

# KING COUNTY AGRICULTURE COMMISSION

## MEETING NOTICE

THURSDAY, MARCH 8, 2018

4:00-7:00 P.M.

**KING STREET CENTER**

**201 SOUTH JACKSON STREET, SEATTLE**

### PROPOSED MEETING AGENDA

(AGENDA ITEM TIMES ARE TENTATIVE)

4:00	<b>Call to Order</b> <ul style="list-style-type: none"><li>• Welcome</li><li>• Introductions</li><li>• Approval of Agenda</li><li>• Approval of Minutes (Feb)</li></ul>	Leann Krainick, Chair Pro Tem
4:15	<b>Public Comment</b> related to a specific agenda item – <i>3 minutes/person; limit 3 people same side of any issue</i>	Leann Krainick
4:25	<b>Old Business - Updates</b> (approx. 5 min each) <ul style="list-style-type: none"><li>• Commission Details (new commissioners)</li><li>• KC Ag Program</li><li>• Pearson Eddy</li><li>• Permits and Regulations</li><li>• Local Food Initiative</li><li>• Farm, Fish, Flood 2.0</li><li>• Land Conservation Initiative</li><li>• King Conservation District</li><li>• Farm Bureau</li><li>• Snoqualmie Watershed Improvement District (WID)</li><li>• Beefing Up Infrastructure</li><li>• Winery Ordinance</li></ul>	<ul style="list-style-type: none"><li>• Patrice Barrentine</li><li>• Richard Martin</li><li>• Richard Martin</li><li>• Eric Beach</li><li>• Mike Lufkin</li><li>• Meredith Molli</li><li>• Leann Krainick</li><li>• Josh Monaghan</li><li>• Bruce Elliott</li><li>• WID Staff</li><li>• Patrice Barrentine</li><li>• John Taylor</li></ul>
4:55	<b>County Council Communication</b> <ul style="list-style-type: none"><li>• Revised Calendar</li><li>• Presenting to County Council, Committee of the Whole (C.O.W.)<ul style="list-style-type: none"><li>○ General briefing submitted - Patrice</li><li>○ Specifics -John</li><li>○ Council Presentation Committee</li></ul></li><li>• July Tour – form committee, review draft tours</li><li>• Announce two new Committees, previous committees, KCD Liaison<ul style="list-style-type: none"><li>○ Assess interest</li></ul></li></ul>	Leann Krainick, John Taylor, Patrice Barrentine
5:35	<b>Break</b>	
5:50	<b>Land Committee update</b>	Amy Holmes
6:00	<b>Communication Memo Discussion</b>	Commissioners
6:52	<b>General Public Comment:</b> <i>3 minutes/person; limit 3 people same side of any issue</i>	Leann Krainick
6:57	<b>Concerns of Commissioners</b>	Leann Krainick
7:00	<b>Adjourn</b>	Leann Krainick

**Next Meeting : April 12, 4-7pm, WSU King County Extension Office, Renton**



**King County**

**Water and Land Resources Division**

Department of Natural Resources and Parks  
King Street Center  
201 South Jackson Street, Suite 600  
Seattle, WA 98104-3855  
**206-477-4800** Fax 206-296-0192  
TTY Relay: 711

**King County Agriculture Commission  
DRAFT Meeting Minutes  
Thursday, February 8<sup>th</sup>, 2018  
21 Acres Center, Woodinville**

Commissioners	P	A	Commissioners	P	A	Commissioners	P	A
Leann Krainick, Chair Pro-Tem		X	Year Eng	X		Rosella Mosby	X	
Amy Holmes, Vice Chair Pro-Tem	X		Nayab Khan	X		Eldon Murray		X
Roger Calhoon	X		Lora Liegel	X		Leigh Newman-Bell	X	
Sarah Collier	X		Darron Marzolf	X		Larry Pickering	X	
Bruce Elliott	X		Meredith Molli	X		Bob Vos	X	

*P=Present; A=Absent*

County Staff/Representatives Present			
Patrice Barrentine, DNRP	Steve Evans, DNRP	Richard Martin, DNRP	Ted Sullivan, DNRP
Bob Burns, DNRP	Councilmember Kathy Lambert	Megan Moore, DNRP	John Taylor, DNRP
Jim Chan, DPER	Mike Lufkin, DNRP	Michael Murphy, DNRP	Karen Wolf, Office of PSB

Guests Present			
Perry Acworth, SAge Farm	Cynthia Krass, SVPA/SVWID	Josh Monaghan, KCD	Ted Turk, HHA
Abby Antonelis, farmer	Robin Lynn, 21 Acres	Tom Quigley, SVA	Steve Van Ess, farmer
Susan Boundy-Sanders, Woodinville City Council	Larry Martin, land use attorney	Juniper Rogneby	
Chris Cunningham, Cedar Grove Composting	Vanda Minea, Sammamish Valley Alliance (SVA)	Michael Tanksley, Hollywood Hills Association (HHA)	

**Meeting Action Summary**

- **Approval of January 11<sup>th</sup>, 2018 Meeting Minutes**
- **New Business: Enforcement Update/Winery Code Amendments; Sound Sustainable Farm**
- **Special Commissioner Concerns**
- **Old Business: County, Commission, and Organizational Updates**
- **Land Conservation Initiative Update**
- **Recognition of Service for Eldon Murray, Larry Pickering, and Bob Vos**

*Meeting called to order at 4:08 pm*

**Approval of Meeting Agenda**

Bob Vos motioned to remove the Recognition of Service item, and add an item for Special Commissioner Concerns, after the scheduled 4:35 pm public comment period. Larry Pickering seconded the motion, which carried unanimously.

**Approval of Prior Meeting Minutes (January 11<sup>th</sup>, 2018)**

Bruce Elliott made a motion to accept the minutes as written. Meredith Molli seconded, and it carried unanimously.

**New Business: Enforcement Update/Winery Code Amendments – Jim Chan, DPER; Karen Wolf, PSB**

Jim Chan, interim director for DPER, and Karen Wolf of the Performance, Strategy and Budget (PSB) office spoke to the Commission about the proposed Sammamish Valley winery code amendments, and a traffic roundabout constructed

by the city of Woodinville which removed land from the Sammamish APD. Mr. Chan reported the city has recognized their error, and agreed to work with DPER to replace the land taken from the APD with comparable farmland.

Ms. Wolf reviewed the status of the proposed winery code changes. She said the main purpose is to update the winery code, last updated 15 years ago. It was realized a few years ago that an update was needed to support the evolving wine industry while protecting farmland and rural communities. Many businesses have been developing in rural and residential areas not equipped for commercial ventures.

There are three winery categories proposed for rural areas: Winery I, II, and III. The Winery I category is proposed to regulate home occupation “hobby” wineries. These would be production facilities only and not allowed tasting rooms or special events. Any such establishments wishing to include a tasting room could explore doing so inside Woodinville or North Bend city limits. Winery II facilities could have tasting rooms, but with limited hours and up to 24 125-guest special events per year. They must also have arterial access and limited parking, and the grapes used in their wine can come from anywhere. Winery III facilities are issued as conditional use, and allowed 24 250-guest special events per year with a temporary use permit. They must be connected to a Group A water system, be on an arterial, have on-site production, and parking limits determined by a conditional use permit. Agriculture-zoned land has similar categories proposed, except that product must include at least 60% of the source crop grown on-site.

Ms. Wolf then reviewed two proposed demonstration projects. One area along State Highway 202, “Demonstration Project A,” has several tasting room-only establishments, which DPER will evaluate annually to determine if such businesses can operate legally in unincorporated King County. These tasting rooms would have limited hours and not be allowed any events. In a second area along Highway 202, “Project Overlay B,” instead of a temporary use permit, DPER will fold in special events as part of a conditional use permit.

Ms. Wolf noted proposed fines for violations have increased, with a first violation \$500 and each thereafter an additional \$1,000. Each establishment will require a business license. Once King County Council (KCC) adopts this, DPER will send out a bulletin explaining the code changes to all business and adult beverage establishment licensees.

Mr. Chan explained DPER’s plans to improve code enforcement. A third-party consultant will educate violators and licensees and help bring them into compliance. DPER will have resources for implementation, and allow a period of time to come into compliance. He said through requiring business licenses for all establishments, DPER can determine their occupation and follow up with them yearly. Roger Calhoon voiced concern about not enforcing long-standing violators of current code until KCC approves the proposed changes. Mr. Chan said about 40 violators have signed an agreement with DPER to not expand current operations and, once the changes are adopted, will come into compliance. Those who have not signed an agreement will get an immediate enforcement notice and, if necessary, follow-up action.

Mr. Calhoon said he was also concerned about how to specifically quantify production mandates. Ms. Wolf agreed that reasonably quantifying these are difficult, and the County is trying to define production as a primary business, with other uses being ancillary. Mr. Calhoon also spoke of the change in location for Project Overlay B; Ms. Wolf replied that public comment made the County aware it was not a good idea for this area to be on a county road instead of a state road. She said because wineries are costly to operate, she did not expect a large influx of them in this area.

Amy Holmes advised new Commissioners to speak to Mr. Calhoon for more information on this issue. Bob Vos said the County’s objectives were good for wineries and protecting agriculture, but the hourly limits may be too severe.

### **1<sup>st</sup> Public Comment Period (Specific Agenda Items)**

- **Tom Quigley** of the Sammamish Valley Alliance (SVA) spoke of his concern that communication between the County and local communities has not been developed. He believes this lack led to the recent traffic roundabout issue. He said another problem is a lack of County code enforcement. He cited a new retail bakery in the area trying to open on APD land, and stressed agricultural lands cannot be commercially used.
- **Michael Tanksley** of the Hollywood Hills Association (HHA) agreed with Mr. Quigley. He asked how the County plans to verify the 60% on-site content requirement for agriculture-zoned wineries is being abided by. He said it should be ensured these establishments are supporting local agriculture.
- **Ted Turk**, also of HHA, opposed the winery proposal, citing a County history of not enforcing zoning code. He disliked the “grandfathering” of existing violators and converting of Project Overlay B’s area from rural to commercial. He expressed a worry about impacts to local traffic and quality of life. He said there is a County bias against enforcing current zoning code, and that the proposal is bad for Woodinville and King County.
- **Larry Martin**, a local land use attorney, also voiced concern about the winery proposal. He said it goes against the Growth Management Act, which protects urban, rural, and agricultural land, with a priority on agricultural. He said the proposed Project Overlay B area is meant as a buffer for agricultural lands. He

advised the proposal should be viewed in its ordinance form, to know for sure how it will be implemented. He asked the Commission to ask to review and comment on this ordinance, and offered his technical input.

### Commissioner Special Concerns – Meredith Molli, Bob Vos

Ms. Molli and Mr. Vos submitted several concerns in writing to the Commission. Ms. Molli said at last Commission meeting, there was a request for discussion on the Commission's role and how they communicate with County staff, KCC, and the Executive. She and Mr. Vos have put in writing their ideas how to improve this relationship, in hopes of prompting constructive dialogue. She said she understood the role of the Commission is to advise KCC and the Executive, not to lobby or be lobbied by County staff. She and Mr. Vos are concerned this role has deteriorated due to delays and non-optimal communication. She wishes for the Commission and County staff to work to improve this.

Ms. Molli and Mr. Vos offered several suggestions to aid this improvement. The first is to arrange periodic visits for Commissioners with KCC and the Executive. This includes regular visits to APDs and farms, which she said provide County representatives invaluable knowledge of farmers' needs, but have not happened in several years. The second is to send timely and concise letters from the Commission chair to KCC and the Executive, with copies to DNRP. She cited that the Commission's Pearson Eddy letter took two months to complete. A third suggestion is to, when possible, have Commissioners submit significant motions/statements in writing prior to meetings to prevent miscommunication. She requested the Commission meeting recordings be archived. She also noted the Commission should decide whether to have further discussion about the Land Conservation Initiative (LCI) and if they want to send feedback on it to KCC.

Mr. Vos and Ms. Molli thanked the chair and vice chair for their work, but believe there is some lack of communication between these officers and other Commissioners. He suggested in future elections, it may be advantageous to elect the chair or vice chair from the Snoqualmie or Sammamish area, to ensure these officers are informed on the many issues that need addressing in those areas. Larry Pickering added the Commission was admonished a few years ago for sending a letter directly to Snohomish County, and since then all Commission letters have been sent via County staff. He believes the Commission should be able to send letters directly to KCC and the Executive with copies to County staff, to speed communication.

King County Councilmember Kathy Lambert stated she believes the Executive is getting the messages from the Commission, but that KCC is not. She suggested the Commission ask their annual report be given to KCC, and invited them to contact her directly.

### Old Business: County, Commission, and Organizational Updates

- **Commission Details (Patrice Barrentine):** Ms. Barrentine welcomed new Commissioners, stating they would be able to vote next month, and their orientation would be just prior to that Commission meeting. She also distributed annual financial disclosure forms for all Commissioners to complete and return.
- **King County Agriculture Program (Richard Martin):**
  - King County Workplace CSA: Part of the County's employee Healthy Incentives program, Mike Lufkin and Steve Evans helped launch the CSA two years ago. Four farms participated, and 130 employees out of 12,000 at 12 work sites took part. Another outcome of this was compilation of a guidebook for workplace CSAs. The hope is to expand to more worksites and employees in 2018.
  - Cost-share Funding: Rick Reinlasoder, County livestock specialist, reports there is significant match-funding available in the County's BMP cost-share program. This can be used to help farmers afford projects for high-tunnel construction, or large livestock water quality issues in impaired basins.
  - King County Farmers' Market Manager Forum: Mr. Evans, who was instrumental in starting this forum, handed off coordination duties to the Washington Farmers' Market Association this year. A product of the group in partnership with Pike Place Market is the Small Business Resource, which aims to provide a one-stop shop for farmers to help with issues such as permitting and insurance.
  - Working Farmland Partnership: King Conservation District (KCD)'s WFP grant approval will be official next week. The money, routed through the County, will support contracted work in the Snoqualmie Valley and on Vashon, with another contract to coordinate the whole program.
- **Pearson Eddy (Richard Martin):** Mr. Martin reviewed several letters between the County, Commission, NRCS, and other stakeholders, which were distributed to Commissioners in the meeting packet. Mr. Martin specifically reported on the January 9, 2018 letter from NRCS to DNRP, which was initiated by the October 27, 2017 letter from the Commission to DNRP. Mr. Martin followed up with NRCS to get clarification and additional information related to the NRCS response, which he will provide to Commissioners. Bob Vos asked if there was hope of a dialogue between DNRP, NRCS, and the Commission as a result of the October 2017 letter. Mr. Martin replied he would pass along to NRCS the Commission's wish to meet with them.

- **Local Food Initiative (Mike Lufkin):** Mr. Lufkin said several farmer training groups in the County have collaborated to apply for a farmer/rancher development program USDA grant; there will be more info soon.
- **Farm Fish Flood 2.0 (Meredith Molli):** Ms. Molli updated on the first FFF 2.0 Implementation Committee meeting in Duvall on January 12. She said the meeting was positive, and included discussion about the task forces that will begin work soon. The first regulatory task force meeting is February 20. A buffers task force lead will be chosen soon, and there is a review underway of buffers' impacts on farmland. There is a funding issue for the agriculture strategic planning task force, but Mr. Martin said significant progress will be made. The next IC meeting is likely to be in April. Ms. Molli noted Bob Vos's and Bruce Elliott's presences on the regulatory and buffers task forces respectively, and suggested having a Commission representative on the agriculture strategic planning task force as well. Patrice Barrentine said this could be addressed in the next few months to allow time for new Commissioners to familiarize themselves with the FFF process.
- **King Conservation District (Josh Monaghan):** Mr. Monaghan reported the Discovery Farm agriculture buffer research project's first workshop was February 1, with 30 attendees. He said Department of Ecology science staff are being brought in to the experimental design aspect of the project. He also said most attendees believe narrow buffers on small waterways to be the most important issue, as well as measuring temperature and sediment/nutrients. Bruce Elliott praised the meeting as a good demonstration of research on how size affects buffer effectiveness. Mr. Monaghan said more input from farmers is still welcomed for the project.
- **Farm Bureau (Bruce Elliott):** Mr. Elliott reported that Pierce County has initiated and is moving forward to implement their own counterpart to the Commission. He also said he had just returned from Washington, DC where Bureau representatives met with several members of the state Congressional delegation.
- **Beefing Up Infrastructure (Patrice Barrentine):** Ms. Barrentine said three sites in King County, one in the north and two in the south, are being assessed for a USDA mobile meat processing unit. She will have a full update at May's Commission meeting. She also noted part of KCD's regional food grant funding has been allotted to KC Public Health to work with her to create a safe meat supply chain for east African communities in the County, and to brainstorm on how to limit outbreaks of meat foodborne illness.
- **21 Acres Center (Robin Lynn):** Ms. Lynn reviewed the mission of 21 Acres, to educate on and sustainably use local food and agriculture to lessen carbon footprints and encourage positive environmental impact. This is done through classes, workshops, and an on-site deli and farmers' market.

### Land Conservation Initiative Update – Michael Murphy, Bob Burns

Mr. Murphy said his primary intent today was to address identified agricultural lands for the LCI. He reviewed a history of the LCI, as a goal of the Executive to identify and protect all high-value conservation lands in King County in 30 years. Farmland is one of six identified land categories.

He overviewed specific parcel and acreage totals for lands identified as having agricultural conservation value, and the anticipated costs to preserve them. About 9,600 acres have been identified as strictly agricultural in value, all of which should be protected by easements. An additional roughly 5,000 acres are multi-objective but include agricultural potential, 12% of which are to be protected by in-fee purchases, 88% by easements. These would roughly double the existing farmland easements by the County. He explained that in cases where agricultural and ecological priorities overlap, an FFF process would assess the outcome on a case-by-case basis. John Taylor noted no habitat restoration projects will be undertaken in the Snoqualmie APD until FFF 2.0 task forces complete their three-year work, and that the FFF principles will be applied to all APDs. Bob Vos expressed concern the LCI would go forward before these other APDs' FFF processes convene. Mr. Taylor replied that the policy that preceded FFF, R-649, requires a check process any time a portion of farmland is requested for salmon habitat projects.

Rosella Mosby asked about the agriculture representation in the LCI advisory group. Mr. Burns said Leann Krainick served on the advisory group for Phase 1 and 2, and was the only agriculture representative out of 25 or so members.

Meredith Molli asked where it is documented that FFF will be used as a filter for acquisitions. Mr. Murphy confirmed it is not in the advisory report, because it was compiled by advisory group members who were focused more on broad strategy than technical details. Mr. Burns agreed this information should be memorialized so it is clear to all involved, and that there is accountability in how the County acquires land. Mr. Murphy noted the current objective of the LCI is just to acquire the identified lands, as no actions can be implemented if the land is not protected first. Ms. Molli requested a definition from DNRP at next meeting of how transparency of County acquisitions will be documented.

Larry Pickering observed that total planned expenditures for agricultural land seem disproportionately less than what is slated for salmon recovery. Mr. Murphy explained that capital projects, such as for habitat restoration, require fee acquisition of land, which is more costly than easements. He said unused funds can also be rolled from year to year.

**\*\*BREAK\*\***

### **Recognition of Service for Eldon Murray, Larry Pickering, and Bob Vos**

Amy Holmes spoke in recognition of the service of Mr. Murray (not present today), Mr. Pickering, and Mr. Vos, whose terms with the Commission end this meeting. Ms. Barrentine reviewed their histories with the Commission and noted the three served a combined total of 30 years. John Taylor praised their constructive dialogue with the County, and said drainage improvements in King County came largely from their efforts. He presented certificates of recognition from the County. Councilmember Kathy Lambert thanked the three for their service and dedication.

### **New Business: Cedar Grove's Sound Sustainable Farm – Chris Cunningham**

Mr. Cunningham reviewed the history of Cedar Grove Composting and its Sound Sustainable Farm project. SSF is a network of local farms using compost from yard/food waste to restore nutrients to diminished soils. CGC started as a compost company to divert organics from landfills, and found the volume so high they needed to expand operations. He said it was tough to convince the agricultural community that compost helps agricultural soils, but the project has now returned 30 of their 65 acres into production, with a goal of 40+ in 2018.

He said over 100 varieties of produce are grown on their land, and sold to local businesses, farm stands, and partner farms. They connect to the community via Hopelink, the Issaquah food bank, and the Union Gospel Mission. SSF donated almost 10,000 pounds of food in 2017. Educating farmers on compost use in agriculture, and the community on where its food comes from, as well as growing new farmers' interest in agriculture, is another mission of SSF.

Lora Liegel asked if there were any concerns about contaminants in the compost. Mr. Cunningham replied that technology removes most of that material, but minuscule amounts of plastic do remain.

### **Selection Committee Update – Leigh Newman-Bell**

Ms. Newman-Bell reported the committee met after the last Commission meeting. Two openings remain on the committee, likely not to be filled until June 30. They also discussed orientation material for the new Commissioners.

### **Land Committee Update – Amy Holmes**

Ms. Holmes reported that today the committee heard from Ted Sullivan and Richard Martin on four projects due to come into this year's Conservation Futures Tax (CFT) cycle.

### **2<sup>nd</sup> Public Comment Period (General Public Comment)**

- **Councilmember Kathy Lambert** reported that at a local "hack-a-thon" last month, computer experts invented a program that allows users to submit a photo of a weed or plant, and automatically identify and track it. She said the full program is expected to launch via Microsoft by the end of this year.
- **Steve Van Ess**, a Duvall farmer near Pearson Eddy, thanked Richard Martin for his follow-up on Pearson Eddy with NRCS. He said on November 8, 2017 he met with NRCS engineer Larry Johnson, who told him theoretically all trees must be removed from the project area to achieve a "zero-rise" water height standard. Mr. Van Ess also said the notes from the November 2017 public meeting convened by Councilmember Lambert indicate WLRD got NRCS to commit to zero-rise on November 6, 2017. He then cited the January 2018 letter from NRCS to DNRP which stated NRCS would get as close as they could to zero-rise, not promising actual zero-rise. He voiced confusion on which direction this issue is heading.
- **Abby Antonelis**, a Vashon farmer, said after today's LCI presentation, she believes the Commission should send a support letter for it. She cited that high property taxes on Vashon are detrimental to farmers there, and the LCI could offer her a chance to put money back into her land.
- **Susan Boundy-Sanders**, a Woodinville City Councilmember, offered other implications of the winery code ordinance, and asked the Commission to keep them in mind when they review it. She said lack of enforcement has led to extensive land speculation in the area, some parcels going up to \$10 million. She said enforcement and solid regulatory framework are crucial to the survival of Sammamish Valley farming. She went on to state the County is explicitly planning a worldwide draw, in particular cruise ship visitors, to Valley wineries, using what should be agriculture buffer land. She believes if this door is opened for wineries, pressure will mount to allow other industries on this land. Stormwater from developed parcels is also flowing down into Valley farmland with no mitigating proposals in place. She concluded by saying there are four cities around the Valley with ample commercial-developable land, and there is no need to develop along the Valley walls.

***Meeting Adjourned at 7:01 pm***

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### **Next Meeting**

March 8<sup>th</sup>, 2018, 4:00 – 7:00 pm, King Street Center, Seattle

**The Request:** Councilmember Balducci would like to invite the Agriculture Commission to come provide a briefing to the Committee of the Whole sometime in the early Spring. This would be an opportunity for them to share what they're working on with the Council. Councilmember Balducci has requested this occur sometime in March or April, before the members of the Commission are too busy on the farms to come to Seattle! Would an April 18<sup>th</sup> committee briefing be too late? Do you have ideas of what they could focus their briefing on? And who would be good members to attend? Maybe the chair and two other members?

We would recommend having the Chair, Leann Krainick, present. And then we would like some of the following to attend including vice-chair, Amy Holmes, Meredith Molli and new commissioners Nayab Khan, Rosella Mosby and Darron Marzolf.

They would focus the briefing on the new make-up of the commission, their duties, current and recent foci of the commission, as well as improving communication with council including regular formal briefings, and July agriculture commission tours for Councilmembers.

**Currently advising on**

**A. Proposed legislation and policy**

Three initiatives:

- Local Food Initiative (LFI)
- Farm, Fish, Flood (FFF)
- Land Conservation Initiative (LCI)

Two code changes:

- Ordinance 18626 (2017's ag code amendments)
- Winery Code amendments (in progress)

**B. Land use issues as they impact agriculture**

- Farmland Preservation Program easements and farmland fee acquisitions (LCI)
- Problems that come from staff or farmers such as farm pads, agricultural drainage, permitting and regulations (LFI and FFF)
- Development of general criteria to guide future KC farmland acquisitions

**C. Ways to maintain, enhance and promote agriculture and agricultural products in the region**

- Farm King County Website and Technical Assistance (LFI)
- Marketing, Promotions and Processing (LFI)
- Role of KC-owned farmlands to advance ESJ goals, support new farmers and test alternative farmland management (e.g., use of recycled water)

**D. Livestock Ordinance implementation**

- Focusing and leveraging BMP cost-share funding

The following comments are submitted by Commission members at the 8 Feb. 2018 King County Ag Commission Meeting.

We want to make clear we appreciate our dedicated staff who interface with the Commission, and the dedicated volunteers who serve on the Commission. These comments are meant to prompt conversation and lead to constructive improvements to our process for accomplishing the Commission role.

1. The official role of the Ag Commission is to advise Council and Executive. We are concerned this role has deteriorated, due to delays and non-optimal communication. Our role is not to lobby, or be lobbied by, county staff. How can we improve and increase our communications?
  - a. Arranging periodic visits of Commission members with Council and Executive, including annual (or more) visits to King County APD's and farms. Knowledge and awareness play an important role in decision making by elected officials and their staff Without regular interaction between Council and King County farms our needs cannot be adequately understood.
  - b. Sending timely and concise letters from chair to Council/Executive, with cc to DNRP. We note that our letter on Pearson Eddy to DNRP took two months to be completed. We understand Commission has been given directive that any communications to "outside groups" e.g. NRCS should go first to DNRP for approval, but Council and Executive are not "outside groups."
2. Communication between Commission members and Chair/Vice-Chair can be improved. We suggest it would help communication to have either the new Chair or Vice Chair be from Snoqualmie or Sammamish region, since so much is going on in those regions.
3. When circumstances permit, a significant motion or statement made by a Commission member should be submitted in writing. This saves time and prevents miscommunication. When a verbal motion is made it should be repeated by chair, verifying intended meaning. We would also request that any recordings of commission meetings be made part of the archive.
4. We voted at our last meeting not to submit an endorsement letter for the LCI (Land Conservation Initiative). We are not aware if Council knows this and since Council will soon consider their action, the Commission needs to decide what, if any, further action we should take.

We request these comments be made part of the minutes for this meeting.

# 2018 Meeting Topics

Complete	Topic	Who	When	Outcomes	
				Letter advising County Executive	Notes
	WSU Food Systems Program	Laura Lewis	Apr		
	Agriculture Drainage Assistance Program 2016 update	Lou Beck, Ben Axt	Apr		
	Commission Policies and Procedures: Review and Modify		Apr		
	Farmland Preservation Program	Ted Sullivan	May		
	Livestock Processing	Patrice Barrentine	May		
	Commission Policies and Procedures: Review and Approve		May		
	King County Fair, Commission Tours for Councilmembers		July		
	Agriculture Drainage Assistance Program		Oct		
	What's Going on with Ag in Other Counties?	Pierce	Fall		
	Joint Meeting with Rural Forestry Commission		Fall?		

## ***Briefing to King County Council, Committee of the Whole (C.O.W.)***

***The Request:*** Councilmember Balducci would like to invite the Agriculture Commission to come provide a briefing to the Committee of the Whole sometime in the early Spring. This would be an opportunity for them to share what they're working on with the Council. Councilmember Balducci has requested this occur sometime in March or April, before the members of the Commission are too busy on the farms to come to Seattle! Would an April 18<sup>th</sup> committee briefing be too late? Do you have ideas of what they could focus their briefing on? And who would be good members to attend? Maybe the chair and two other members?

We would recommend having the Chair, Leann Krainick, present. And then we would like some of the following to attend including vice-chair, Amy Holmes, Meredith Molli and new commissioners Nayab Khan, Rosella Mosby and Darron Marzolf.

They would focus the briefing on the new make-up of the commission, their duties, current and recent foci of the commission, as well as improving communication with council including regular formal briefings, and July agriculture commission tours for Councilmembers.

### ***Currently advising on***

#### ***A. Proposed legislation and policy***

Three initiatives:

- Local Food Initiative (LFI)
- Farm, Fish, Flood (FFF)
- Land Conservation Initiative (LCI)

Two code changes:

- Ordinance 18626 (2017's ag code amendments)
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#### ***B. Land use issues as they impact agriculture***

- Farmland Preservation Program easements and farmland fee acquisitions (LCI)
- Problems that come from staff or farmers such as farm pads, agricultural drainage, permitting and regulations (LFI and FFF)
- Development of general criteria to guide future KC farmland acquisitions

#### ***C. Ways to maintain, enhance and promote agriculture and agricultural products in the region***

- Farm King County Website and Technical Assistance (LFI)
- Marketing, Promotions and Processing (LFI)
- Role of KC-owned farmlands to advance ESJ goals, support new farmers and test alternative farmland management (e.g., use of recycled water)

#### ***D. Livestock Ordinance implementation***

- Focusing and leveraging BMP cost-share funding

# **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:

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.

## 5.2.4 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.

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

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:

### 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

# King County Agriculture Commission Administrative Procedures

Adopted on XXX, revised XXX, 2018

## 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:

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

## III. COMMISSIONER RESPONSIBILITIES:

Each Commissioner is responsible for:

- A. Individual and Commission adherence to the adopted Code of Conduct (VI. Ag Commission Code of Conduct and KCC 3.04, Employee Code of Ethics));
- B. Establishing annual and long-term objectives and goals for the Commission;
- C. Working with staff on accomplishing annual goals and objectives of the Commission;
- D. Approving committee structure as recommended by the Chair that are necessary to advise on policies and programs;
- E. Attending meetings of the Commission, its committees and meetings of other organizations when appropriate;
- F. Communicating on behalf of the commission, outside of commission meetings, requires a commission motion and majority vote to present or interpret Commission policies, actions, programs, and resources to the public, agricultural organizations, or interested individuals, and elected officials. Subject to the provisions of SECTION VI. C.
- G. Recommending 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:

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- a. Officers shall be elected by the Commission to fill vacancies.
  - b. Officers of the Commission shall include a Vice-Chair, a Chair, and a past Chair.  
This is the executive committee.
  - c. Officers shall serve one year for each executive committee position (vice-chair, chair and past chair).
  - d. Officer elections will take place each year in October with terms starting January 1<sup>st</sup>.
  - e. The Recording Secretary shall be the staff liaison.
2. The Executive Committee
    - a. Shall set and approve the agenda for each meeting.
    - b. Shall create and dismiss committees, with approval of the Commission.
    - c. 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.
    - d.
3. The Commission Chair:
    - a. Shall preside at all meetings of the Commission, and at other special meetings, as appropriate.
    - 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. Has a vote, may participate in all Commission discussions and shall vote to break any ties that arise during Commission actions.
    - f. Shall be responsible for official Commission communications. Shall serve as Past Chair at the end of their term.
4. The Vice Chair:
    - a. Shall act on behalf of the Chair when necessary and will serve as Chair-elect assuming the role of Chair at the end of the Chair's term.
5. The Past Chair:
    - a. Shall preside as the Chair in the absence of the Chair and Vice Chair.
- B. Committees:
1. The Commission may have standing and ad hoc committees.
  2. Committees shall be appointed at the discretion of the Executive Committee.
  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 operate under the Administrative Procedures adopted by the Commission.
  5. Ex Officio members will act in an advisory position within committees, without a vote.
  6. Staff liaison or staff note taker must be present at all committee meetings.

V. MEETING AGENDAS AND COMMISSION BUSINESS.

A. Agenda:

1. Standard practice is proposed agenda items are due to the staff liaison two weeks before each meeting in order to be considered by the Executive Committee.
2. The staff liaison shall prepare formal meeting agendas for the full Commission in consultation with the Executive Committee.
3. The Agenda is to be sent to Commissioners prior to the regular meeting.

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 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 of all voting members currently appointed to serve on the Commission. [Once 30 days have passed from the time the Executive's appointment letter is stamped by the Clerk of Council, 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". 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.

E. Meeting Frequency

1. In a calendar year, the commission as a whole shall meet no less than six, nor more than 10 times.

## 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. 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.
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 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. Communicating on Behalf of the Commission:

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. When commissioners or staff members make public comments related to their service on the commission, these guidelines shall provide help in formulating responses.
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

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public record and any factual information on agricultural matters in general. 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."

3. 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.
4. 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.
5. Commissioners shall not identify themselves as a King County commission member when endorsing a candidate for elected office.
6. Commissioners and staff members shall remain cordial and cooperative, even when under pressure.
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 staff liaison respectively in a timely manner. The staff liaison will communicate or forward the information to the Executive Committee.
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 Executive Committee 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.

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.

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 communicated to the staff liaison.
3. Requests for reappointment shall be considered by the Executive Committee 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 approved Executive Committee reappointments to the Director of the Department of Natural Resources and Parks. DNRP will then send the reappointment recommendations to the County Executive, who has the ultimate responsibility for reappointment, and then they are confirmed by Council.

C. Electronic and Telephone Communication for Committee Meetings

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.
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.
3. Commissioners should send a request to the staff liaison three days before the meeting for electronic or telephone access to meetings.
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.
5. Email communications
  - a. King County Agriculture Commissioner emails must be used for all commission communication. Commissioners may copy their personal address or send from their personal address being sure to copy their commission email address for each commission communication.
  - 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).
  - c. Staff liaison can email the entire commission as staff is not subject to OPMA.
  - 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.**

D. Commission's Development and Sending of Advisory Letters

1. Identify an issue of importance to King County farmers.
2. Request that DNRP present a summary of the issues at a Commission meeting.
3. Draft a letter addressing the issue, with some guidelines for the letters content.
4. Commission chair can draft the letter or appoint another Commission member or the Commission liaison to draft the letter.

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5. Executive Committee then makes edits as deemed necessary.
6. Executive Committee presents the draft letter for full Commission consideration at the next meeting.
7. Motion to approve as written or edits are recommended and approved.
8. Commission liaison transmits approved letter through official channels including DNRP Director, Executive and Council.
9. A commissioner can communicate as a private citizen, not representing the ag commission, outside of commission meetings. Refer to policies and procedures III F and VI C.



## Statement of Financial and Other Interests

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

### Filing Year 2018

Read all instructions carefully then fully complete each section.

Incomplete forms cannot be filed

Name:

Board or Commissions:

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 2017 (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?

No

Yes

**If yes, please answer the following additional questions:**

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?

No

Yes

**If yes, please answer the following additional questions:**

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?

*\* "Person" means any individual, partnership, association, corporation, firm, institution, or other entity, whether or not operated for profit. The term does not include governmental units within the United States unless so specified.*

<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<b>If yes, please answer the following additional questions:</b>
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1) Name of each person engaged in any transaction with King County with whom the position was held.

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

3) Title of the position held.

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

**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.**

<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<b>If yes, please answer the following additional questions:</b>
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1) Street address, parcel number, or legal description of real property involved in or subject of a King County action.

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

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

**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 the date submitted.

**Signature: S/**

**at**

**City**

**State**

**Date**