

KING COUNTY AGRICULTURE COMMISSION

MEETING NOTICE

THURSDAY, JANUARY 14, 2016

4:00 – 7:00 P.M. AT THE ISSAQUAH FISH HATCHERY

125 WEST SUNSET WAY, ISSAQUAH

PROPOSED MEETING AGENDA

(AGENDA ITEM TIMES ARE TENTATIVE)

4:00	Call to Order <ul style="list-style-type: none"> • Introductions • Approval of Agenda • Approval of Minutes (December) p.3-5 • Update on commission voting privileges- Patrice- Financial Disclosure Forms p. 18-19 	Nancy Hutto, Chair
4:15	Public Comment	Nancy Hutto, Chair
4:20-4:50	Comp Plan: Remlinger UGA expansion proposal, Fall City Community Meeting public comment, 4-1 proposal	Kathy Creahan
4:50-5:15	Snohomish County Agriculture Actions: Q&A	Linda Neunzig, Snohomish County, Agriculture Project Coordinator
5:15-5:40	Commission Policies and Procedures: Review and Modify p.6-16	Nancy Hutto, Chair, Patrice Barrentine
5:40	Break	
5:55-6:15	Commission Elections and Appointments <ul style="list-style-type: none"> • Nominations for Commission <ul style="list-style-type: none"> ○ Chair, George Irwin ○ Vice Chair, <ul style="list-style-type: none"> ▪ Leann Krainick • Nominations for KCD Advisory Board <ul style="list-style-type: none"> ○ Primary, Shelby Jors ○ Alternate, Meredith Molli Actions: <ul style="list-style-type: none"> • Nominations from the floor • Motion to appoint • Vote 	Nancy Hutto, Chair
6:15-6:40	Strategic Planning Continued <ul style="list-style-type: none"> • Ranking the list of policies and activities • Timeline for top ranked policies and activities p.17 	Patrice Barrentine
6:40	Updates (approx. 5 min each) <ul style="list-style-type: none"> • Regulatory Committee • King Conservation District • One Stop Shop/ Farm King County Website • Commissioner Service Recognition/Reception -Feb 3:30 	Commissioners KCD Staff Mike Lufkin, Patrice Patrice
7:00	Adjourn	Nancy Hutto, Chair

Next Meeting: Thursday, Feb 11th

2016 Meeting Topics Calendar

Complete	Topic	Who	When	Outcomes	
				Letter advising County Executive	Notes
	Commission Policies and Procedures: Review and Modify		Jan-Mar		
	What's Going on with Ag in Other Counties?	Snohomish Skagit, Pierce, etc.	Jan-Mar		
	Appoint a commissioner and an Alternate for KCD Advisory Board		Jan		
	Commissioner Service Recognition and Reception		Feb		
	Farm Fish Flood Letter for Consideration/Policy		Feb		
	New Farm King County Website		Feb		
	Tour – Purpose of Commission, FPP, ADAP, Buffers, Salmon-Recovery, Drip Irrigation, Drought, WID, Reclaimed Water, Keller Ditch, Tall Chief, Ag Regulatory Changes		March		
	Joint Meeting with Rural Forestry Commission		Q1 2016		

**King County Agriculture Commission
DRAFT Minutes from
Thursday, December 10, 2015
Watershed Science Center, Issaquah**

Commissioners	P	A	Commissioners	P	A
Nancy Hutto, Chair		X	Bob Vos	X	
George Irwin, Vice Chair	X		Siri Erickson-Brown		X
Eldon Murray	X		Larry Pickering		X
Roger Calhoon	X		Shelby Jors	X	
Leigh Newman-Bell	X		Leann Krainick	X	
Meredith Molli	X		Amy Holmes	X	

P=Present; A=Absent

Staff Present	
Patrice Barrentine	Richard Martin
Kathy Creahan	Megan Moore
Steve Evans	Ted Sullivan
Guests Present	
King County Councilmember Kathy Lambert	Unidentified Guest
Bruce Elliott	

Meeting Action Summary

- | |
|---|
| <ul style="list-style-type: none"> November Meeting Minutes Approved New Commissioners Update FPP Acquisition Update Commission Topics for 2016 Next Meeting: January 14, 2016 at 4:00 pm |
|---|

Meeting Called to Order by George Irwin at 4:11 pm

Approval of Minutes

Ms. Holmes made a motion to approve the November 12, 2015 meeting minutes. Leann Krainick seconded the motion. The motion passed unanimously.

Approval of Agenda

Amy Holmes made a motion to approve the meeting agenda. Meredith Molli seconded the motion. The motion passed unanimously.

Public Comment

There was no public comment.

New Commissioners Update – Patrice Barrentine

Patrice Barrentine gave a brief update on the status of several Commissioner appointments with the King County Council (KCC). She said that currently six of the eight new Commissioners were now eligible to vote at tonight’s meeting, and that **the remaining two (Bruce Elliott and Anne Becker) were pending Council approval due to paperwork delays.**

Farmland Preservation Program Acquisition Update – Kathy Creahan, Ted Sullivan

Kathy Creahan advised the Commission that the Public Review Draft of the 2016 King County comp plan was now online, and that Chapter 3 of the plan was the section relevant to rural and resource lands. She said that in addition to policy, the comp plan was where designations are made. She continued that there were two land use amendments in the Draft involving agriculture: the Tall Chief land being rezoned as agricultural and added to the APD, and the Area Zoning Study #12, which addresses possible changes in designation (rural to urban) of several land parcels adjacent to the city of Carnation. Ms. Creahan reported that the primary area of concern here was the parcel designated A-35 in the Study #12 handout, a farm owned by the Magnochi family, which is adjacent to the outer boundary of the Carnation urban area and therefore facing possible re-designation as urban land. She added that the comp plan’s manager, Ivan Miller with King County PSB, would be willing to attend the Commission’s January meeting to receive feedback on the plan from the Commission. She said that the County’s current recommendation on Study #12 was to not expand Carnation’s Urban Growth Area boundary, but would consider a “4-to-1” proposal. This would entail a portion of the urban-adjacent property being designated as urban, with the remainder designated as open-space or resource. Ms. Creahan went on to clarify that she was not necessarily requesting the Commission discuss this matter today, but did want them to be aware of it.

Ted Sullivan then introduced and discussed at length a PowerPoint presentation on FPP. The presentation included acreage, purchase, and funding data from 1985-2015 land/easement acquisitions by the County in several APDs, as well as potential areas of growth for 2016 and onward. There were several follow-up points of discussion from the Commission, including how the County determines land value, requirements for easements, and the County possibly searching outside APDs for additional land.

BREAK

Strategic Planning, Committee Formation & Meeting Schedule – Patrice Barrentine

Ms. Barrentine reviewed with the Commission a checklist of topics designated to have been addressed in their 2015 meetings, and which of these topics to keep as ongoing discussion items for 2016.

Ms. Barrentine then reviewed the current committees under the Commission, and asked for new volunteers for each for 2016. Bob Vos requested to be removed from the Selection committee. Mr. Elliott agreed to serve on the Lower Green committee. Mr. Vos, Ms. Holmes, Eldon Murray, and Ms. Krainick volunteered for the Access to Farmland committee. Ms. Molli and Leigh Newman-Bell volunteered for the Snoqualmie/Farm Fish Flood (FFF) committee.

Ms. Barrentine also reviewed a checklist of Commission accomplishments in 2016. Suggested highlights included several support letters to the King County Executive and the extensive work completed on FFF; Ms. Molli added the work completed on the comp plan and code change proposals, and Ms. Barrentine added the Food Initiative as a highlight as well.

Ms. Barrentine then entertained suggestions from the Commission on new topics to address for the coming year. She advised that she would organize the suggestions and bring them back before the Commission to review in detail at the January meeting.

Other Updates

Ms. Barrentine and Ms. Molli reported that they would have a more thorough update from the Regulatory Committee after their January 2016 meeting.

Steve Evans informed the Commission that the vote on the Snoqualmie Valley Watershed Improvement District had passed with 94% of the votes in favor of the proposal, and the WID had been officially formed as of December 7. The five commissioners were also chosen, and sworn in at KCC this past week. The new WID commissioners are: Siri Erickson-Brown, Jason Roetcisoender, Gary Remlinger, David Andrews, and Patrick McGlothlin. Mr. Evans added that the success of this measure meant there was now a template for forming other WIDs.

Mr. Vos reported that the KCC had voted 6 – 2 in favor of the Keller family’s purchase of the Tall Chief land. Kathy Lambert added that the support letter to the KCC from the Commission had been very powerful.

Ms. Holmes stated that KCD was still in search of an executive director, and that they would welcome any input from the Commission on this decision. She said the goal date for a hire was February 2016.

Ms. Barrentine reviewed the upcoming meeting dates for 2016. She reminded the Commissioners to submit candidate suggestions for the upcoming elections for Chair and Vice Chair in January, as well as appointing a commissioner and alternate to serve on KCD’s advisory committee. She added there would be three possible upcoming vacancies on the Commission.

Meeting Adjourned at 6:56 pm

Next Meeting

Thursday, January 14, 2016 at 4:00 pm

Issaquah Fish Hatchery, Watershed Science Center, Issaquah

King County Agriculture Commission Policies and Procedures

1.0 SUBJECT TITLE: King County Agriculture Commission Policies and Procedures

1.1 Effective Date: Immediately following a majority vote of the King County Agriculture Commission.

2.0 PURPOSE:

2.1 DUTIES: The Purpose and Duties as defined by Enabling Ordinance #11417:
The Commission shall advise the council and executive on agricultural policies and programs, including, but not limited to:

- A. *Existing and proposed legislation and regulations affecting commercial agriculture;*
- B. *Land use issues as they impact agriculture; and,*
- C. *Ways to maintain, enhance and promote agriculture and agricultural products in the region.*

2.2 The MISSION STATEMENT as developed by the King County Agriculture Commission is:

The King County Agriculture Commission, working with citizens, agricultural producers and public officials shall actively influence regional policy to preserve and enhance agricultural land; support and promote a viable agricultural community; and educate the public about the benefits of local agricultural products.

3.0 REFERENCES:

3.1 King County Ordinance 11417 establishes the King County Agriculture Commission purpose and provides guideline for its powers, duties, operations and membership.

3.2 King County Code 2.98 (Rules) requires each County governmental agency to prepare a set of internal rules for its operation consistent with the spirit of the law contained in RCW 42.17 (Public Records) and in RCW 42.30 (Open Public Meetings)

3.3 King County Code 3.04 (Employee Code of Ethics) deals with ethical behavior and conflict of interest of County officials and employees, including members of boards and commissions and private consultants.

3.4 Revised Code of Washington 42.17 (Public Records) requires public agencies to make available to the public their procedures, documents and indexes for inspection and copying.

3.5 Revised Code of Washington 42.30 (Open Public Meetings) requires that all meetings of the governing body of a public agency be open to the public with few exceptions. Program Manager shall give legal public notice for all Commission meetings.

4.0 DEFINITIONS:

4.1 Agriculture: For the purpose of Commission deliberations commercial agriculture shall be defined as those agricultural activities defined in the Revised Code of

Washington (RCW) 7.48.310 and that meet the income criteria set forth in King County's Current Use Taxation program (based on RCW 84.34)

5.0 POLICIES & PROCEDURES:

5.1 Commissioners:

5.1.1 The Commission shall consist of fifteen residents of King County serving without compensation, following the initial staggering of the Commissioner's terms appointments are for a three year term.

5.1.2 Job Description:

5.1.2.1 Establish annual and long-term objectives and goals

5.1.2.2 Work with staff on accomplishing annual goals and objectives of the Commission.

5.1.2.3 Determine the committee structure to carry out policies and programs

5.1.2.4 Recommend removal of sitting Commissioners for cause to the Commission if needed

5.1.2.5 Attend meetings of the Commission, its committees and meetings of other organizations when appropriate

5.1.2.6 Conduct necessary research and analysis to assist committee and Commission deliberations and actions.

5.1.2.7 Present and interpret Commission policies, actions, programs, and resources to the public, agricultural organizations, interested individuals, and elected officials

5.1.3 Reimbursement

5.1.3.1 Commissioners may be reimbursed for out of pocket expenses associated with Commission meetings by submitting a claim for expense form to the King County Resource Lands Section.

5.1.3.2 Eligible expenses are limited to parking, mileage, ferry expense and other meeting related expenses approved by the Program Manager in advance

5.1.4 Orientation and Training Manual:

5.1.4.1 The Commissioner training and orientation manual shall contain copies of the following information:

- Ordinance 11417 creating the King County Agriculture Commission
- County Organization Charts
- Committee Job Descriptions
- Commission Roster
- Council District Map
- Guide to applicable Programs for previous or current year
- Claim for Expense form
- Applicable Comprehensive Plan Policies and Maps of APD
- KCC 21A.04; 21A.08
- Ordinance 4341, establishing FPP and copy of FPP deed restrictions

5.1.5 Commissioner Dismissal:

**KING COUNTY AGRICULTURE COMMISSION
PROCEDURES AND GUIDELINES**

Staff shall:

1. Always distribute a printed agenda prior to the Commission meeting.
2. Keep accurate minutes and record of all Commission activities, specifically outlining each policy issue and the reasons why the actions were approved or declined.

Chair and Committee Chairs shall:

3. Always keep elected officials informed of the role and responsibility of the Agriculture Commission.
4. The Commission chair shall maintain order at all meetings, and always allow relevant public comment.

All Commissioners shall:

5. Avoid any appearance of conflict of interest due to personal, professional, social or financial gain in any case.
6. Commission members should never speak on behalf of the Commission or advise applicants on the "likelihood" of applications being approved outside of the Commission or independent panel review process.
7. Refer to enabling ordinances and Agriculture Commission Policy and Procedures as the basis for all actions.
8. All Commission decisions regarding panel recommendations must be based solely on the application review criteria published in the application guidelines.

5.1.5.1 Absences from meetings should be reported to the Program Manager in advance of the meeting from which a Commissioner will be absent.

5.1.5.2 If a Commissioner will be absent for three consecutive meetings, the Commissioner should contact the chair to explain the circumstances.

5.1.5.3 A Commissioner who has been absent for three consecutive Commission meetings can be terminated after receiving a warning letter from the Program Manager.

5.1.6 Commissioner Reappointment:

5.1.6.1 Commissioners may reapply for a second term. Commissioners are limited to two terms.

5.1.6.2 Requests for reappointment shall be submitted in writing to the Chair by December 1 of last year of first term, for forwarding to the County Executive .

5.1.6.3 Requests for reappointment shall be considered based on the record of the Commissioner's previous term, including assessment of attendance and consistent participation; factors of geographic diversity and representation shall also be taken into consideration.

5.1.6.4 The Program Manager will forward its recommendation to the County Executive, who has the ultimate responsibility for reappointment.

5.2 Operations

5.2.1 Quorum:

5.2.1 A quorum for the legal transaction of business shall consist of a majority of all members currently appointed and confirmed to serve on the Commission.

5.2.2 Amending the Policy and Procedures Guidelines:

This document may be amended with a 60% majority vote of the Commissioners present at an official commission meeting.

5.2.2a Official Actions

5.2.2.1 All official actions shall include, but not limited to:

- Advising King County Council and King County Executive on matters pertaining to agriculture and agricultural lands.
- Devising strategies to promote agricultural products and educate the public about King County agriculture.
- Approval of RFP's for the implementation of the Farm and Forest Report and other Council approved projects.
- Acceptance of RFP's for implementation.

5.2.3 Agenda:

5.2.3.1 The Program Manager shall prepare formal monthly meeting agendas for the full Commission in consultation with the Chair.

5.2.3.2. The Agenda is to be mailed to Commissioners at least five working days prior to the regular monthly meeting.

5.10.5.1 Applicants may appeal the allocation decisions of the Commission in all program areas. The process is as follows:

1. Appeals must be based solely on the information included in the original application.
2. Appeals must be sent in writing to the Resource Lands Section Manager within 14 days of the notification of the Agriculture Commission action.

5.10.5 Appeal Process:

5.10.5.1 Applicants may appeal the allocation decisions of the Commission in all program areas. The process is as follows:

1. Appeals must be based solely on the information included in the original application.
2. Appeals must be sent in writing to the Resource Lands Section Manager within 14 days of notification of the Agriculture Commission action.
3. The manager shall consult the appropriate committee chairperson in accepting or rejecting the appeal. The manager shall notify the applicant of his/her decision in writing.
4. A rejection by the manager is final and ends the appeal request.
5. If the manager accepts the appeal request, the applicant will be asked to make a presentation to the appropriate commission committee as expeditiously as possible.
6. The committee will recommend acceptance or rejection of the appeal to the commission and recommend modification to grant awards as required.
7. The manager will notify the applicant in writing of the committee's recommendation and the date and time at which the commission will consider the appeal.
8. The commission will consider the recommendation of the committee at its next regular meeting, and authorize staff to forward funding recommendations to the County Executive and County Council for final approval where appropriate.

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5.2.4 Conduct of Meetings:

5.2.4.1. Meetings shall be conducted according to Robert's Rules of Order.

5.2.4.2. At the discretion of the Chair, staff and visitors may address the Commission or participate in discussions. Depending on the number of visitors wishing to speak, the Chair may limit the time for comment to a reasonable period, but not less than three minutes.

5.2.4.3 Special meetings of the Commission may be called with proper notice to the public and to Commissioners. A meeting notice shall be mailed to Commissioners three working days prior to a special meeting.

5.2.5 Public Participation:

5.2.5.1 Any person or organization wishing to make a formal presentation at a scheduled meeting of the Commission shall notify the Program Manager in writing at least ten days prior to the time of the meeting

5.2.5.2 The Commission or Program Manager may waive the ten day notice period in the event the proposed presentation is of critical importance to the operation of the Commission

5.2.5.3 Such notification shall contain the name of the person or organization desiring to make the presentation, the address and the phone number of the person or organization and the topic to be presented or discussed.

5.2.5.4 Permission to make a presentation to the Commission shall be granted by the Program Manager in consultation with the Chair, subject to time availability.

5.2.5.5 Confirmation of permission to make a presentation shall be made to the requester by the appropriate staff member prior to the Commission meeting and shall include the date and time of the meeting, and the time for the formal presentation.

5.3 Officers:

5.3.1 Elections and Terms:

5.3.1.1 Officers shall be elected from the entire Commission at its first regular meeting in June, or as necessary to fill unscheduled vacancies.

5.3.1.2 Officers of the Commission shall include a Chair and a Vice-Chair. The Recording Secretary shall be the Program Manager.

5.3.1.3 Officers shall assume office in July and serve through the calendar year.

5.3.2 Nominations:

5.3.2.1 Nominating Committee shall be appointed by the Chair at least two months prior to the election.

5.3.2.2 The Committee shall consist of at least three Commissioners, and shall be staffed by the Program Manager.

business.

5.9.2 All recommendations of such panels shall be reviewed and considered by the Commission.

5.9.3 Specific procedures for panel selections shall be included in the guidelines on program committees.

5.9.4 All panels shall act in compliance with KCC 3.04, (Employee Code of Ethics) conflict of interest laws.

5.10 Grant Process:

5.10.1 Funding Process:

5.10.1.1 Grant applications shall be evaluated on their merits and in competition with other applications except in special circumstances as defined in funding guidelines.

5.10.1.2 Grant applications may be funded at amounts less than those requested.

5.10.2 Review Process:

5.10.2.1 Applications submitted to the King County Agriculture Commission shall be reviewed by Commission staff for eligibility, conformity to guidelines and budget accuracy.

5.10.2.2. In most cases, the selection panel will be employed by the Commission to evaluate proposals and make funding recommendations. Selection Panels should include non-commissioners to provide additional or alternate expertise as is identified by the Commission or program guidelines.

5.10.2.3 At least one Commissioner representative will participate in panel deliberations to assist the panel in understanding Commission policy, and to communicate the integrity of process to the full Commission.

5.10.2.4 The program committees will weigh the recommendations of the panel when formulating committee funding recommendations to be forwarded to the full Commission.

5.10.2.5 The Commission shall vote on all committee recommendations for funding and hear appeals to funding decisions in a manner described in the funding guidelines. If required, the Commission shall direct staff to forward recommendations for funding to the King County Executive and Council for final action.

5.10.3 Application Review Criteria shall be reviewed as part of development of funding guidelines for each program. Criteria shall be clearly defined in program guidelines.

5.10.4 Acknowledgment of Commission support:

5.10.4.1 Organizations receiving Commission assistance shall be required to acknowledge the support for the King County Agriculture Commission in programs and publicity relating to the project.

5.10.5 Appeal Process:

5.3.2.3 The Committee shall seek nominations from all Commissioners.

5.3.2.4 The chair of the committee shall be appointed by the Commission Chair.

5.3.2.5 The names of the nominees shall be announced at least one month prior to the election.

5.3.2.6 The Chair shall call for additional nominations from the floor upon announcement of the proposed slate of officers by the nominating committee.

5.3.3 Unscheduled Vacancies:

5.3.3.1 In the event of an unscheduled vacancy in the roster of Commission officers, the Executive Committee shall nominate a Commissioner (s) to fill such vacancy (ies) for consideration of the full Commission.

5.3.4. Duties of Officers:

5.3.4.1 Chair:

- Shall preside at all meetings of the Commission, and at other special meetings, as appropriate. The chair is an ex-officio member of all committees.
- Shall vote to break a tie.
- Shall create and dismiss standing committees, with approval of the Commission.
- Shall appoint Commissioners to various committees, chairmanships or tasks.
- Shall be responsible for official Commission communications.

5.3.4.2 Vice Chair:

- Shall act on behalf of Chair when necessary

5.4 Committees:

5.4.1 The Commission shall have standing and ad hoc committees.

5.4.2 Committees may be appointed at the discretion of the Commission and the Chair.

5.4.3 Executive Committee:

5.4.4.1 Membership. The Executive Committee shall be composed of officers of the Commission, chairpersons of the standing committees, and two members at large appointed by the Commission Chair.

5.4.4.2 Powers. The Executive Committee shall act on behalf of the Commission when time constraints make it impossible for the full Commission to act.

5.4.4.3 Meetings. The Executive Committee shall meet as required to perform its duties.

5.4.4.4 Reports. The Executive Committee shall report as needed to the Commission and give full information on its proceedings, if any.

5.4.4.5 Responsibilities. The Executive Committee shall monitor work of the

5.8.1 Necessity and Purpose:

5.8.1.1 Because commissioners and staff members have public relations functions, both in representing Commission policies and programs to the public and also in gathering information and feedback from the public, they are expected to have a sound knowledge of the overall workings of the Commission.

5.8.1.2 When public media representatives ask commissioners or staff members for information and interviews, these guidelines shall provide help in formulating responses.

5.8.2 Each commissioner and staff member shall answer as fully and accurately as possible any questions regarding the established policies and programs of the Commission, the carrying on of Commission business which is a matter of public record and any factual information on agricultural matter in general.

5.8.3 Any personal opinion which the commissioner or staff member feels it is appropriate to offer shall be identified as such and shall not be presented as the Commission policy.

5.8.4 No Commissioner or staff member shall make a unilateral commitment on behalf of the Commission.

5.8.5 "Off the record" commentary should be avoided.

5.8.6 No Commissioner nor staff member shall make disparaging remarks about any individual or organization.

5.8.7 If the requested information is confidential, the commissioner or staff member shall explain to the media representative why the information cannot be discussed and shall decline to answer the question; or shall relay only the message on the subject which the Commission has agreed upon, explaining that the message is what the Commission has prepared as a statement.

5.8.8 Commissioners and staff members shall remain cordial and cooperative, even when under pressure, recognizing the importance of the freedom of the press and the interests of the public welfare.

5.8.9 In order that the Commission shall be informed of the extent and topics of media contacts concerning its business, commissioners and staff members shall report all media contacts and the substance thereof to the Chair and the Program Manager respectively in a timely manner.

5.9 RFP Selection Panels:

5.9.1 The Commission may use selection panels to advise on the Commission

Commission with assistance of the Program Manager. The Executive Committee shall be responsible to the Commission and reports to it.

5.4.5 Additional Duties. The Executive Committee shall:

- Maintain Commission focus on mission statements
- Maintain Commission focus on goals and objectives
- Communicate Commission priorities to the Program Manager
- Consider community input in setting priorities
- Make recommendations consistent with existing policies, programs, laws and regulations
- Review proposals falling outside regular committee guidelines
- Prepare correspondence on advocacy issues

5.5 Standing Committees:

5.5.1 Membership: members of Standing Committees and their chairs shall be appointed by the Commission Chair

5.5.2 The committee vice-chair shall be elected by a majority of the members and serve in the absence of the chair at committee meetings.

5.5.3 Meetings shall be held as needed.

5.5.4 Each committee shall report monthly to the Commission and give full information on its proceedings

5.5.5 Each committee shall operate under policy guidelines adopted by the Commission. These guidelines shall be reviewed and approved annually by the Commission.

5.6 Agriculture Commission Code of Ethics

5.6.1 Necessity and Purpose:

5.7.1.1 Agriculture Commission members, panelists and staff members are presumed to have an above-average knowledge of, interest in and familiarity with agriculture and agricultural issues in King County.

5.7.1.2 Because this usually deep involvement in agriculture may give rise to questions of conflict of interest and special considerations, the following code of ethics shall provide guidance in resolving such issues.

5.7.2 In addition to this specific Agriculture Commission Code of Ethics, commissioners and staff members shall be subject to King County Code 3.04, Employee Code of Ethics.

5.7.3 Definitions:

5.7.3.1 "Affiliation", means the involvement of an individual or a member of that individual's immediate family with an organization as a director, officer, trustee or employee; as a paid fund raiser or public relations officer, as an

independent contractor paid by the organization in the year preceding the Commissions' review of the organization's application; or as a major contributor to the organization's annual budget in the year preceding the Commission's review.

5.7.3.2 "Immediate Family" means a spouse, unmarried partner or minor child.

5.7.4 The Agriculture Commission shall keep on file records of all commissioners' affiliations with organizations eligible for Commission support, and commissioners shall be responsible for keeping their own records current

5.7.5 Affiliations shall be declared by Commissioners and panelists at the beginning of each meeting in which review of and voting on applications is to take place, a commissioner or panelist having a conflict of interest involving an applicant shall be required to leave the room during discussion of that applicant.

5.7.6 Commissioners or panelists and staff members shall not submit applications on behalf of organizations with which they are affiliated; nor shall they sign any document relating to a Commission grant to said organization.

5.7.7 Commissioners or panelists and staff members shall not attempt to provide special consideration for, or to influence the vote of fellow commissioners, or panelists on, applications or any other matter involving applicants with which they are affiliated.

5.7.8 Confidentiality of Records

5.7.8.1 Commissioners shall file a written Statement of Financial Interest with the Board of Ethics within ten days of appointment or by April 15 of each year.

5.7.8.2 Statement of Financial Interest shall be kept in confidence, to be disclosed only to any committee charged with ascertaining a breach of the Code of Ethics or to any authority having power of removal.

5.7.9 A Commissioner or a staff member shall not be eligible to apply for funding from the Commission for one year after the date of termination of duties; nor shall be eligible to participate in any Commissioner's or staff member's term of office.

5.7.10 Infractions of the foregoing policies shall be investigated and considered by the Executive Committee, which shall make recommendations to the Commission as to the removal of violators from the panel.

5.7.11 Appeals may be filed to the Washington State Board of Appeals through the King County Board of Equalization, as provided for in KCC 3.04.040.

5.8 Media Relations:

Agriculture Commission

Strategic Planning Brainstorm 12/10/2015

Farming Support

- Rules and Regulations related to farming
- Marketing products? Co-ops? CSA? Permits?
- New farmers – ways to get started
- Support on-farm marketing
- Resources or building connections with younger farmers for farmers aging out of farming
- New ag business center, food hubs update
- Encourage farmers to become commercial
- Inspected processing support
- King County Health Dept. new fee structure: can it be improved for small farmers and smaller farmers markets?
- King County Fair involvement

Water (More or Less)

- Flood control improvements (along with FFF)
- More tile, deeper ditches
- Drainage, water issues

Consumers

- Focus on consumer access to local foods
- Involve general public in supporting farming – political, market purchases
- Work with other agricultural groups (Farm Bureau, Dairy/Beef Commission) on promotions

Farmland Preservation

- Field Trip FPP prop. in one of the APDs
- Weigh in on County land purchases, RFP processes, etc. for future purchases
- MOUs with Seattle Tilth and Ku Oh
- Conservation – open space and county forest programs; PCC/Forterra; historic barns, etc.

County and City Councils

- Commissioners involved with city councils
- Getting other County Council members involved with Ag Commission on consistent basis

Statement of Financial and Other Interests

King County Board, Commission, Committees, and Other
Multimember Bodies

Filing Year 2015

Read all instructions carefully, then fully complete each section. Incomplete forms cannot be filed



Ethics Program
Office of Civil Rights & Open
Government
Department of Executive Services
CNK-ES-0215
401 Fifth Ave., Suite 215
Seattle, WA 98104
206-263-7821 Fax 206-296-4329
TTY Relay 711
board.ethics@kingcounty.gov

Name: _____ Board or Commission: Agriculture

I am filing within two weeks of initial nomination or appointment, reporting on the preceding 12 calendar months.

Nomination or appointment date: _____

I am filing an annual statement, reporting on calendar year 2015 (See Item No. 3, "Period of Reporting" in Filing Instructions).

Financial and Other Interests to Report

Note: Underlined terms are defined in the Filing Instructions and in the Code of Ethics

A. Compensation, Gifts and Things of Value

During the reporting period, did you, or a member of your immediate family receive compensation, gifts, or things of value from any person engaged in any transaction with King County in which you participated or for which you had responsibility as a board, commission or committee member?

No Yes

If **yes**, please provide the following information

1) Name of each person engaged in any transaction with King County from whom the compensation, gift, or thing of value was received

2) Name of individual who received the compensation, gift, or thing of value and their relationship to you

Describe the situation and provide any additional information regarding the compensation, gift or thing of value for the Ethics Program's consideration below.

B. Financial Interests

During the reporting period, did you, or a member of your immediate family possess a financial interest in any person engaged in any transaction with King County in which you participated or for which you had responsibility as a board, commission or committee member?

No Yes

If **yes**, please provide the following information:

1) Name of each person engaged in any transaction with King County in whom a financial interest was possessed

2) Name of individual who possessed the financial interest and their relationship to you

Describe the situation and provide any additional information regarding this financial interest for the Ethics Program's consideration below.

C. Positions

During the reporting period, did you, or a member of your immediate family hold a position in any person engaged in any transaction with King County in which you participated or for which you had responsibility as a board, commission or committee member?

No Yes

If **yes**, please provide the following information:

1) Name of each person engaged in any transaction with King County with whom the position was held

[Empty text box for name of person]

2) Name of individual who held the position and their relationship to you

[Empty text box for name and relationship]

3) Title of the position held

[Empty text box for title]

Describe the situation and provide any additional information regarding the position(s) for the Ethics Program's consideration below.

[Empty text box for description]

D. Real Property

During the reporting period, did you, or a member of your immediate family possess a financial interest in any real property that was either involved in or the subject of a King County action? Property for which the only King county action was valuation or revaluation for tax purposes does not have to be reported, except that employees of the Department of Assessments and Board of Appeals who are required to file this statement shall report property for which valuation or revaluation actions were taken by King County during the reporting period.

No Yes

If **yes**, please provide the following information:

1) Street address, parcel number, or legal description of real property involved in or subject of a King County action

[Empty text box for address]

2) Name of individual who possessed the financial interest and their relationship to you

[Empty text box for name and relationship]

3) Name of the King County department involved in the King County action

[Empty text box for department name]

E. Declaration

By filling out the information below, I affirm that I, _____, am signing this form and declaring under penalty of perjury under the laws of the State of Washington that the foregoing is true, complete, and correct as of date submitted.

Signature: _____

Department: _____ at _____ WA
Date: _____ City State