Danielson Dairy
  - M. Scoville
  - S. Nerland

150  
151 The cost share payments to:

- 152  
153
  - Western Valley Farms
  - K. Lowe

155  
156 Contracts/inter-local agreements with:

- 157  
158
  - Evergreen State Fairgrounds for the Plant Sale Rental
  - City of Lake Stevens for the Joint Cooperative Services Inter-Local Agreement

161  
162 And CREP Maintenance Contracts with:

- 163  
164
  - No action this month

165  
166 Adam Farnham seconded the motion. The motion passed unanimously.

167  
168 **Manager's Report**

169  
170 Adam Farnham moved to approve a one-time payment of \$500 each to Cam  
171 Allen and Julie Allen to recognize outstanding efforts in performance of their  
172 duties documenting the policies and financial transactions of the District. Steve  
173 Van Valkenburg seconded the motion. The motion passed unanimously.

174  
175 Steve Van Valkenburg moved to approve the year-end fund balance transfers in  
176 BIAS. Karl Hereth seconded the motion. The motion passed unanimously.

177  
178 Karl Hereth moved to include the Stillaguamish Clean Water District within the  
179 rate proposal to be submitted to the County Council. Steve Van Valkenburg  
180 seconded the motion. The motion passed unanimously.

181

182 The Board of Supervisors discussed the Focus on Farming Conference.

183

184 The Board of Supervisors reviewed the list of employees with service  
185 anniversary milestones in 2017.

186

187 Monte Marti provided an update on the Sustainable Lands Strategy “multiple  
188 benefit funding strategies” meeting.

189

190 Monte Marti and Ryan Williams provided an update on staff activities.

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### 192 **Miscellaneous Reports and Set Next Meeting Date**

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194 There were no miscellaneous reports.

195

196 Karl Hereth moved that the February 2017 Board Meeting be held on Tuesday,  
197 February 21, 2017 at 6:00 pm at the District office, and that proper notice be  
198 distributed to the public; and that the meeting be adjourned. Steve Van  
199 Valkenburg seconded the motion. The motion passed unanimously.

200

201 Meeting was adjourned at 8:20 pm.

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203

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### **SUMMARY OF OFFICIAL ACTIONS**

205

206 Steve Van Valkenburg moved to accept the November 21, 2016 Board Meeting  
207 minutes. Adam Farnham seconded the motion. The motion passed  
208 unanimously.

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227

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269  
270 Chairman Mark Crann Date 2-21-17

271  
272 Secretary Monte H. Martin Date 2-21-17  
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