

**Snohomish Conservation District
Board Meeting Minutes
Tuesday, May 17, 2016**

Present:

Steve Van Valkenburg, Board Member	Jeff Ellingsen, Board Member
Mark Craven, Board Chair (Phone; 8:15 pm)	Linda Schultz, FSA
Shana Joy, WA Conservation Commission	Monte Marti, SCD Staff

The meeting was called to order at 6:05 pm by Board Member Steve Van Valkenburg. Quorum was set at 8:15 pm when Mark Craven joined the meeting via phone, and he assumed the chair of the meeting. There were no revisions to the list of agenda items.

Guest and Staff Introductions

Introductions were made.

Approve April 2016 Board Meeting Minutes

Action deferred until quorum was established. The April 19, 2016 Board Meeting minutes were reviewed. Steve Van Valkenburg moved to accept the April 19, 2016 Board Meeting minutes as distributed. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Public Comment and PUBLIC HEARING ON THE FY2017 WORK PLAN AND BUDGET

There were no public comments on the FY2017 Work Plan and Budget.

Partner Presentations and Discussion

There were no partner presentations.

FSA and NRCS Reports

Sarah Tanuvasa, NRCS District Conservationist wasn't available to provide a report. Linda Schultz provided a short FSA report about her transition and training.

Staff Reports

No staff reports were provided.

Committee Reports

Stillaguamish Clean Water District (CWD):

There are some fund balance issues associated with unpaid funds by the federal government and others. This could impact the District's available fund balance. It may now be reduced to around \$74,000. The CWD Advisory Board realignment continues to move forward. They talked about the Floodplains by Design proposals and the NPDES inspections at the last meeting. The Snohomish Conservation District is on the agenda (2015 accomplishments and 2016 work plan) for the May meeting.

Citizen Advisory Committee

The Citizen Advisory Committee has provided input on the July 1, 2016 – June 30, 2017 work plan and budget.

Ag Board

Jeff Ellingsen reported that the Ag Board talked about the NPDES inspections, the brewery/winery/distillery codes, FEMA, and the District potential property/building purchase.

Farm Bureau

The District is working with a subcommittee of Farm Bureau Board members to help develop an agriculture strategy.

WACD

Mark Craven continues to be very busy as WACD President. He is currently at the Commission's May meeting. WACD is still pursuing a new executive director.

Policies

Staff is currently reviewing the cost share policy. There may be needs for potential updates/revisions to the policy. Potential revisions to some financial management policies are being evaluated.

Building and Office Space

The District informed the Ag Board at their May meeting about the District's land/building purchase options and obstacles. The District needs to engage with Snohomish County Planning and Development Services.

5-Year Plan

There was nothing to report.

Puget Sound Conservation District Caucus

The next Puget Sound Conservation District Caucus meeting will be on June 27, 2016 (no May meeting). The previous meeting focused on monitoring, funding, and PSCD engagement with partners.

Washington Conservation Commission (WCC)

Shana Joy provided an update in person. The April 20/21 meeting was successful. Districts need to actively seek stakeholder support for district activities. Districts will need to actively engage in the Commission's decision packet development, and help improve upon previous submissions. Districts need to actively engage with legislators and inform them of district activities and needs. Landowner testimonies are really valuable and important. There will be opportunities to influence the programming for the WACD Annual Meeting. There will be new guidelines for the additional Firewise funding that is part of the July 1, 2016 – June 30, 2017 budget. There will be a new RCPP project proposal opportunity in June. The District needs to ensure that the FY2017 is approved and submitted prior to May 31, and that the Schedule 22 and annual State Auditor's Office reports are submitted prior to May 29.

Snohomish County and Camano Island Assessment Updates

Snohomish County has not yet identified how it plans to justify their actions/activities and the associated cost of spreading and collecting the assessment. Meetings are getting scheduled with the County Council members and the County Executive. The District presented its annual report to the Island County Commissioners on May 4.

Financial Reports

Jeff Ellingsen moved for the payment of vouchers/warrants: EFT's and checks #7338 - #7366 totaling \$198,746.70, and to accept and approve the April 2016 Receipt Register, Check Register, and Treasurer's Report. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

The Board of Supervisors also reviewed the "Outstanding Invoices" as of May 17, 2016 and the "Employee Vacation and Sick Leave" accruals as of May 10, 2016. The Board reviewed the detailed charges associated with the VISA account transactions with transaction dates March 8, 2016 – April 5, 2016 and April 6, 2016 – May 5, 2016; and the Chevron card transactions for the billing periods March 22, 2016 – April 21, 2016.

Steve Van Valkenburg reviewed the bank statements.

Agreements and Contracts

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

- G. Moga
- Nourse River LLC
- C. & H. Tareen
- S. & A. Pickard

The cost share payments to:

- B. Partridge
- S. Hanson

Contracts/inter-local agreements with:

- WSU Extension Pierce County for engineering services provided by the District
- Sound Salmon Solutions for the Sanders Riparian planting
- Department of Ecology for the Integrated Riparian Stewardship easement grant
- Department of Ecology for the WCC crew ~ extra week of crew time
- Snohomish County WSU Extension for Amendment #4 of the Snohomish County WSU Forest Stewardship training
- Rose Foundation for the Horses for Clean Water grant
- Adopt-A-Stream Foundation for invasive weed control
- Pyramid Communications for the TNC Better Ground contract
- Forterra for the Riparian Easement grant
- Terra Valuation for the Riparian Easement grant
- Mike McClung Construction for the Moga Restoration project
- Old Republic Title, Ltd. for the Marysville property title report

And CREP Maintenance Contracts with:

- R. Arney
- M. Buza
- R. Carlson
- M. McGillivray

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

Manager's Report

Jeff Ellingsen **moved** to approve and submit the Schedule 22 to the State Auditors Office. Steve Van Valkenburg **seconded** the motion. The motion **passed** unanimously.

Jeff Ellingsen **moved** to approve and submit the FY2017 (July 1, 2016 – June 30, 2017) Work Plan to the Washington State Conservation Commission. Steve Van Valkenburg **seconded** the motion. The motion **passed** unanimously.

Steve Van Valkenburg moved to change the regularly scheduled monthly Board of Supervisors meeting date and time to the 3rd Monday of the month at 6:30 pm. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Updated sexual harassment training needs to be provided to the Board and District staff. Bobbi Lindemulder will be coordinating this training with the Board and District staff once the material has been secured from Enduris.

PCC Farmland Trust anticipates that they will be attending either the June or July Board meeting.

Meetings have been going well with the County Council members. June meetings are anticipated for County Council member Ryan and County Executive Somers.

Monte Marti gave a presentation to the Island County Commissioners on May 4. They are pleased with the work and effort of the Snohomish Conservation District.

Monte Marti provided a list of potential options for financing the purchase of a building and/or property.

The WADE training will be June 13 – 15 in Leavenworth.

Cindy Dittbrenner and Monte Marti attended a Sea Level Rise conference hosted by the Tulalip Tribes. It is an emerging issue that could impact a wide variety of projects. The District will stay engaged with this topic, and will pursue potential funding to assess the impacts on agriculture.

The Board of Supervisors received the feedback from MRSC on the patent.

Monte Marti was appointed to the Department of Ecology's Puget Sound Stormwater Strategic Initiative Advisory Team for a two-year term beginning June 2016.

The Board of Supervisors reviewed the small and attractive asset list, as well as the large asset list (pursuant to Schedule 22 requirements).

Miscellaneous Reports and Set Next Meeting Date

There were no miscellaneous reports.

Jeff Ellingsen moved that the June 2016 Board Meeting be held on Monday, June 20, 2016 at 6:30 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.

Meeting was adjourned at 9:00 pm.

SUMMARY OF OFFICIAL ACTIONS

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Chairman Mark Crum Date 6-20-16

Secretary Monte H. Maite Date 6-20-16