

# KING COUNTY AGRICULTURE COMMISSION

## MEETING NOTICE

THURSDAY, JULY 13, 2017

4:00 – 7:00 P.M. AT THE

**SNOQUALMIE PUBLIC LIBRARY**

### PROPOSED MEETING AGENDA

(AGENDA ITEM TIMES ARE TENTATIVE)

4:00	<b>Call to Order</b> <ul style="list-style-type: none"> <li>• Introductions                             <ul style="list-style-type: none"> <li>○ New KC Ag Program Staff, Eric Beach</li> </ul> </li> <li>• Approval of Agenda</li> <li>• Approval of Minutes (May 11<sup>th</sup>)</li> </ul>	Leann Krainick, Chair Pro Tem
4:10	<b>Commission Details</b> (absences, recruitment, letter from Villa Academy students, possible joint commission meeting with Rural Forestry: November)	Patrice Barrentine
4:15	<b>Public Comment</b> – <i>please limit comments to 3 minutes/person</i>	
4:20	<b>New Business</b> <b>Winery Code Changes</b> <ul style="list-style-type: none"> <li>• Executive’s Recommendations</li> <li>• Agriculture Concerns via Winery Committee Minutes p.5-7</li> <li>• Letter to Council? (Motion/Vote) DRAFT p. 8-9</li> </ul>	Karen Wolf, Roger Calhoon and Winery Committee
5:10	<b>Farm, Fish, Flood Update</b> <ul style="list-style-type: none"> <li>• Agreement Signed and Next Steps Transmittal letter p. 10-17</li> <li>• Ag Caucus membership recommendations</li> </ul>	John Taylor, Richard Martin
5:45	<b>Break</b>	
5:55	<b>Commission Policies and Procedures</b> <ul style="list-style-type: none"> <li>• Proposed changes and updates p. 18-25 RFA modified</li> <li>• Discussion p. 26-32 AC last mtg</li> <li>• Recommendations</li> </ul>	Leann Krainick, Amy Holmes
6:30	<b>Old Business</b> <b>Updates</b> (approx. 5 min each) <ul style="list-style-type: none"> <li>• King Conservation District</li> <li>• Farm Bureau</li> <li>• Snoqualmie Watershed Improvement District (WID)</li> <li>• KC Ag Program</li> <li>• Local Food Initiative</li> <li>• KC Ag Code Changes Update</li> <li>• Livestock Workshops’ Survey Results</li> </ul>	<ul style="list-style-type: none"> <li>• KCD Staff</li> <li>• Bruce Elliott</li> <li>• Siri Erickson-Brown</li> <li>• Richard Martin</li> <li>• Mike Lufkin</li> <li>• Patrice Barrentine</li> <li>• Patrice Barrentine</li> </ul>
7:00	<b>Land Acquisitions: none to report</b>	
7:00	<b>Adjourn</b>	Leann Krainick

**Next Meeting: September 14<sup>th</sup> 4:00-7:00 pm, Snoqualmie Public Library**

# 2017 Meeting Topics Calendar

Complete	Topic	Who	When	Outcomes	
				Letter advising County Executive	Notes
✓	Pike Place Market Tour and Farm Programming	Leigh Newman-Bell	Jan		
✓	Neighborhood Farmers Market Alliance Sales Report	Chris Curtis	Jan		
✓	King Conservation District Regional Food Grant Program update	Mary Embleton	Jan		
✓	Approval of Ag Commission's FFF Recommendations		Feb		
✓	Road Vacations	King County	Feb		
✓	Code Changes: Agriculture and Ag Use Definitions	Erin Auzins, Randy Sandin	Mar		
✓	Farmland Preservation Program update	Ted Sullivan	Mar		
✓	Commission Accomplishments 2016	Patrice Barrentine	Mar		
✓	Commission approves FFF agreement		Apr	✓	In agreement package
✓	Agriculture Drainage Assistance Program 2016 update	Lou Beck, Ben Axt	Apr		
✓	Local Food Initiative Annual Report 2016	Mike Lufkin	Apr		
✓	Livestock Workshops update	Patrice Barrentine	May		
	Commission Policies and Procedures: Review and Modify		May, July		
	What's Going on with Ag in Other Counties?	Skagit	Fall		
	What's Going on with Ag in Other Counties?	Pierce	Fall		
	Joint Meeting with Rural Forestry Commission		Nov		
Tours to cover: Purpose of Commission, FPP, ADAP, Buffers, Salmon Recovery, Drip Irrigation, Drought, WID, Reclaimed Water, Keller Ditch, Tall Chief, Ag Regulatory Changes					



**King County Agriculture Commission  
DRAFT Meeting Minutes  
Thursday, May 11<sup>th</sup>, 2017  
Snoqualmie Public Library, Snoqualmie**

Commissioners	P	A	Commissioners	P	A	Commissioners	P	A
Leann Krainick, Chair Pro-Tem	X		Siri Erickson-Brown		X	Leigh Newman-Bell	X	
Amy Holmes, Vice Chair Pro-Tem	X		Shelby Jors		X	Larry Pickering	X	
Roger Calhoon		X	Meredith Molli		X	Bob Vos	X	
Bruce Elliott	X		Eldon Murray	X				

*P=Present; A=Absent*

County Staff Present		
Patrice Barrentine, DNRP	Richard Martin, DNRP	April Sanders, KCC
Steve Evans, DNRP	Megan Moore, DNRP	

Guests Present		
Liz Clark, King Conservation District	Erin Ericson, Snoqualmie Valley WID	Josh Monaghan, KCD

**Meeting Action Summary**

- **Approval of April 13<sup>th</sup> Meeting Minutes**
- **County Agriculture Code Changes Update**
- **Review of Purpose of Commission and By-Laws**
- **FFF Update and Support Letter Review/Vote**
- **Other Updates: KCD, Farm Bureau, KC Agriculture Program, WSU Food Systems Team**

*Meeting Called to Order at 3:11 pm*

**Approval of Meeting Agenda**

Amy Holmes motioned to approve tonight’s meeting agenda as written. Leigh Newman-Bell seconded the motion, which passed unanimously.

**Approval of Prior Meeting Minutes**

Bruce Elliott motioned to approve the meeting minutes as written. Bob Vos seconded the motion, which passed unanimously.

**Commission Details – Patrice Barrentine, DNRP**

Patrice Barrentine reviewed several items. Commissioner Shelby Jors plans to return in July. There have been recent “phishing” attempts on County email accounts; Ms. Barrentine told Commissioners to delete suspicious messages in their County email. Karen Wolf at the County Executive’s office wants to discuss the Sammamish Valley wineries study results with the Commission; Ms. Barrentine advised this should occur via conference call on June 1. While there should be no immediate changes to County agriculture code from this study, future changes are likely. She said Commission vacancy recruitment will begin by June.

## Public Comment

April Sanders of King County Council (KCC) member Kathy Lambert's office said no agriculture code changes are at Council, but there should be a draft of code updates resulting from the Sammamish Valley wineries study soon. Councilmember Lambert will hold another town hall meeting in June.

## King County Agriculture Code Changes Update – Patrice Barrentine

Patrice Barrentine spoke on pending County agriculture zoning code changes. Erin Auzins, KCC policy analyst, and Randy Sandin of DPER are sharing information on these at public meetings. The changes have been met with general support or indifference, and are proceeding through the approval process normally. Ms. Barrentine noted several pending public meetings on this issue in County community service areas (CSAs). She described a new "agriculture permit review team," made of agents from several County jurisdictions. Its purpose is to lessen a need for costly conditional use permits (usually for buildings) and streamline the agriculture permitting process, via applicants coming directly to the team. Also pending is a step-by-step farm pad assistance process. She said updated code changes will be transmitted/approved at KCC by fall, and operational this time next year.

## Purpose of Commission and By-Laws – Leann Krainick, Amy Holmes, Patrice Barrentine

Leann Krainick led the Commission in a line-by-line review of the Commission's existing rules and by-laws, to revise as needed for clarity, consistency, and timeliness. Patrice Barrentine tracked Commissioners' suggestions.

## BREAK

## Purpose of Commission and By-Laws, continued

The Commission continued their review. Due to time constraints, Leann Krainick tabled the unaddressed language to be later reviewed by herself and Patrice Barrentine, who will bring the full review results back for discussion at next Commission meeting.

## Farm Fish Flood (FFF) Update – Commissioners, Patrice Barrentine

The Commission reviewed a draft letter to DNR Director Christie True, to support the Commission's FFF representative in signing the FFF agreement and transmittal letter. As a result of discussion, the draft was amended and restructured for clarity. Bob Vos motioned to approve the support letter as revised today. Leigh Newman-Bell seconded the motion, which passed unanimously.

## Livestock Workshops – Patrice Barrentine, Leann Krainick, Eldon Murray

Patrice Barrentine reported on evaluations from recent County livestock workshops in Enumclaw and Carnation. Many attendees reported new knowledge in several topics, including local buyer information and USDA slaughter standards. Many also indicated they would use a mobile meat processing unit if available. Ms. Barrentine noted cost feasibility of running such a unit in King County, on a likely seasonal basis, is still being explored.

## Old Business: Updates – Commissioners, KC/KCD Staff

- **King Conservation District (KCD Staff):** Josh Monaghan said the annual pre-application cycle for the Food Grant Program is done, with 33 proposals in five categories. About \$700K in funds are available.
- **Farm Bureau (Bruce Elliott):** Mr. Elliott said membership recruiting, and battles for agriculture in Olympia, continue.
- **King County Agriculture Program (Richard Martin):** Mr. Martin reviewed ongoing staff efforts for agriculture, including a drainage crisis on the Snohomish/King County line, FFF 2.0 preparations, and developing a "Working Farmland Partnerships" group to assist specific landowners'/farmers' concerns.
- **WSU Small Farms/Food Systems Teams (Patrice Barrentine):** Ms. Barrentine reported the WSU extension Small Farms Team is now the Food Systems Team. She also said budget cuts at WSU and elsewhere in WA will likely lead to more regional and less county-specific agriculture support programs.
- **Other (Commissioners):** Mr. Elliott attended a recent dairy history presentation in Maple Valley by Ms. Krainick, "The Voice of the Valley," which is available online.

*Meeting Adjourned at 6:03 pm*

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## Next Meeting

July 13, 2017, 4:00 pm – 7:00 pm, at Snoqualmie Public Library, Snoqualmie

**Winery Committee**  
**Informational Meeting**  
**Draft Minutes**  
**6/1/2017, 2:00-3:00**  
**Conference call**

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Commissioners	P	A	Commissioners	P	A
Amy Holmes	X		Bruce Elliott	X	
Roger Calhoon	X		Leigh Newman-Bell	X	

*P=Present; A=Absent*

Staff Present	
Patrice Barrentine	Karen Wolf, Executive's Office

**Summary**

Karen gave background of her role in policy with King County for a little more than two decades and the background of the Winery Study Task Force that included Commissioner Roger Calhoon as well as former Commissioner Tom Quigley.

The executive wants to support the wine industry but first and foremost wants to protect the APD. He is adamant that there be no boundary changes and no loosening of the zoning requirements in the APD. The contractor for this process released their report in September, took staff a long time to go through it. KC staff focused our public review draft on the task force feedback. KC draft was released last Thursday. Accepting comments through next Thursday June 8. Have already met with the Bear Creek CSA and Tom Quigley, Brenda Vanderloop, 21 ACRES was there.

Karen participated in writing the first regs for wineries, when remote tasting rooms didn't yet exist. The work on wineries has focused on the Sammamish Valley, serving as case study area for the county's policies. The recommended policies will apply to the whole county.

The plan is to execute these policy recommendations to Council by the end of the month.

Recommendations:

1. If you are legally permitted today, you will be grandfathered in. If you are not legally permitted, you will have to comply with standards. Sent a letter to everyone last year not to expand during this process.
  - a. New code violations are outside the APD.
  - b. No complaints from within APD.

Roger: Regarding individual parcels, are there problems? New sign very close to road.

Karen: Yes, and some have multiple compliance issues. I'll let DPER know about the new sign.

2. Wine and Beverage Toolkit: KC will lay out clearly in a brochure what is required to start a winery.
3. New \$100 fee for winery business licensing in KC (tasting rooms and production wineries).
4. Tourism; were working w/ Woodinville to have a zoning layer to incubate ag/wineries like in CA.
5. Transportation: looking at weekend shuttle service and increased biking along Sammamish River trail such as the Napa Valley Wine trail.
6. Road improvements: highly unlikely due to drainage, topographical issues, rural road to rural standards. Executive is not interested in paving over the valley. Trying to improve mobility, not expand capacity.
7. History of the APD, crops, FPP properties. The county has committed to signage to showcase the APD and FPP properties.

### Deeper dive into Regulations

p. 17 Strategy list and then summary

1) adding tasting rooms to be allowed

2) winery and distilleries

- 2.5 acres, 3,000 sq ft allowed in APD\*
- 5 acres, 6,000 sq ft, rural area
- 10 acres, 8,000 sq ft – conditional use permit
- Special events require special use permit.

\*60% of ingredients must come from Puget Sound counties; propose to eliminate this condition in the rural area, not in the APD.

On Vashon, wineries had a limited size, but now is treated the same as the rest of the county.

Roger: concern that development on the hillside [in Sammamish] with **impervious surface** will cause drainage issues and delay the start of the farming season and end it early. Concern regarding parking lots. Even gravel. And quick pave overs. [Have to contain run-off on site?] Please add parking/impervious surface.

Karen: limited to 150%; will work on impervious surface with code writers.

Amy: Is there a filter for parcels that are FPP or **current use** outside of the APD? Strict FPP deed limits non-tillable.

Patrice: I will discuss this with our ag team. What do you think about FPP lands meeting the APD size requirements? Yes, yes, think about it, no.

### Overlays

- 1) A. Very small; 10 parcels and is where **we'd allow tasting rooms**. There will be pressure to expand this north. **Let us know if you think this should not expand across the road by the APD.**

- 2) B. If 5 acres or larger, could be a full winery; will get pressure to expand that to the other side of the road as well.

Roger: could buy different parcels, combine them, and then be able to put a winery in.

**An event is:** a regular tasting

**Special event:** wedding, amplified sound

Karen Wolf will attend the July 13 Ag Commission meeting at the Snoqualmie Public Library.

Leigh and Amy had to leave the call at 3pm.

Conversation continued regarding distinction between growers and processors in industry and public comment opportunities including the Bear Creek CSA meeting this Monday evening.

Meeting ended at 3:17pm.

July 13, 2017

The Honorable Joe McDermott  
Chair, King County Council  
516 Third Ave, Room 1200  
Seattle, WA 98104

Dear Councilmember McDermott:

I am writing on behalf of the King County Agriculture Commission in regard to the Executive's Public Review Draft of the King County Action Report, dated May 25, 2017, in response to the Sammamish Valley Winery and Beverage Study. The report supports existing zoning protections for agriculture in the Agriculture Production Districts (A) and Rural Area (RA) while adding new language that clarifies and classifies various winery and tasting room operations and standards.

The Commission is deeply concerned about conversion of farmland to tasting rooms and wineries that do not grow 60% of their grapes in the Puget Sound Region. In light of the County Executive's Local Food Initiative with goals of increasing food production by 400 acres/year for the next 10 years, agricultural and rural designated lands are needed for food production. This goal is complicated by actions that facilitate establishment or expansion of non-agricultural businesses within Agricultural Production Districts (APDs) or on lands zoned for agriculture, which potentially lead to abandonment of productive agricultural lands.

The commission commends the Public Draft Report for strongly supporting agriculture and the zoning that protects the industry from other competing uses that negatively impact agriculture. However, some areas of concern still remain.

Within areas zoned A and RA, due to the nature of agricultural valleys, there is grave concern that development on the hillside, particularly in the Sammamish Valley, due to impervious surface of roofs, roads, and parking, will cause drainage problems for the farmland at the bottom of the hill/valley and delay the start of the farming season as well as end it early. Impervious surface roofs and parking lots of gravel, pavers, and/or pavement should be required to contain run-off on site.

The Commission is further concerned and does not support the expansion of recommended overlay areas adjacent to the A zone. Specifically, the way it is currently written, an entity could buy different parcels, combine them to total five acres, and then be able to put a winery in. This

would increase the value of property near the A zone and further burden nearby farmland values which are already some of the highest in the nation.

Farmland in King County has been protected as a natural resource since the early 1980's through the publicly funded 1979 bond for Farmland Preservation. That program has been supported through adoption of farmland protection sections in the Comprehensive Plan (e.g., R-101, R-204, R-205, R-209, and R-210) as well as the Growth Management Act designation of five Agricultural Production Districts. Public support for farmland protection has been documented through a number of targeted surveys and initiative development efforts, including the 2009 F.A.R.M.S report and the 2014 Local Food Initiative. The King County Farmer Regulatory Survey and Report (2015) documented that the price of farmland is far above the state and national average, which greatly restricts opportunities for local farmers to establish or expand their farming businesses. Expansion of the winery industry into existing and adjacent agricultural areas will only increase land access barriers.

Therefore, although the Agriculture Commission is not opposed to wine grape production on lands zoned rural or agricultural, or to wineries that process grapes from the Puget Sound Region, tasting rooms and wineries that process grapes from other regions of Washington State should be limited as laid out in the Public Draft Report.

The Agriculture Commission supports the Public Draft Report and asks that the impervious surface issue be remedied with required catchment systems and that the overlay areas be permanent without allowed expansion.

Sincerely,



Leann Krainick, Chair Pro Tem  
King County Agriculture Commission

cc: King County Councilmembers  
Dow Constantine, County Executive  
Christie True, Director, King County Department of Natural Resources and Parks  
(DNRP)  
Josh Baldi, Division Director, Water and Land Resources Division (WLRD),  
DNRP  
John Taylor, Assistant Division Director, WLRD, DNRP

## SNOQUALMIE VALLEY FISH FARM FLOOD ADVISORY COMMITTEE

June 12, 2017

The Honorable Dow Constantine  
King County Executive  
401 Fifth Avenue, Suite 800  
Seattle, WA 98104

The Honorable Joe McDermott, Chair  
King County Council  
516 Third Avenue, Room 1200  
Seattle, WA 98104

Dear Executive Constantine and Councilmember McDermott:

This letter contains the recommendations of the Snoqualmie Fish, Farm, Flood (FFF) Advisory Committee (Committee), which was convened in November 2013 as a response to Comprehensive Plan policy R-650 and which constitutes the watershed planning process contemplated in R-650a adopted by the King County Council in the 2016 Comprehensive Plan Update (added as Appendix I to this letter). The recommendations contained in this letter and the attached appendices are intended to assist the Executive and Council to advance and balance three important county goals at a watershed scale: restoring habitat to aid salmon recovery, supporting farmers and preserving farmland, and reducing flood risk for farmers and other Snoqualmie Valley residents.

This letter and the attached matrix of recommendations represent the culmination of three years of dedicated and committed work by the Committee, and establish the foundation for additional work by a future stakeholder group. We look forward to the Executive and Council's response to these recommendations, and many of the organizations that have participated in phase one of the FFF process look forward to continuing to work together on these issues.

The Committee was comprised of thirteen individuals of diverse backgrounds and perspectives, including local farmers as well as representatives of the Tulalip and Snoqualmie tribes, the King Conservation District, the Wild Fish Conservancy, the City of Duvall, the Snoqualmie Watershed Forum, the Snohomish Basin Salmon Recovery Forum, Futurewise, and the Washington Department of Ecology. Two of the four farmers on the committee also represented the King County Agriculture Commission and the Snoqualmie Valley Preservation Alliance. The Committee held 26 meetings over the course of three years, as well as numerous smaller work sessions and caucus group meetings along the way, breaking during the months of peak farm activity.

The Committee's work concluded in May 2016 with the package of recommendations attached to this letter. The geographic scope of the committee's work was the Snoqualmie River

watershed, focusing primarily on the 30-mile lower valley from the base of Snoqualmie Falls to the county line located north of the city of Duvall. More specifically, the committee's discussions focused on the roughly 14,500 acres of the Snoqualmie Agricultural Production District (APD), which is designated as Agricultural Land of Long-term Commercial Significance under the Washington State Growth Management Act.

The Committee's recommendations comprise:

1. Specific action recommendations with an emphasis on the next three years [Appendix II, III and IV];
2. Creation of three task forces and an associated body of recommended near-term work [Task Force scopes of work provided in Appendix V];
  - a. Riparian Buffers Task Force
  - b. Regulatory Task Force
  - c. Agricultural Strategic Plan Task Force
3. A memorandum of mutual understanding (Appendix VI); and
4. Letters from Participating Entities (Appendix VII).

The Committee's 34 recommended actions outlined in Appendix II and III represent: 1) flood risk reduction for valley landowners, 2) accelerating habitat restoration progress in key areas, 3) accelerating comprehensive agricultural drainage progress, 4) preserving the agricultural land base, and 5) integrated multi-objective solutions. These recommendations comprise a diverse list that addresses high-priority actions for salmon recovery, supporting farming and preserving farmland, and flood risk reduction.

The Committee recommendations demonstrate the fact that each interest group agrees to support each other's highest priorities. Therefore, making progress on the full spectrum of recommendations in a balanced way is absolutely critical for the success of the agreement. Recognizing this, this letter also addresses two key areas of agreement among participants in the Committee: one, that the stakeholder group for the second phase of the FFF effort must have balanced representation from Fish and Farm and Flood interests and two, that the Committee's recommendations be implemented in a balanced way, so that investments that support salmon recovery and farmers and farmland preservation occur concurrently.

**Fish, Farm, Flood Phase II Committee:** We are recommending that the County establish a reconstituted FFF Committee to oversee implementation of the recommendations included in this letter, and to provide support and accountability for the implementation phase of these recommendations.

The Fish, Farm, and Flood process was created because of a perceived imbalance between regional investments in salmon recovery and support for farmers and farmland preservation. Decisions around how flood control projects are undertaken can have impacts on both salmon recovery efforts and farmers, and so they were included as an important consideration in this

effort. Through working together for the past three years, the Committee has built trust between individuals and entities, despite differences in interests and perspectives.

A key element in organizing the work of Committee members was an alignment of members into one of the three primary interest areas (“caucuses”), which helped organize the thinking of each of these different perspectives in the process. Consequently, a Farm Caucus, Fish Caucus and Flood Caucus were formed. Each of the caucuses had the following membership of Committee members.

#### **Farm Caucus**

- King County Agriculture Commission
- Farm Landowner Representatives
- King Conservation District
- Snoqualmie Valley Preservation Alliance
- SnoValley Tilth (not an official Committee member, but active in supporting the process)

#### **Fish Caucus**

- Snoqualmie Watershed Forum
- Snohomish Basin Salmon Recovery Forum
- Wild Fish Conservancy
- Tulalip Tribes
- Snoqualmie Tribe
- Futurewise

#### **Flood Caucus**

- City of Duvall
- Department of Ecology (also participated in fish caucus)
- King County Flood Control District

Because of the significant benefits associated with the caucus structure, we recommend that this process be formalized in the Fish, Farm and Flood Phase II Committee; and, to build on the investment made by FFF Phase I participants, we encourage the Executive and Council to appoint a significant number of Phase I participants to the Phase II committee. Additionally, while there would be three caucuses, the composition of the Phase II Committee should have equal representatives supporting salmon recovery and farm interests. We would recommend that the Flood Caucus have members representing organizations focused primarily on public safety, infrastructure development and protection, and without a policy position on salmon recovery or farming.

We recommend that the Executive and County have a Committee with no more than fifteen members, and that they select individual representatives from the following organizations for

each of the caucuses. The Committee recommends that the Executive and Council seek appointees who are collaborative and have substantive knowledge of the subject matter before the committee, and who will work in good faith with the committee.

**Farm Caucus**

- Individual Farmers
- Farm Bureau
- King Conservation District
- SnoValley Tilth
- King County Agriculture Commission
- PCC Farmland Trust
- Snoqualmie Valley Watershed Improvement District
- Snoqualmie Valley Preservation Alliance
- Citizens' Alliance for Property Rights

**Fish Caucus**

- Snoqualmie Watershed Forum
- Snohomish Basin Salmon Recovery Forum
- Wild Fish Conservancy
- Tulalip Tribes
- Snoqualmie Tribe
- Futurewise
- Sound Salmon Solutions
- Puget Sound Keepers Alliance
- Stewardship Partners
- WA Department of Fish and Wildlife
- Department of Ecology
- US Army Corps of Engineers
- Mountains to Sound Greenway

**Flood Caucus**

- Snoqualmie Valley Cities
- Snoqualmie Valley Governments Association
- King County Flood Control District
- King County Sheriff
- King County Roads
- Housing Interests
- WSDOT

As an alternative to membership on the Advisory Committee, the organizations identified above could also be selected to serve on the task forces and pilot projects identified in the appendices to

this letter. Steering committees for task forces and pilot projects should also be balanced with representatives from the fish and farm caucuses, unless agreed to by the FFF Phase II Committee.

**Bundling of Recommendations:** At its final meeting in spring 2016, the Committee worked on drafting an initial timeline for some of the recommendations to illustrate how actions might be sequenced during the first three years -- the draft timeline is captured in tabular form as part of Appendix IV. Related to this timeline, a guiding principle of the Committee's recommendations is the need to achieve tangible gains for all three F's (fish, farm, flood) over time.

Work will be required by all interests to ensure balance and, ideally, concurrent progress will occur naturally, given the trust and mutual awareness that is in place. The timeline identified in Appendix IV is the best example we have of how to track concurrency and progress toward agreed upon commitments. And, we recommend that in order to achieve certainty of effective bundling (ensuring that future concurrent progress in the three areas is in fact occurring), the FFF Phase II Committee refer to the timeline to evaluate progress on the recommendations. We further recommend that the Phase II Advisory Committee develop a more complete calendar of critical milestones.

The concept of "bundling" was developed, received intense discussion, and has been agreed to by the FFF committee as necessary to maintain trust and fairness. A critical element of the Committee's final agreement was the specific "bundling" of two top-priority recommendations: 1) the acceleration of large capital habitat restoration projects in the key reaches of the Snoqualmie River within the APD (See Appendix II recommendation referred to by the Committee as Fish 1), and 2) developing a comprehensive drainage maintenance program that addresses the practical, financial and regulatory hurdles associated with various types of drainage issues and infrastructure (See Appendix II recommendation also known as Farm 2). The agriculture caucus stated clearly that its support for future large-scale restoration projects in the APD, such as levee setbacks, was contingent on achieving durable changes in the way that drainage systems are maintained on agricultural lands. In practical terms, given the 3-4 year timeline before ground is likely to be broken on the next large capital project in the APD, achievement of specific milestones on drainage improvements must precede the commencement of project construction.

The evaluation of progress on top tier bundled priorities will be the responsibility of the corresponding fish, farm or flood caucus. Each caucus should first discuss any concerns with the entire committee, but if that is not satisfactory, the caucus as a last resort may employ the mechanism of writing a letter to the King County DNR Director, copying the Executive and Council, describing the situation and requesting a rebalancing of effort. The Director will be responsible for working with the committee to achieve rebalanced progress.

We are confident that the participants in the next phase of the Fish, Farm and Flood process will continue to build mutual trust and, hopefully, will never have to resort to the rebalancing

mechanism described above. However, we believe that it is in the interests of all parties engaged in this process that there is some recourse if the process were to falter.

It should also be noted that most of the items in Appendix II are unfunded, and that while bundling is focused on the top tier commitments, the Committee's intent was that there be a mutual commitment to pursue funding and resources to accomplish as many of the priorities in Appendix II as possible in the next 3 years. We feel strongly that King County and all of the signatories to this letter should be committed to finding the necessary resources to that end.

As participants in the Fish, Farm and Flood Advisory Committee, we, as individuals or through our respective organizations, pledge to support the recommendations attached to this letter. Specifically, we will support the recommended actions identified in Appendices II and III, the task force efforts, and the importance of bundling so that all F's achieve progress together. Moreover, we will stand up for and advocate for all of the actions identified in the recommendations and will rely upon the undersigned to advocate for all actions as well. Finally, through our work with implementing partner organizations, we will support the recommended actions that are reflected in this letter.

Bobbi Lindemulder  
Farmer

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Cindy Spiry  
Snoqualmie Tribe

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David Radabaugh  
Dept. of Ecology, Floodplain Mgmt.

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Daryl Williams  
Tulalip Tribes

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Heather Trim  
Futurewise

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Jason Walker  
Snoqualmie Watershed Forum/City of Duvall

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Jarvis Keller  
Farmer

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Josh Monaghan  
King Conservation District

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Lara Thomas  
City of Duvall

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Lawrence Carlson  
Farmer/Snoqualmie Valley Preservation Alliance

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Micah Wait  
Wild Fish Conservancy

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Scott Powell  
Snohomish Basin Salmon Recovery Forum

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Siri Erickson-Brown  
Agriculture Commission

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Enclosures

cc: King County Councilmembers  
ATTN: Carolyn Busch, Chief of Staff  
Melani Pedroza, Acting Clerk of the Council  
Carrie S. Cihak, Chief of Policy Development, King County Executive Office  
Dwight Dively, Director, Office of Performance, Strategy and Budget  
Christie True, Director, Department of Natural Resources and Parks (DNRP)  
Josh Baldi, Division Director, Water and Land Resources Division (WLRD), DNRP  
John Taylor, Assistant Division Director, WLRD, DNRP  
Joan Lee, Manager, Rural and Regional Services Section (RRSS), WLRD, DNRP  
Janne Kaje, Regional Partnerships Unit Supervisor, RRSS, WLRD, DNRP

Appendices:

- I. Council-Adopted Comprehensive Plan Policy R-650A: Preamble and R-649, R-650 and R-650a
- II. Snoqualmie Fish, Farm, Flood Advisory Committee Action Recommendations: Language as approved on May 11, 2016
- III. Action Recommendations: Additional Detail
- IV. Focused Schedule for Snoqualmie Valley FFF Agreement Implementation (Preliminary Draft)
- V. Task Force Scopes
  1. Addressing Snoqualmie Riparian Buffers
  2. Addressing Regulatory Barriers to Agriculture
  3. Snoqualmie Valley Agricultural Land Resource Strategic Plan
- VI. Memorandum of Mutual Understanding (Conclusion of Phase 1, May 2015)
- VII. Letters from Participating Entities
- VIII. Other Phase 1 Committee Materials (not included)
  1. Phase 1 Report
  2. Proposed Solutions

## King County Agriculture Commission Administrative Procedures

Adopted on ~~12/1/1998~~, revised ~~09/08/2016~~

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### I. SUBJECT TITLE:

King County Agriculture Commission Policies and Procedures

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

### II. COMMISSION DUTIES:

~~Currently~~

~~II. KC Ordinance #11417, the Commission shall advise the council and executive on agricultural policies and programs, including, but not limited to:~~

~~Existing and proposed legislation and regulations affecting commercial agriculture~~

~~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.~~

~~D. Livestock regulation implementation and monitoring duties set forth in K.C.C. chapter 21A.30. (Ord. 14199 § 23, 2001; Ord. 11417 § 6, 1994).~~

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~~Another idea more like the forest commission's~~

~~II. KC Ordinance #11417, the Commission shall advise the council and executive on agricultural policies and programs, including, but not limited to:~~

~~A. Providing direction on implementing the farm strategies in the Local Food Initiative and in the Fish, Farm, Flood Report.~~

~~B. Advising the County on existing and proposed programs, actions, legislation and regulations affecting farmland and commercial agriculture;~~

~~C. Land use issues as they impact agriculture; and,~~

~~D. Identifying ways to maintain, enhance, and promote agriculture and agricultural products in the region.~~

~~E. Addressing special agricultural issues as directed by the County Executive or Council.~~

### III. COMMISSIONER RESPONSIBILITIES:

Each Commissioner is responsible for:

A. Individual and Commission adherence to the adopted Code of Conduct (~~see appendices VI. Ag Commission Code of Conduct, and KCC 3.04, Employee Code of Ethics~~) ~~Add code of conduct to appendices of this doc~~;

B. Establishing annual and long-term objectives and goals for the Commission;

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- C. ~~W~~orking with staff on accomplishing annual goals and objectives of the Commission;
- D. ~~D~~etermining the committee structure necessary to carry out policies and programs;
- E. ~~A~~ttending meetings of the Commission, its committees and meetings of other organizations when appropriate;
- F. Being directed by the commission (via motion and majority vote) when necessary, to present or interpret Commission policies, actions, programs, and resources to the public, agricultural organizations, or interested individuals (no commissioner can speak on behalf of the commission without being directed to do so by the commission); and presenting and interpreting Commission policies, actions, programs, and resources to the public, agricultural organizations, interested individuals, and elected officials; and
- G. ~~R~~ecommending removal of sitting Commissioners subject to the provisions of Section VI. D.; Code of Conduct, Remedial Actions.

IV. COMMISSION OFFICERS & COMMITTEES

A. Officers:

1. Elections and Terms:

- a. Officers shall be elected by the Commission to fill vacancies.
- b. Officers of the Commission shall include a Chair and a Vice-Chair.
- c. Officers shall serve through two years ~~or until the end of their term whichever comes first.~~

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~~e.d.~~ Officer elections will take place in October with terms starting January 1<sup>st</sup>.

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~~d.e.~~ \_\_\_\_\_ The Recording Secretary shall be the staff liaison.

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2. The Commission Chair:

- a. 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.~~
- b. Is responsible for keeping Commission deliberations focused on the agenda item under discussion and for moving Commission meetings through the agenda in a timely fashion.
- c. Is responsible for assuring that all Commission members have equal opportunity to participate in Commission discussions and decisions.
- d. Shall close discussion when all viewpoints have been heard.
- e. May participate in all Commission discussions and shall vote to break any ties that arise during Commission actions.
- f. Shall create and dismiss committees, with approval of the Commission.
- g. Shall be responsible for official Commission communications to fellow commissioners.
- h. Shall investigate alleged violations of the Commission Code of Conduct and shall make recommendations to staff on appropriate remedial action as set forth in section VI.D.

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3. The Vice Chair shall act on behalf of Chair when necessary ~~and will serve as Chair-elect assuming the role of Chair at the end of the Chair's term.~~

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B. Committees:

1. The Commission may have standing and ad hoc committees.
2. Committees shall be appointed at the discretion of the Commission and the Chair.
3. Committee meetings shall be held as needed.
4. ~~Each committee shall regularly report to the Commission and share minutes of its proceedings. Each committee shall regularly report to the Commission and give full information on its proceedings~~
- 5.4. Each committee shall operate under the Administrative Procedures adopted by the Commission.
6. ~~An Executive Committee, consisting of the Chair, the Vice Chair, two Commission members selected by the full Commission, and the staff liaison, shall act on behalf of the Commission only when time constraints make it impossible for the full Commission to act.~~

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#### V. MEETING AGENDAS AND COMMISSION BUSINESS.

##### A. Agenda:

1. The staff liaison shall prepare formal meeting agendas for the full Commission in consultation with the Chair.
2. The Agenda is to be ~~mailed sent~~ to Commissioners prior to the regular meeting.
3. Any person or organization wishing to make a formal presentation at a scheduled meeting of the Commission shall notify the staff liaison prior to the preparation of upcoming agendas.
4. Commission members may request items for future agendas, provided the Chair may postpone inclusion of such requests due to time constraints or to schedule related topics on the same agenda.

##### B. Conduct of Meetings:

1. Meetings shall be conducted according to the provisions of the Commission's Administrative Procedures, provided Robert's Rules of Order "Procedure in Small Boards" shall be used to clarify any ambiguity or omission.
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.
3. Special meetings of the Commission may be called with proper notice to the public and to Commissioners. A meeting notice shall be ~~mailed sent~~ to Commissioners three working days prior to a special meeting.

##### C. Quorum:

1. A quorum for the legal transaction of business shall consist of ~~50% +1 a majority~~ of all voting members currently appointed ~~and confirmed~~ to serve on the Commission. Once 30 days have passed from the time the Executive's appointment letter is stamped by the Clerk, the individual appointed is considered a full voting member.
2. Amending the Policy and Procedures Guidelines:  
This document may be amended by a 60% majority vote of the Commission.

D. Official Actions:

Commission discussions shall be held in an informal and collegial format. Formal positions of the Commission shall be expressed through official actions taken by means of a motion discussed and resolved by Commission members in the manner set forth in Robert's "Procedure in Small Boards". ~~An effort will be made to take all action and make all decisions and recommendations by consensus agreement. When a consensus cannot be achieved, t~~The members shall decide official actions on the basis of a majority vote. Official actions taken by the King County Agriculture Commission shall not bind, nor be construed as official actions or positions of, organizations that are represented on the commission. Minority view points shall be recorded with majority actions in the record of Commission proceeding, provided that the responsibility for developing and submitting such view points in a timely manner shall remain with minority members. Only one official action may be under discussion by the Commission at any given time. ~~Unless a majority of Commissioners present suspend these procedures to address unusual time constraints, official actions shall not be decided at the same meeting in which they are introduced. If a Commissioner does not respond by an established deadline to a draft letter distributed via e-mail, then it is assumed that the Commissioner agrees to send the letter as written.~~

**Comment [BP1]:** Discuss this recommended deletion with commission before permanently deleting.

VI. AGRICULTURE COMMISSION CODE OF CONDUCT

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

A. Conflict of Interest:

1. For the purpose of this section, "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 an organization; or as a major contributor to an organization's annual budget for the time period from one year prior to Commission appointment until the present.

~~2.~~  
2. Affiliations shall be declared by Commissioners at the beginning of each discussion or vote on any proposed action in which a commissioner has, or may appear to have, a conflict of interest due to her/his affiliation. Commissioners may not participate in discussions, nor vote on any proposed actions that could result in a direct financial benefit to themselves or their affiliations, or otherwise constitute a direct conflict of interest. If a Commissioner has a conflict of interest, that Commissioner shall leave the meeting room until the proposed action is resolved and may not participate in the preparation or submittal of a minority opinion on the issue.

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~~4.3.~~  
3. Infractions of the foregoing policies shall be considered cause for remedial action, subject to the provisions of subsection D.

B. Attendance:

1. Absences from meetings should be reported to the staff liaison in advance of the meeting from which a Commissioner will be absent.  
2. If a Commissioner will be absent for three consecutive meetings, the Commissioner should contact the ~~staff liaison chair~~ staff liaison to explain the circumstances.

3. Absence from three consecutive, or a total of four Commission meetings in any twelve month period, shall be considered cause for remedial action, subject to the provisions of subsection D, provided the Commission member has received a warning letter from the staff liaison prior to exceeding the absence limits.
- C. Public Relations Speaking on Behalf of the Commission:  
 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. When commissioners or staff members make public comments related to their service on the commission, these guidelines shall provide help in formulating responses.
1. 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 forestry matters in general.
  2. No Commissioner or staff member shall make commitments on behalf of the Commission, unless the Chair has requested one or more Commissioners to act as Commission spokesperson(s) on an individual topic.
  3. Any personal opinion, which the commissioner or staff member feels is appropriate to offer, shall be identified as such and shall not be presented as the Commission policy.
  4. Commissioners shall not identify themselves as a King County commission member when endorsing a candidate for elected office.
  - ~~5. No Commissioner or staff member shall make disparaging remarks about any individual or organization~~
  - ~~6-5. If the requested information is confidential, the commissioner or staff member shall explain 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. If asked for information that the Commissioner either does not know or does not feel comfortable speaking on, the Commissioner will say something such as, "Let me look into that further and get back to you."~~
  - ~~7-6. 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.~~
  - ~~8-7. 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 staff liaison respectively in a timely manner.~~
  - ~~9-8. Infractions of the foregoing policies shall be considered as cause for remedial action, subject to the provisions of subsection D.~~
- D. Remedial Actions:  
 The Chair and the staff liaison shall investigate any violation of the Code of Conduct, and based on the nature of the violation, shall recommend remedial

action. Remedial action may include censure or referral of the matter to the King County Ombudsman's office or the Department of Natural Resources and Parks.

Comment [BP2]: Rick recommends deleting this sentence.

VII. MISCELLANEOUS PROCEDURES

A. Reimbursement:

1. Commissioners may be reimbursed for out of pocket expenses associated with Commission meetings by submitting a claim for expense form to the staff liaison.
2. Eligible expenses are limited to parking, mileage, ferry expense and other meeting related expenses approved by the staff liaison in advance.

Comment [BP3]: Are bus passes an option?

B. Commissioner Reappointment:

1. As set forth in [King County Executive Order LES 7-1](#), commissioners may reapply for a second full term, but are limited to two full terms.
2. Requests for reappointment shall be submitted in writing to the staff liaison two months prior to the end of the Commissioner's first full term.
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 industry representation shall also be taken into consideration. The staff liaison will forward the Department of Natural Resources and Parks's recommendation to the County Executive, who has the ultimate responsibility for reappointment.

~~4.~~ C. ~~4.~~ Electronic and Telephone Communication for Meetings and Decision-making

- ~~5.~~ 1. In an effort to minimize commissioner's travel time and expense, while adhering to county commute policies (including telecommuting) and climate change goals, the commission will begin trialing the following means of communication.
- ~~6.~~ 2. At times, due to technology limitations of a system or a meeting location, or due to the need to be in the same physical space for a discussion, these options may not be available and will be noted in advance when possible by the chair and/or staff liaison.
- ~~7.~~ 3. Commissioners should send a request to the staff liaison three days before the meeting for electronic or telephone access to meetings.
- ~~8.~~ 4. Any meeting that is held solely by teleconference or videoconference requires that a room and telephone/computer be available for the public to participate and must be announced on the meeting agenda.
- ~~9.~~ 5. If in a phone meeting, commissioners must announce if they step away from the phone, as it may break the needed quorum.

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~~10.~~ a. Decision Making

- ~~11.~~ 1. Videoconference can be utilized for committee meetings to take action and vote.
- ~~12.~~ 2. Conference calls can be utilized for committee meetings and full commission meetings to take action and vote.
- ~~13.~~ 3. No actions or voting will be made by email.

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~~14.~~ a. King County Agriculture Commissioner emails must be used for all commission communication.

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~~15.~~ b. Commission members cannot cc: or address an email to the entire commission as it will create an online quorum which is a direct violation of the Open Public Meetings Act (OPMA).

- 16. c. Staff liaison can email the entire commission as staff is not subject to OPMA.
- 17. d. If commissioners need to email the whole commission, an email will be sent to the staff liaison. The staff liaison will then email the entire board.

Electronic Communication	Committee Meetings	Full Commission Meetings
	Action/Vote	Action/Vote
Teleconference	Yes	Yes
Videoconference	Yes	No
Email	No	No

**KCC 21A.08**

**Definitions:**

Agriculture: the use of land for commercial purposes for either the raising of crops or livestock or the production of agricultural products, or both.

Agricultural activities: those agricultural uses and practices that pertain directly to the commercial production of agricultural products, including, but not limited to:

- A. Tilling, discing, planting, seeding, fertilization, composting and other soil amendments and harvesting;
- B. Grazing, animal mortality management and on-site animal waste storage, disposal and processing;
- C. Soil conservation practices including dust control, rotating and changing agricultural crops and allowing agricultural lands to lie fallow under local, state or federal conservation programs;
- D. Maintenance of farm and stock ponds, agricultural drainage, irrigation systems canals and flood control facilities;
- E. Normal maintenance, operation and repair of existing serviceable equipment, structures, facilities or improved areas, including, but not limited to, fencing, farm access roads and parking; and
- F. Processing, promotion, sale, storage, packaging and distribution.

Agricultural products: products that include, but are not limited to:

- A. Horticultural, viticultural, floricultural and apiary products;
- B. Livestock and livestock products;
- C. Animal products including, but not limited to, upland finfish, dairy products, meat, poultry and eggs;
- D. Feed or forage for livestock;
- E. Christmas trees, hybrid cottonwood and similar hardwood trees grown as crops and harvested within fifteen years of planting; and

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F. Turf, sod, seed and related products.

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Agricultural support services: any agricultural activity that is directly related to agriculture and directly dependent upon agriculture for its existence but is undertaken on lands that are not predominately in agricultural use.

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Farm: the land, buildings equipment and infrastructure used in the raising and production of agricultural products for commercial sales.

~~18.~~ Farm residence: a single detached dwelling unit that serves as the primary residence for a farm.

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## 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 guidelines 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~~ ManagerStaff liaison shall give legal public notice for all Commission meetings.
- 4.0. DEFINITIONS:
  - 4.1. Agriculture: For the purpose of the Commission deliberations commercial agriculture shall be defined as those activities defined in the Revised Code of Washington (RCW) 7.48.310 and that meet the income criteria set forth in King County's Code (including Current Use Tax program (based on RCW 84.34), Farmers Market Receipts, or Schedule F.
- 5.0. POLICIES & PROCEDURES:

Comment [BP1]: Align this with new code definitions

Comment [BP2]: Of how much?

5.1. Commissioners:

5.1.1. The Commission shall consist of the 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

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.

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5.1.2.7.5.1.2.8. Represent ag interests in policy work such as Farm, Fish, Flood, DNRP hiring, or other county committee work, etc.

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 Water and Land Resources Lands Section Division.

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

Comment [BP3]: Find out if there is a process in place, or if one needs to be created.

5.1.4. Orientation and Training Manual:

5.1.4.1. The Commissioner training and orientation manual shall contain copies of should include 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 21.A.04; 21A.08
- Ordinance 4341, establishing Farmland Preservation Program (FPP) and copy of FPP deed restrictions,
- Robert's Rules of Order

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5.1.5. Commissioner Dismissal:

5.1.5.1. Absences from meetings should be reported to the Program Manager Staff liaison 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 meetings can be terminated after receiving a warning letter from the Program Manager/Staff liaison and the Chair.

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 account.

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

Comment [BP4]: Simplify this section

5.2. Operations:

5.2.1. Quorum:

5.2.1.1. 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.

Comment [BP5]: Add Conference call as a meeting option

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.

5.2.2. a Official Actions

5.2.2.1. All official actions shall include, but are 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 RFPs for the implementation of the Farm and Forest Report and other Council approved projects.
- Acceptance of RFPs for implementation.

5.2.3. Agenda:

5.2.3.1. The Program Manager/Staff liaison 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/communicated to Commissioners at least five working days prior to the regular monthly meeting.

Comment [BP6]: Is five the right number?

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 to participate in discussions. Depending upon 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 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/Staff liaison in writing at least ten days prior to the time of the meeting.

Comment [BP7]: Decide timing and method.

5.2.5.2. The Commission or Program Manager/Staff liaison 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 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/Staff liaison 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 Commission meeting and shall include the date and time of the meeting, and the time for the formal presentation.

### 5.3. Officers:

Comment [BP8]: Start here and continue.

#### 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/Staff liaison.

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 consist of at least three Commissioners, and shall be staffed by the Program Manager/Staff liaison.

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

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.

Comment [BP9]: Might be non-compliant with KCC

#### 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, chairs, or tasks.

- Shall be responsible for official Commission communications.

5.3.4.2. Vice Chair:

- Shall act on behalf of the 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:

Comment [BP10]: Make appointments

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 Commission with assistance of the Program Manager/Staff liaison. 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/Staff liaison.
- 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 Commission's 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' past 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 the 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:

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 or 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~~Staff liaison respectively in a timely manner.

5.9. RFP Selection Panels

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