

1 **Snohomish Conservation District**
2 **Board Meeting Minutes**
3 **Monday, October 17, 2016**
4

5 **Present:**
6

7 Mark Craven, Board Chair Steve Van Valkenburg, Board Member
8 Karl Hereth, Board Member Adam Farnham, Board Member
9 Jeff Ellingsen, Board Member Linda Schultz, Farm Services Agency
10 Shana Joy, Washington Conservation Commission
11 Cindy Dittbrenner, SCD Staff Monte Marti, SCD Staff
12

13 The meeting was called to order at 6:45 pm by Board Vice Chair Adam Farnham.
14 There were no revisions to the agenda items for the meeting. Chair Mark
15 Craven arrived at 7:00 pm.
16

17 **Guest and Staff Introductions**
18

19 Introductions were made and guests provided self-introductions.
20

21 **Approve September 2016 Board Meeting Minutes**
22

23 The September 19, 2016 Board Meeting minutes were reviewed. Karl Hereth
24 moved to accept the September 19, 2016 Board Meeting minutes as distributed.
25 Steve Van Valkenburg seconded the motion. The motion passed unanimously.
26

27 **Public Comment**
28

29 No public comment was provided.
30

31 **Partner Presentations and Discussion**
32

33 There were no partner presentations and discussions.
34

35 **FSA and NRCS Reports**
36

37 Linda Schultz, FSA, reported that payments for crop loss and sign-ups for other
38 programs are moving forward. She noted that they are still accepting CREP
39 applications.
40

41 Sarah Tanuvasa, NRCS District Conservationist wasn't available to provide a
42 report.
43

44 **Staff Reports**
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46 Cindy Dittbrenner talked about the work her team is doing to improve both
47 written and oral communication with landowners. She also reported on and

48 sought input on the Agriculture Resiliency Plan. The Board is very interested in
49 the outcomes from the Agriculture Resiliency Plan. It will be discussed at the
50 Focus on Farming Conference and additional input will be sought from the
51 agriculture community.

52

53 **Committee Reports**

54

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

56

57 Steve VanValkenburg missed the September meeting. The SCWD
58 Advisory Board finalized their letter to the County Council. It appears that
59 the Snohomish Conservation District proposed budget for 2017 will stay at
60 \$215,000.

61

62 **Citizen Advisory Committee**

63

64 The Citizen Advisory Committee met after the Partnership Breakfast on
65 September 30. They discussed the District's potential "rates and charges"
66 proposal, agriculture related issues (e.g., permitting, youth education
67 needs). They provided feedback on the current 5-Year Plan.

68

69 **Ag Board**

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71 The October Ag Board meeting was cancelled. They would like to pursue
72 youth education focused on the role and value of agriculture in
73 Snohomish County. They recently met with the County Council and
74 County Executive.

75

76 **Farm Bureau**

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78 There was no regular board meeting in October. They have their local
79 Annual meeting in October.

80

81 **WACD**

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83 The WACD NW Area Meeting was on October 11. The WACD Annual
84 Meeting will be November 28 – 30. There will be a Sustainable Lands
85 Strategy presentation at the Annual Meeting. The Conservation
86 Commission budget request will be the focal point for early 2017.

87

88 **Policies**

89

90 There was nothing new to report.

91

92 **Building and Office Space**

93

94 The District's offer on the Marysville property expired. Other building and
95 land options will continue to be pursued.

96
97 **5-Year Plan**

98
99 The 5-Year Plan will be incorporated into the rates and charges effort.
100 The Citizen Advisory Committee provided feedback on the current plan.

101
102 **Puget Sound Conservation District Caucus**

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104 The PSCDs continue to pursue a regional reporting format. They
105 continue to engage with the Puget Sound recovery and Puget Sound
106 Partnership/state agency/EPA strategic initiative process. They will be
107 actively engaging with the state agencies that are the strategic initiative
108 leads for habitat, shellfish, and stormwater. The next Puget Sound
109 Conservation District Caucus meeting will be on October 24, 2016.

110
111 **Washington Conservation Commission (WCC)**

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113 Shana Joy reported that the WACD area meetings continue this week and next
114 week. The WCC submitted their budget request and it has been well received by
115 the Office of Financial Management. There is outreach material on their website.
116 A WCC committee is working on the "Conservation Accountability and
117 Performance Program. She noted the upcoming WACD Annual Meeting and
118 WCC meeting November 29 – December 1. The Snohomish Conservation
119 District will be hosting the January 2017 Commission meeting. The District will
120 need to organize a tour and interaction dinner. She noted that the District has
121 two Regional Conservation Partnership Program projects being implemented ~
122 Snohomish and Stillaguamish ~ and appreciated the efforts of District staff.

123
124 **Snohomish County and Camano Island Assessment Updates**

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126 The next Snohomish County assessment distribution is scheduled for December
127 1, 2016. The rate consultant FCS Consulting has been engaged to help develop
128 the rate proposal.

129
130 **Financial Reports**

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132 Karl Hereth moved for the payment of vouchers/warrants: EFT's and checks
133 #7665 - #7700 totaling \$195,954.49, and to accept and approve the September
134 2016 Receipt Register, Check Register, and Treasurer's Report. Jeff Ellingsen
135 seconded the motion. The motion passed unanimously.

136
137 The Board of Supervisors also reviewed the "Outstanding Invoices" as of
138 October 17, 2016 and the "Employee Vacation and Sick Leave" accruals as of
139 October 10, 2016.

140

141 Steve Van Valkenburg reviewed the bank statements.

142

143 The Board of Supervisors reviewed the VISA report for transaction dates August
144 8, 2016 – September 6, 2016; and the Chevron and Texaco Business Card
145 reports for starting date August 22, 2016 – September 21, 2016.

146

147 **Agreements and Contracts**

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149 Karl Hereth moved to submit the Salmon Recovery Funding Board Application
150 Authorization form for the Woods Creek Culvert Replacements Cooperative
151 Project ~ 16-1608. Steve Van Valkenburg seconded the motion. The motion
152 passed unanimously.

153

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

155

- 156 • G. and D. Millar
- 157 • D. Thomsen
- 158 • City of Monroe
- 159 • Livingston Bay Community Association

160

161 The cost share payments to:

162

- 163 • W. Cayford
- 164 • R. Sword

165

166 Contracts/inter-local agreements with:

167

- 168 • Washington Conservation Commission for the Stillaguamish RCPP
- 169 • Washington State Department of Ecology for Agriculture Best
170 Management Practices Implementation (extend contract)
- 171 • Stewardship Partners for Rain Garden/Rain Barrels event
- 172 • Calypso Restoration for fencing projects
- 173 • FCS Group for rates and charges rate structure development
- 174 • Mason Conservation District for professional engineering services

175

176 And CREP Maintenance Contracts with:

177

- 178 • No action this month

179

180 And to sign the Livingston Bay Community Association cost share agreement
181 after they sign the agreement later this month.

182

183 Steve Van Valkenburg seconded the motion. The motion passed unanimously.

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185 Jeff Ellingsen moved to pay \$775 in National Association of Conservation District
186 dues. Steve Van Valkenburg seconded the motion. The motion passed
187 unanimously.

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Manager’s Report

Karl Hereth moved to accept the in-state travel request for Mark Craven, Monte Marti, and Jeff Ellingsen to travel to the WACD Annual Meeting November 28 – December 1, 2016. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Jeff Ellingsen moved to accept the same insurance rate coverage structure as previous years and set the following amounts that the District would pay:

- Subscriber = \$786.01
- Subscriber and Spouse = \$1,285.43
- Subscriber and Child(ren) = \$1,142.74
- Full Family = \$1,713.49
- All adjusted to appropriate hours worked
- Medical Waiver = \$145.08

Steve Van Valkenburg seconded the motion. The motion passed unanimously.

The Board of Supervisors reviewed the 3rd Quarter 2016 budget comparisons. It was noted that some budget adjustments/revisions might be necessary prior to the end of 2016.

Steve Van Valkenburg moved to appoint Lois Ruskell as the Snohomish Conservation District Elections Supervisor. Karl Hereth seconded the motion. The motion passed unanimously.

The District provided a legislative tour for Representative June Robinson on October 13. A tour is also set for Representative Norma Smith for October 28.

Miscellaneous Reports and Set Next Meeting Date

There were no miscellaneous reports.

Steve Van Valkenburg moved that the November 2016 Board Meeting be held on Monday, November 21, 2016 at 6:30 pm at the District office, and that proper notice be distributed to the public; and that the meeting be adjourned. Jeff Ellingsen seconded the motion. The motion passed unanimously.

Meeting was adjourned at 9:00 pm.

SUMMARY OF OFFICIAL ACTIONS

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Chairman Mark Craven Date 11/21/16

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Secretary Monte H. Marti Date 11-21-16