

**SNOHOMISH COUNTY
CONSERVATION FUTURES PROGRAM ADVISORY BOARD**

FEBRUARY 25, 2019 REGULAR MEETING MINUTES

5:30 P.M. – 6:40 P.M.

**Willis D. Tucker Community
Park, 6705 Puget Park Drive,
Snohomish, WA**

Members Present: County Council Member **Stephanie Wright**, County Council Member **Sam Low**, County Executive Representative **Ken Klein**, Large City Representative **Kyoko Matsumoto-Wright**, Small City Representative **Carla Nichols**, and Community Representative **Mark Craven**

Members Absent: Community Representative **Mark Spada**

Staff: **Kye Iris**, **Sharon Swan** and **David McConnell**

Guests Present: **Denise Johns**, Senior Parks Planner, City of Monroe, **Tom Teigen**, Director, Snohomish County Department of Parks, Recreation & Tourism

1. CALL TO ORDER

Vice Chair Sam Low called the meeting to order at 5:40 p.m.

2. INTRODUCTION OF BOARD MEMBERS

Board members, staff and guests introduced themselves.

3. ELECTION OF 2020 BOARD CHAIR AND VICE CHAIR

Vice Chair Sam Low opened the floor for nominations for the positions of 2020 Chair and Vice Chair.

Board Member Mark Craven nominated Vice Chair Sam Low for the position of 2020 Board Chair. The nomination was seconded by Board Member Carla Nichols, and the vote was 5 in favor with Sam Low abstaining.

Board Member Ken Klein nominated Board Member Stephanie Wright for the position of 2020 Vice Chair. The nomination was seconded by Board Chair Sam Low and the vote was 5 in favor with Stephanie Wright abstaining.

4. APPROVAL OF MINUTES

Board Chair Sam Low asked for additions or corrections to the minutes for the June 5, 2019 meeting. There were no additions or corrections. Board Member Ken Klein moved to accept the minutes as written, Board Member Carla Nichols seconded and the vote was 4 in favor, 0 opposed (two Board Members were absent for the vote).

5. PUBLIC COMMENT

Board Chair Sam Low asked for public comments. No public comments were offered.

6. ADMINISTRATIVE

a. Boards and Commissions Training and Use of County Email

Staff Member David McConnell discussed Snohomish County's required Board Member training and let the Board know that training materials in the form of a PowerPoint presentation created by the Snohomish County Executive's office had been sent to each of the board members. Board Members should review the presentation and then send a reply email back to Mr. McConnell indicating that they had completed the training (**Attachment A**).

Mr. McConnell also reminded the Board that when communicating as Board Members that they are conducting County business and that all County business communication should be completed using County email accounts. If board members have problems logging into their county email accounts they should contact the Snohomish County IT department at (425) 388-3378 and also contact Mr. McConnell. Board members also should log into their County email every 30 days at minimum to avoid having to reset their passwords each time they log in.

b. Set Dates for Winter and Spring Regular Board Meetings

Mr. McConnell asked the Board to consider setting standing dates for its two annual meetings and explained that scheduling meetings was taking longer than necessary. After discussion, the Board agreed by consensus to set the dates for the regular, annual winter and spring meetings. It was agreed that the winter regular meeting should occur on the last Tuesday of February and that the spring regular meeting should occur on the first Tuesday in June. Special meetings will be scheduled and held on an as-needed basis. The Board also agreed to ask Staff to determine the location for future meetings as appropriate.

7. STATUS OF CURRENT PROJECT STATUS

Staff Member Kye Iris updated the Board on the status of funded projects (**Attachment B**). Project proponents, if present, were invited to update the Board on their projects.

Project Status – See handout

a. CF17-05 Shelton View Forest Acquisition, City of Bothell

There has been no change in the status of this project since the last meeting of the Board. The City is completing an appraisal and is in negotiations with the landowner.

b. CF18-01 Deer Creek Park, Town of Woodway

This project has been canceled and the funds have been returned to the fund balance.

c. CF18-02 Terrace Creek Park Addition, City of Mountlake Terrace

Board Member Kyoko Matsumoto-Wright reported that the City has closed on the acquisition and the project is complete.

d. CF18-03 Reiner Farm, PCC Farmland Trust

PCC Farmland Trust has completed the purchase of the property and is currently working on completing a survey and resolving boundary issues. PCC Farmland Trust will be selling the riverfront portion of the property to the Tulalip Tribe. The Conservation Futures program will reimburse PCC Farmland Trust for the acquisition once the boundary line adjustment has been completed.

e. CF18-07 East Monroe Heritage Site, City of Monroe

Denise Johns, Senior Planner for the City of Monroe updated the Board on the City of Monroe's project and reported that the City is still in negotiations with the landowner. Ms. Johns further reported that the

City needed to return the project match, which was provided through the Washington State Recreation Conservation Office (RCO) Land and Water Conservation Fund, but will be reapplying for additional state funding to complete the acquisition.

f. CF19-02 PSE Corridor, Snohomish County Parks

Snohomish County is completing the appraisal review for this acquisition.

g. CF19-03 French Slough Farm, PCC Farmland Trust

PCC Farmland Trust has secured match funding through Federal grant sources and is waiting for the Natural Resources Conservation Service (NRCS) to complete its portion of the process.

h. CF19-04 Miller Pond, Snohomish County Parks – appraisal review & negotiations

Snohomish County is completing the appraisal review for this acquisition.

i. CF19-05 Lund's Gulch – McCrary Acquisition, City of Lynnwood

The City is preparing to close on the acquisition.

Board Chair Sam Low asked Staff to forward notifications to members of the board for ribbon cuttings and grand openings when received so board members could attend.

8. DISCUSSION ITEMS

a. Review of Program Fund Balance and Possible 2020 Grant Round

Staff Member Sharon Swan updated the Board on the Conservation Futures Program fund balance and reported that there was approximately 1.9 million in funding for the Board to recommend for funding if the Board chose to do a grant round in 2020. Discussion followed and the Board agreed to open a grant round in 2020. The grant application package will be advertised and released in mid-March (3/15/2020) and will be due in mid-May (5/15/2020). The Board will tour the proposed acquisitions on May 29th 2020 and will meet on June 2nd and 3rd 2020 to hear grant presentations, deliberate and make a funding recommendation to the Snohomish County Council.

b. Item from Board Member Ken Klein – Request for Boundary Line Adjustment, City of Stanwood's Ovenell Park Property

Board Member Ken Klein asked Board Chair Sam Low if he could add a discussion item to the agenda. The Chair agreed. Mr. Klein described a request from Mayor Leonard Kelley from the City of Stanwood for a boundary line adjustment to the City's Ovenell Park property. The Ovenell Park was acquired with funding from the Conservation Futures program and other sources. During the acquisition process, a property boundary survey was not completed and during development of the park, the City installed a fence on what they believed to be the property line (**Attachment C**). Subsequently, the City and the neighboring property owner discovered the error and are trying to resolve the issue by completing a boundary line adjustment (BLA). The City is requesting permission from the Board to complete the BLA, resolve the issue and avoid litigation. Discussion followed.

After discussion, the Board agreed by consensus to table the issue until the next regular meeting and asked Staff to research the situation and recommend options for the Board to consider. Staff Member Kye Iris also recommended that in the future, the Board require grant applicants to obtain a boundary line survey as part of the acquisition process. This is not currently part of the acquisition process.

c. Item from Director Tom Teigen, Snohomish County Department of Parks, Recreation and Tourism re State Law Update related to Use of Conservation Futures Program Funding for Maintenance and

Operations

Director Tom Teigen asked Board Chair Sam Low if he could bring an additional discussion item to the Board to consider. The Chair agreed and Mr. Teigen described a change to Washington State Law that affects expenditures of Conservation Futures program funding for maintenance and operation. Prior to the change, entities could spend up to 15% of annual funding collected on maintenance and operation of existing sites acquired with Conservation Futures funding. After the change to state law, up to 25% of annual funding can be used for that purpose. Mr. Teigen explained that Snohomish County still uses slightly less than 15% for this purpose and asked the Board to consider updating Snohomish County Code to allow County allocation up to the state law allowed limit. Expenditure to the full 25% would not necessarily be implemented, but the code change would allow increases to occur to support maintenance and operation of Conservation Futures acquired properties. Discussion Followed.

After discussion, the Board agreed by consensus that Staff should research the matter further and report back to the Board when appropriate.

9. COMMENTS FROM THE BOARD

Board Member Carla Nichols asked Staff if they could make sure that the map showing the distribution of Conservation Futures program funded projects be brought to the June meeting when the Board hears grant application proposals. Staff agreed to bring the map to the June meeting.

10. ADJOURN

Board Chair Sam Low adjourned the meeting at 6:40 p.m.

ATTACHMENTS:

Attachment A – Boards and Commissions Training PowerPoint

Attachment B – Conservation Futures Program Administrative Status Report

Attachment C – Graphic, Request for Boundary Line Adjustment, City of Stanwood's Ovenell Park Property

WHERE TO GET COPIES OF DOCUMENTS AND WEBSITE ACCESS: Please check www.snohomishcountywa.gov for additional information or the Snohomish County Department of Parks and Recreation, Reception Desk, 6705 Puget Park Drive, Snohomish. For more information, call Dave McConnell at 425-388-6627 or by email at david.mcconnell@snoco.org.

AMERICANS WITH DISABILITIES ACT NOTICE: Snohomish County facilities are accessible. The county strives to provide access and services to all members of the public. Sign language interpreters and communication materials in alternate form will be provided upon advance request of one calendar week. Dave McConnell at 425-388-6627 or by email at david.mcconnell@snoco.org.