

KING COUNTY AGRICULTURE COMMISSION

MEETING NOTICE

THURSDAY, APRIL 12, 2018

4:00-7:00 P.M.

WSU KING COUNTY EXTENSION OFFICE
1000 OAKESDALE AVE SW, STE 140, RENTON

PROPOSED MEETING AGENDA

(AGENDA ITEM TIMES ARE TENTATIVE)

| | | |
|------|---|--|
| 4:00 | Call to Order <ul style="list-style-type: none">• Welcome• Introductions• Approval of Agenda• Approval of Minutes (March) | Leann Krainick, Chair Pro Tem |
| 4:15 | Public Comment related to a specific agenda item <i>3 minutes/person; limit 3 people same side of any issue</i> | Leann Krainick |
| 4:20 | Old Business - Updates (approx. 5 min each) <ul style="list-style-type: none">• Commission Details• KC Ag Program• Pearson Eddy• Farm, Fish, Flood 2.0• King Conservation District• Farm Bureau• Snoqualmie Watershed Improvement District (WID) | <ul style="list-style-type: none">• Patrice Barrentine• Richard Martin• Richard Martin• Meredith Molli• Josh Monaghan• Bruce Elliott, Rosella Mosby• WID Staff |
| 4:30 | Council Presentation/Farm Tour Committee <ul style="list-style-type: none">• Current plan, Further input, Discussion, Questions | Committee Members |
| 4:40 | Commissioner Representation on Committees/Boards <ul style="list-style-type: none">• Commission Committee: Continue sign-ups• KCD Liaison: Nominations, Motion, Vote | Leann Krainick |
| 4:50 | WSU Food Systems Program and KC Extension Programs <ul style="list-style-type: none">• New Food Systems Program: Presentation and Q&A• King County Extension Programs: Presentation and Q&A | Dr. Laura Lewis, <i>Program Leader</i> , Food Systems and <i>Associate Professor</i> , Community & Economic Development Kevin Wright, WSU Extension King County Director |
| 5:20 | Break | |
| 5:30 | King County Land Acquisition Policy <ul style="list-style-type: none">• Walk through, Q&A | John Taylor, Deputy Director, WLRD, DNRP |
| 6:15 | Policies and Procedures (new one, old one) <ul style="list-style-type: none">• Line by Line• Q&A/discussion• Recommendation of review approach | Patrice Barrentine, Staff Liaison |
| 6:52 | General Public Comment <i>3 minutes/person; limit 3 people same side of any issue</i> | Leann Krainick |
| 6:57 | Concerns of Commissioners | Leann Krainick |
| 7:00 | Adjourn | Leann Krainick |

Next Meeting : May 10, 4-7pm, Vashon Public Library, Vashon

Next meeting topics:

Farmland Preservation Program, Beefing Up Infrastructure, new Local Services Initiative, and Local Food Initiative's 2017 Annual Report



King County

Water and Land Resources Division

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 King Street Center
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 206-477-4800 Fax 206-296-0192
 TTY Relay: 711

**King County Agriculture Commission
 DRAFT Meeting Minutes
 Thursday, March 8th, 2018
 King Street Center, Seattle**

| Commissioners | P | A | Commissioners | P | A | Commissioners | P | A |
|--------------------------------|---|---|----------------|---|---|-------------------|---|---|
| Leann Krainick, Chair Pro-Tem | X | | Bruce Elliott | X | | Josh Monaghan* | X | |
| Amy Holmes, Vice Chair Pro-Tem | X | | Year Eng | | X | Rosella Mosby | X | |
| Roger Calhoon | | X | Nayab Khan | X | | Leigh Newman-Bell | | X |
| Sarah Collier | X | | Lora Liegel | X | | Kevin Wright* | X | |
| Fereshteh Dehkordi* | | X | Darron Marzolf | X | | | | |
| Becky Elias* | X | | Meredith Molli | X | | | | |

*P=Present; A=Absent; * indicates ex-officio members*

| County Staff/Representatives Present | | | |
|---|---|----------------------|--------------------|
| Melissa Bailey, Council-member McDermott's office | Eric Beach, DNRP | Mike Lufkin, DNRP | Ted Sullivan, DNRP |
| Josh Baldi, DNRP | Casey Bloom, Councilmember McDermott's office | Richard Martin, DNRP | John Taylor, DNRP |
| Patrice Barrentine, DNRP | Dylan Brown, Councilmember Lambert's office | Megan Moore, DNRP | |

| Guests Present | | | |
|-----------------------------|---------------------|-----------------------|--|
| Siri Erickson-Brown, farmer | Nancy Hutto, farmer | Jarvis Keller, farmer | |

Meeting Action Summary

- **Approval of February 8th, 2018 Meeting Minutes**
- **County, Commission, and Organizational Updates; LCI Policy Draft Memo**
- **County Council Communication; Communication Memo Discussion**
- **Policies and Procedures**

Meeting called to order at 4:11 pm

Approval of Meeting Agenda

Amy Holmes made a motion to approve the agenda as written. Sarah Collier seconded, and it carried unanimously.

Approval of Prior Meeting Minutes (February 8th, 2018)

Meredith Molli motioned to accept the February meeting minutes as written. Rosella Mosby seconded the motion, which carried with one abstention and all others present approving.

Public Comment (Related to Specific Agenda Item)

- **Siri Erickson-Brown**, farmer and former Commissioner, said all would benefit from a defined understanding of the Commission's role and when they should be involved in a decision. She said it should be clear when a County program/decision affects agriculture, so the Commission can weigh in. She said it should be clear who/what a decision involves, the timeframe, and the options. She added sometimes Commission questions are not answered by County staff, and there should be a transparent way to ensure questions are answered.
- **Nancy Hutto**, farmer and former Commission chair, agreed with Ms. Erickson-Brown. She said the voice of the Commission, as experts in and representatives of agriculture, is very important. Its interactions with King

County Council (KCC), the Executive, and County staff, are also important. She said the Commission in her time sometimes “chafed” against filtering KCC and Executive interactions through County staff, and felt it key for unique concerns to be conveyed in their voice. She thanked County staff for recent actions in helping protect the former Mountain Meadow farm from developers.

Old Business – Updates

- **Commission Details (Patrice Barrentine):** Ms. Barrentine urged Commissioners who have not sent in annual financial disclosure forms to do so by April 16th.
- **King County Agriculture Program (Richard Martin):**
 - Steve Evans’ last day with the County is March 9th. He noted Mr. Evans’ recent success negotiating a temporary water rights transfer to Sammamish River Farm from a County athletic complex. This will be the first time in years there will be water access here, so crops can be grown. He said this builds on the WID’s work on transfers of unused water rights to needed areas.
 - The Working Farmland Partnership, a KCD-sponsored project, aims to answer how to increase access to land, and get underused farmland into production. KCD’s money will flow through the County to support work on-the-ground and by partners. A contract will soon be signed for PCC Farmland Trust to serve as coordinator. Proposals for two more RFPs to support on-the-ground work, in Snoqualmie Valley and on Vashon Island, are due March 19th. The project must be completed by the end of 2018.
 - The 209-acre Richmond Farm in south Snoqualmie APD was acquired for a County land protection project, with a mix of conservation futures and Transfer of Development Rights (TDR) funds.
 - Several cargo igloos from Alaska Airlines formerly donated to Tilth Alliance have now been moved to Green River Farm, and distributed to farmers there.
- **Pearson Eddy (Richard Martin, John Taylor):**
 - Mr. Martin said little has happened since the last update except meetings between Mr. Taylor, the WID, and landowners.
 - NRCS is updating their modeling to include areas that may affect flood rise elevations, but so far there is no expected major change. They have been asked to model implementing recommended vegetation management strategies; this data is expected next week.
 - The vegetation management group’s next meeting is March 28th or 29th, with hopes that NRCS will have definite goals for what they will proceed with.
 - Mr. Taylor recently met with Steve and Duane Van Ess. He told them his big concern is that the main impact from the NRCS project on their land is not so much flooding from the trees, but from neglected drainage north of the County line. There is a meeting next week in Carnation with County drainage staff, agriculture staff, and the Van Esses to determine explicit requests for NRCS. Mr. Martin and Mr. Taylor noted that NRCS should not be “taken off the hook” on the flooding and trees, and a desire remains for them to remove the trees, as well as clean out ditches and keep them clean.
 - Mr. Taylor said there is a huge duck problem on the Van Ess land, with birds coming from a wetland on the other side of the County line, which Mr. Martin is addressing.
 - Mr. Taylor said Snohomish County needs to be brought into this discussion, as they have been silent on drainage issues. He stressed that King County is expending resources on events brought on by actions in Snohomish County.
- **Permits and Regulations (Eric Beach):**
 - Mr. Beach reviewed his work over the past several months, which involves landowner outreach and assisting with code compliance and obtaining building permits, and clarifying regulatory vs. incentive-based requirements for land management actions. The agriculture permit team is also working with DPER to find solutions to specific permitting problems, and determine possible code revisions.
 - The next meeting of FFF 2.0’s regulatory task force is March 20th, at the WID in Carnation. The goal is to begin addressing specific concerns, starting with artificial channels and drain tile maintenance.
 - Patrice Barrentine noted Mr. Beach recently helped Sno-Valley Tilth achieve permitting to build a bridge on their property.
- **Local Food Initiative (Mike Lufkin):**
 - The annual Kitchen Cabinet meeting is scheduled for April 25th, in the Sound Transit conference room. It will be a chance to hear about progress in various LFI strategies. Invitations will be sent soon.
 - A group of about 60 new immigrants interested in farming, who are working with the Food Innovation Network, will meet this Saturday, and be introduced to “Farming 101” in King County.

- Seattle is growing its food access programs due to funds from the city’s new sweetened drink tax. One is Fresh Bucks to Go, which delivers weekly produce bags to families at community centers and schools. The program is growing, with a goal of as much produce as possible coming from or near King County. Mr. Lufkin said this is a big chance to connect programs to county producers.
- **Farm Fish Flood 2.0 (Meredith Molli):**
 - The next Implementation Committee meeting will be in late April/early May.
 - The first meeting of the regulatory task force has convened, with a second meeting March 20th. Topics included the County perspective on FFF, timeline and deliverables, and tribal treaty rights and land management in a regulatory framework.
- **King Conservation District (Josh Monaghan):**
 - The annual regional food grant program is accepting applications, with a deadline in April.
 - KCD has hired a new agriculture drainage program coordinator, Elizabeth Stockton.
 - The Advisory Committee is compiling KCD’s five-year work plan. The next meeting, March 21st in Renton, will discuss rural agriculture and food grant programs. Leann Krainick asked anyone interested in replacing Meredith Molli in representing the Commission on this group to speak up by next meeting. John Taylor stressed importance of a rural voice on this Committee, as KCD is involved in diverse multi-jurisdictional work in areas like urban/rural agriculture, forestry, and shorelines.
- **Farm Bureau (Bruce Elliott):**
 - Rosella Mosby is the new president of the King/Pierce Farm Bureau.
 - A conference will be held March 23rd in Wenatchee, focused on improving spokesperson skills for people in agriculture.
- **Beefing Up Infrastructure (Patrice Barrentine):** There will be a site visit to Thurston County next Monday to educate entities who have voiced interest in hosting a mobile meat processing unit on their farm. She said Rick Reinlasoder, DNRP agriculture water lead, and a wastewater staffer visited one of the sites last week and addressed wastewater concerns. The hope is have the unit in operation by the end of August.
- **Winery Ordinance (John Taylor):** Mr. Taylor said there have been no changes since last meeting, and the County Executive’s office continues to work on what the transmittal will look like.
- **Land Conservation Initiative Policy Statement (John Taylor):**
 - Mr. Taylor presented a draft policy statement to address Commission concerns voiced last meeting about “multi-objective” lands in APDs identified as part of the LCI. The concern is that large amounts of farmland will be bought and converted to another use, which he said is not the case.
 - The statement says when the County buys land with agricultural properties, it will be flagged as such for Mr. Taylor or Josh Baldi when routed for their signature. This distinction will be recorded. Twice yearly, the County will report to the Commission all agriculture-involved acquisitions that have occurred under the LCI, and the purpose of those lands. He noted for many fee-purchased agricultural lands, the County is not acquiring the farmland portion, just the portion needed for their project.
 - All of these lands will be filtered through a committee of agriculture and salmon recovery staff, who will “hash out” impacts and benefits, and draft a recommendation for a Commission subcommittee to review. The Commission can then make a recommendation, which would go in the final approval packet to the WLRD Director. He said these acquisitions can also be brought to the Land Committee.
 - He asked the Commission to review the current draft for full discussion and feedback at next meeting.

County Council Communication (Leann Krainick, John Taylor, Patrice Barrentine)

At last month’s meeting, the Commission requested more communication with KCC. Mr. Taylor reported that, in response to this request, DNRP reached out to KCC. KCC has scheduled a Commission briefing to the Committee of the Whole (COW) at their April 18th meeting.

Ms. Barrentine asked who was interested in attending the briefing and what should be presented, advising a committee should be formed to decide this. She said the hope is the presentation can be given to the Commission before the briefing. She noted these briefings are rare; the last Commission briefing to KCC was at least four years ago. Mr. Taylor added these briefings can occur at regular intervals if asked.

Ms. Barrentine reviewed possible briefing topics for Commission feedback. Ms. Krainick said she was advised by DNRP director Christie True to keep the presentation basic, to focus on specific data on economic impacts, like jobs, dollars, and acreage. Josh Monaghan said KCC should know that the Commission is their resource too, and a “laundry list” of issues might be overwhelming for the briefing. Rosella Mosby suggested personal stories would help convey that all people are involved in agriculture. Bruce Elliott suggested stressing that when governments are poor public land

stewards, it can discourage neighboring agriculture. Mr. Taylor said the briefing should be half an hour, 15 minutes for the presentation and 15 minutes for questions. He counseled it is important to convey that King County has a vibrant agricultural economy, and also to advise KCC of any pending key issues they should be aware of.

Amy Holmes, Meredith Molli, Mr. Elliott, Nayab Khan, Ms. Mosby, and Ms. Krainick volunteered for the committee to prepare for the briefing. Ms. Barrentine will reach out to schedule a meeting, likely held in the next couple of weeks.

Ms. Barrentine and Ms. Krainick spoke about the request for a farm tour with KCC, likely in early July, with one tour each for north and south King County. Ms. Barrentine suggested giving invites in person at the COW briefing. Ms. Krainick said Commissioner farms should be highlighted. It was suggested to have three stops, a total of four to five hours, on each tour. Many Commissioners offered their farms or suggested locations, such as the Tall Chief property and Enumclaw sales pavilion. Ms. Barrentine noted these.

Mr. Monaghan proposed including state legislators in the tour; Mr. Taylor agreed to look into it. Ms. Barrentine asked if markets or farm stands should be included. Ms. Krainick also proposed an optional Vashon farm tour in May. Ms. Barrentine suggested postponing tour planning until after the KCC briefing.

****BREAK****

County Council Communication, continued (Commissioners)

Leann Krainick turned discussion to existing and new Commission committees, and encouraged all Commissioners to participate in as many of them as they see fit. Ms. Krainick said that a County staff liaison must be present to take notes at all committee meetings to comply with the Public Meetings Act.

- **Selection:** Currently consists of Leigh Newman-Bell, Bruce Elliott, Amy Holmes, and Ms. Krainick. It will meet again in July, after two vacancies are filled.
- **Executive:** Currently consists of Ms. Krainick and Ms. Holmes. Its main role is to, with Patrice Barrentine, determine agendas for upcoming meetings.
- **Land:** Currently consists of Ms. Holmes, Mr. Elliott, Ms. Newman-Bell, and Meredith Molli. Richard Martin advised there are now two vacancies on this committee.
- **Farm King County Technical Assistance:** This committee helps update and provide feedback on the FKC website. Nayab Khan and Sarah Collier volunteered to serve.
- **Marketing, Promotion, and Processing:** This committee focuses on efforts to promote agriculture, and works with Mike Lufkin's LFI group. Lora Liegel, Darron Marzolf, and Mr. Khan volunteered to serve, and Roger Calhoun (absent today) was also nominated.
- **Council Presentation and Farm Tour:** Ms. Barrentine noted the volunteers for this per earlier discussion.

Ms. Krainick said this topic would be revisited next month. Ms. Barrentine advised Commissioners to also be aware of the importance of KCD's Advisory Committee, which still needs a Commission representative and alternate.

Land Committee Update (Amy Holmes)

Ms. Holmes said Meredith Molli had questions at today's meeting concerning farmland easements, and comparing the language on past and current deeds, which has changed over the years. Ms. Holmes suggested a larger discussion may be needed on this, and having Ted Sullivan present to the Commission in May on it. Ms. Molli's questions included the date of the language changes, how many properties came into FPP under them, and if the Commission at the time had any input. Nancy Hutto confirmed the Commission held many meetings on the topic.

Ms. Molli said the language of particular concern involves areas being set aside for potential future habitat restoration projects, and that there seems to be no restriction on that. Mr. Sullivan explained this language was added to increase allowed activity flexibility compared to older deeds, to designate that the areas in question have potential to be restored to more natural states – not that they are being actively targeted for such activity.

Ms. Hutto observed that a Commission update on these changes may be in order. The Commission agreed to hold an hour of discussion and have Mr. Sullivan present in more detail at May's meeting.

General Public Comment

There was no public comment during this period.

Communication Memo Discussion (Commissioners)

The Commission discussed the written concerns Meredith Molli and Bob Vos submitted at last meeting. Leann Krainick began by stressing that all Commissioners may address KCC and the Executive as individuals, but if they wish to do so as a representative of the Commission, that must go through the Commission.

The first question for discussion asked how to improve and increase Commission communications. Ms. Krainick said that since the Commission is a government body, the protocol for communications is to route them through Patrice Barrentine, as DNRP liaison to the Commission. She also observed the difficulty for the chair and vice chair in trying to be impartial meeting facilitators. Amy Holmes said she and Ms. Krainick track all Commissioner comments and concerns and ensure they are heard by County staff when setting meeting agendas. She said that routing comments and concerns via Ms. Barrentine is the best way to facilitate communications.

Ms. Krainick agreed there is always room to improve the agenda-setting process. She voiced her concern about it being unfair, to invited speakers and Commissioners both, when there is not enough time in meetings for invited speakers to properly finish their presentations. She suggested removing "Approval of Agenda" as an agenda item, and said the goal is to receive all agenda suggestions two weeks prior to the meeting. The executive committee would then confer with Ms. Barrentine to decide allotted times and speakers. Ms. Barrentine would send out the draft agenda and minutes a week before the meeting.

Ms. Holmes suggested there be an adjustment period to allow Commissioners time to comment on the draft agenda. Ms. Krainick said that would depend on the availability of whomever would be speaking at the meeting. Ms. Barrentine agreed it was possible to solicit input prior to setting the agenda. There could be a conference call or meeting two weeks ahead of the meeting to solicit ideas, and the agenda finalized a week before the meeting.

Ms. Krainick addressed a criticism voiced to her, that it was felt the chair and vice chair purposely omit items from the agenda. She stressed this is not the case, that input is sought from Commissioners in setting the agenda but seldom received. She also asked if Commissioners hear anything that will affect an agenda, to let her, Ms. Holmes, and Ms. Barrentine know as soon as possible, and not wait until the morning of a meeting, to allow for adjustments.

Ms. Molli spoke of the Commission's Pearson Eddy letter, drafted by Mr. Vos but later rewritten and voted on, which he felt was done without his further input, as an example of where Commissioner communication is lacking. She said the point of her and Mr. Vos's memo is to start discussion on how the Commission can communicate to KCC and the Executive without County staff filtering. Ms. Holmes replied that, as the one who rewrote Mr. Vos's letter, she chose to distill the large amount of technical detail he had compiled into a format she felt more appropriate to be routed to Christie True before going to NRCS. She said she operated under the intent that Mr. Vos's original letter would also be sent. She assured the rewrite had involved major effort and research on her part, contrary to impressions she received.

Ms. Molli said if usual Commission communications to KCC and the Executive involve being adjusted to be more readable for elected officials, that should change. Rosella Mosby observed she views the Commission as a resource for KCC and the Executive, and as such she hopes its input would be unfiltered. Ms. Krainick said the vote to send a letter on Pearson Eddy came from public comment, and she would not encourage it again without prior Commission deliberation. She said any Commission letter should be seen and voted on by all members before being sent.

John Taylor stated that while a concern seems to be that County staff are trying to steer the Commission, the Commission still decides what goes forward, and the County is here to staff them. Mr. Taylor said the County will provide material and options that try to reflect Commission policy discussion, but it is up to the Commission to approve, disapprove, or change those options. The County will send whatever the Commission chooses.

Policies and Procedures (Commissioners)

Leann Krainick said she, Amy Holmes, and Patrice Barrentine have worked to revise the Commission's Policies and Procedures document, not updated since 1997, using the Rural Forest Commission's P&P as a template. She said the Commission needs to review and compare this draft and the old Commission P&P, for feedback and final approval, by May's meeting. Ms. Barrentine said April and May's meetings will likely include a line-by-line review of these documents, and while the goal for adoption is mid-year, it can take longer if need be.

Ms. Krainick said all should consider the section addressing the Executive Committee, to ensure Commission bylaws about a chain of succession never prevent a meeting from being conducted, if a chair and vice chair are both absent.

John Taylor observed that of existing task forces having Commission representation (winery code, FFF, LCI, and formerly LFI), there is not always agreement or supportive action from the Commission for their representatives, due to the diverse viewpoints among Commissioners. He suggested the bylaws include a bench of Commissioners to support each of these representatives. He continued that such groups, while formed late in the winery code and FFF processes, might have saved time if convened at the start.

Mr. Taylor and several commissioners observed that having a sole agriculture representative on a task force does not necessarily reflect priorities of all County farmers, and puts the representative in a tough spot. Richard Martin said

there should be constant Commission discussion on task force issues so representatives can better reflect the needs and intents of the Commission. Rosella Mosby suggested forming a committee to establish policy/positions on specific issues for the various agricultural regions in the County, so a representative can be informed from the start what the Commission as a whole feels on a given issue.

Meredith Molli said, in the case of the LCI, there perhaps should have been farmers from multiple areas on the main task force to provide voices for priorities in different farming areas. Mr. Taylor said he didn't think County leadership would have refused additional farmer voices. He concluded that he wants the Commission to have a meaningful impact on these task forces, and have the support they need to do their job well.

Concerns of Commissioners

- **Amy Holmes** reported that Seattle University will host a Food Tank Summit on March 17th, focused on growing food policy. The event is sold out, but she will bring back a report to the Commission.
- **Patrice Barrentine** said a series of free water workshops run by WSU will begin March 19th. The topics will cover water management, water rights, irrigation strategies, and more. She will emcee the workshops.
- **Meredith Molli** announced that Forks Northwest is hosting a farmer/fisher/chef connection event on March 26th at Bastyr University, to connect food buyers, consumers, and producers. She will give the keynote address.

Meeting Adjourned at 7:06 pm

Next Meeting

April 12th, 2018, 4:00 – 7:00 pm, WSU King County Extension Office, Renton

2018 Ag Commission

- Committees

1. Selection
2. Land
3. Farm King County Technical Assistance
4. Marketing, Promotion, and Processing
5. Council Presentation/Farm Tour
6. Executive

1. Selection

- Leann Krainick
- Amy Holmes
- Leigh Newman-Bell
- Bruce Elliott

2. Land

- Amy Holmes
- Bruce Elliott
- Leigh Newman-Bell
- Meredith Molli

3. Farm King County Technical Assistance

- Nayab Khan
- Sarah Collier

4. Marketing, Promotion, Processing

- Roger Calhoon
- Lora Liegel
- Darron Marzolf
- Nayab Khan

5. Council Presentation/Farm Tour

- Rosella Mosby
- Nayab Khan
- Meredith Molli
- Darron Marzolf
- Leann Krainick

- Jarvis Keller
- Lily Gottlieb-McHale

DRAFT
Department of Natural Resources and Parks
Agricultural Land Acquisition Policy for Multi Objective Parcels

Background

The Land Conservation Initiative has identified over 60,000 acres that are considered conservation priorities. Those priorities include 11,800 acres of lands within Agricultural Production Districts (APDs). Of the 11,800 acres of high conservation value lands within APDs, 5,400 acres have been identified solely for Agricultural reasons and 6,400 acres have been identified for agricultural as well as habitat, trail and/or flood protection reasons. Because some of the identified parcels within the APD potentially support multiple interests, DNRP is committed to ensuring that needs of those interests are both heard and accommodated.

All future King County led acquisitions and floodplain restoration projects will be examined through the balanced “Fish, Farm, Flood” filter to ensure that concerns for various resources are fully considered and optimized and the needs of farmers, tribes, and conservation groups are addressed. The filter will be applied prior to acquisition of the appropriate property interest, either via easement or fee-title, and before final management/restoration plans are developed. This approach has been increasingly in use within King County’s Water and Land Division for the past 5 years and reflects the spirit of the Snoqualmie FFF agreement, which was transmitted to the King County Executive and Council in June 2017.

Not only is consideration of all resource needs prior to land acquisition or initiation of major restoration projects in keeping with the spirit of FFF, it is supported by several sections of the King Comprehensive Plan, King County Code and internal King County Department of Natural Resources and Parks (DNRP) processes. Under R-649, agriculture must remain the predominant use in any APD and aquatic habitat or floodplain restoration projects, as well as mitigation reserves program projects, shall not reduce the ability to farm in the APD. R-650 further requires that aquatic habitat restoration projects, floodplain restoration projects and mitigation reserves projects within an APD shall be evaluated through a collaborative watershed planning process (i.e., FFF) with the goal of maintaining and improving agricultural viability, improving ecological function and habitat quality, and restoring floodplains through integrated, watershed-wide strategies. R-651 reinforces the County policy that maintenance of farmland viability within APDs is a high priority and that measures to protect threatened or endangered species shall be tailored to ensure working farms can continue to operate. Please see the attached Appendix A for complete citations for R-649, R-650 and R-651.

Existing Policy and Procedures

In an effort to implement the policies outlined in the Comprehensive Plan, Section 21A.24.381 was added to the King County Code to require Department of Permitting and Environmental Review (DPER) to make certain determinations before approving projects within APDs. Any

proponent of an aquatic habitat restoration, floodplain restoration or mitigation reserves project proposed within an APD must ensure that agriculture remains the predominant use in the APD. This provision gives DNRP certain responsibilities in assisting DPER in making permitting decisions. Activities that do not require a permit from King County are not subject to this section (e.g., planting projects, noxious weed removal, and certain smaller-scale fish habitat enhancement projects under RCW 77.55.181).

DPER and DNRP's Water and Land Resources Division (WLRD) appoint a four person Agriculture Procedures Committee (Committee) to administer the review authorized under this section, with members having expertise in land use planning and permitting, agricultural practices and policy, aquatic ecology and restoration, floodplain management and policy. Preference is to locate projects on lands deemed unsuitable for direct agricultural production (e.g., frequent flooding, Class 6-8 soils, no access, poor drainage). If deemed suitable for agricultural production, the project sponsor must demonstrate that there are no unsuitable lands that meet project requirements, the project will not reduce the ability to farm in the area and that agriculture will remain the predominant use in the APD. Additionally, the project must be consistent with Water Resources Inventory Area, farm management, flood hazard management or other similar watershed scale plans or the project will not reduce the baseline agricultural productivity within the APD. Decisions resulting from Committee assessments are documented and archived.

In addition to the work of the Committee, which is limited to restoration projects within APDs, a team of agriculture and salmon recovery/habitat restoration experts convene to review agriculture and restoration projects throughout King County, discuss options that can optimize agricultural and habitat interests and make recommendations to senior WLR leadership. The results of those meetings are documented in a decision memo (Appendix B).

Lastly, the Agriculture Commission has been briefed on projects where significant impacts to agricultural lands were anticipated and input has been sought from the Commission on a preferred project alternative. The most recent example of this was review of the Hafner Project in the Snoqualmie Valley in 2015. That project anticipated taking approximately seven to nine acres of agricultural land out of production to provide flood protection and habitat benefits – an alternative that the Commission supported based on flood-risk reduction benefits on surrounding lands.

Recommended New Policy Changes

DNRP is recommending new policies that builds upon the above referenced policy and code guidance and formalizes review and documentation of projects that have potential to impact future agricultural or habitat restoration uses. The following policy changes are intended to ensure Division Director level review of acquisition of any parcel under the Land Conservation Initiative (LCI) that is identified as a multi-objective parcel that has agricultural lands associated with it. It is important to note that in many cases multi-objective parcels will be acquired with project objectives that will have no impact on agricultural lands. For example a parcel may be

acquired in fee for a regional trail or flood facility that will not require the use of any agricultural lands, and the County may surplus the agricultural portion. However, these policies are intended to ensure that the acquisition and disposition of these lands is transparent to the agricultural community, and other FFF stakeholders, and that where uses of agricultural lands are anticipated for a project that there is a review mechanism in place that will allow the Agricultural Commission (and other FFF stakeholders) to be made aware of the proposed loss or use of agricultural soils and to provide the County with a recommendation.

1. When DNRP acquires a multi-objective parcel that has agricultural land associated with it (e.g., parcels in an APD or identified on the County's map/inventory of agricultural lands) the acquisition will be noted on the routing jacket to the Director of WLRD and will be recorded as a parcel that requires further analysis and reporting to the Agricultural Commission and other FFF related interests groups (e.g., Snoqualmie and Tulalip Tribes, WRIAs, Wild Fish Conservancy).
2. DNRP will generate a biennial report to the above referenced FFF stakeholders that will include a list of LCI Multi-objective parcels that have been acquired, the intended use of the parcels, and if any impacts to agricultural lands are anticipated related to the proposed project/use.
3. For those parcels where impacts to agricultural lands are anticipated, DNRP will undertake the review described in the previous section, and will provide the Ag Commission and other interested FFF parties with the project review decision memo, a briefing, and will obtain a recommendation from the Commission and other stakeholder that will be transmitted to the Director of WLRD.

The decision memo and recommendations from the Agriculture Commission and other FFF stakeholders confirm that the parcel/project passed through the FFF filter.

R-649 Agriculture must remain the predominant use in any Agriculture Production District (APD) and aquatic habitat or floodplain restoration projects, as well as, King County mitigation reserves program projects shall not reduce the ability to farm in the APD. Therefore, until the county implements the watershed planning process described in R-650, such projects are allowed only when supported by the owners of the land where the proposed project is to be sited. Criteria to be considered:

- a. For a project proposed to be sited on lands that are unsuitable for direct agricultural production purposes, such as portions of property that have not historically been farmed due to soil conditions or frequent flooding, and which cannot be returned to productivity by drainage maintenance, or
- b. For a project proposed to be sited on lands suitable for direct agricultural production:
 - 1) There are no unsuitable lands available that meet the technical or locational needs of the proposed project, and
 - 2) The project is included in, or consistent with, an approved Water Resources Inventory Area Salmon Recovery Plan, Farm Management Plan, Flood Hazard Management Plan or other similar watershed scale plan; or the project would not reduce the baseline agricultural productivity within the APD

R-650 Aquatic habitat restoration projects, floodplain restoration projects and projects under King County's mitigation reserves program in an Agricultural Production District (APD) shall be evaluated through a collaborative watershed planning process with the goal of maintaining and improving agricultural viability, improving ecological function and habitat quality, and restoring floodplains through integrated, watershed-wide strategies. A watershed planning process shall be established for an agricultural production district because of the number of potential restoration projects and shall:

- a. Ensure that agricultural viability in the agricultural production district is not reduced as the result of actions taken and that agriculture remains the predominant use in the agricultural production district;
- b. Evaluate and recommend actions at all scales across the affected watershed to maintain and improve agricultural viability, restore ecological functions and aquatic habitat and restore floodplains, including voluntary actions taken by landowners;
- c. Be a collaborative effort among affected land owners, interested stakeholders, and King County and shall be updated on a periodic basis; and
- d. Identify and recommend actions that King County should take or ensure are taken to maintain and improve agricultural viability in the agricultural production district and address any impacts to agriculture from aquatic habitat restoration projects, floodplain restoration projects and projects under King County' mitigation reserves program constructed in the APD

R-651 Maintaining the viability of farmlands is a high priority for King County. Within the Agricultural Production Districts, measures to protect threatened or endangered species shall be tailored to ensure working farms can continue to operate.

Regional Partnerships Unit / Agriculture, Forestry and Incentives Unit
_____ Project Decision Memo
_____, 20__

Instructions: The project sponsor should complete as much of the memo as possible then pass to a point person from the collaborating unit(s) to add their information. This document is intended to support project recommendations but should not be considered a detailed project abstract. If necessary, other documents can be referenced, linked or included as attachments, but try to keep this document to no more than 5 pages. Keep in mind that this document will outlast you at DNRP, so don't assume others will understand your abbreviations (e.g., use full names rather than initials; update acronym list in Appendix 1). Include a map that clearly identifies the parcel(s) in question, the footprint of proposed activities and a proper scale/legend. Delete these instructions and text in red prior to circulating the memo.

Project Implications:

Habitat: [acres restored, linear feet of buffer, etc.]

Agriculture: [acres directly lost, acres protected/enhanced long-term, etc.]

Project Included in the Following

WRIA Salmon Recovery Plan (Y/N)

Farm Management Plan(Y/N)

Flood Hazard Management Plan (Y/N)

Other plans: _____

Project Summary: [typically, no more than one line each]

Project Advocate:

Collaborating Unit/Point Person:

Property Name(s):

Parcel Number(s):

APD/Zoning:

FPP:

CUT/PBRS:

Proposed Course of Action: [complete section a or b then delete the other]

a. if consensus achieved

Recommendation:

Implementation Schedule:

b. if no consensus achieved

AFI Recommendation:

RPU Recommendation:

Property Description: [strive to balance space and level of detail for habitat and agriculture sections]

Background and Current Condition:

Agricultural Values of Property: [include relationship to other projects and strategic importance]

Habitat/Recovery Values of Property: [include relationship to other projects and strategic importance]

Project Review History:

Meeting History (Date/Attendees):

Final Decision:

RRS Section Manager

Date

WLRD Assistant Director

Date

WLRD Director

Date

APPENDIX 1

ACRONYMS

| | |
|-------|--|
| AFI | King County, DNRP, Agriculture, Forestry and Incentives Unit |
| APD | Agricultural Production District |
| CAO | Critical Areas Ordinance |
| CFT | Conservation Futures Tax |
| CUT | Current Use Taxation program (KC Assessor's Office) |
| DNRP | King County, Department of Natural Resources and Parks |
| ESA | US Endangered Species Act of 1973 (as amended) |
| HCP | Habitat Conservation Plan (under ESA) |
| KC | King County Government |
| KCD | King Conservation District |
| PBRS | Public Benefits Rating System (KC DNRP) |
| RPV | King County, DNRP, Rural and Regional Services Section, Regional Partnerships Unit |
| WADNR | Washington Department of Natural Resources |
| WLRD | King County, DNRP, Water and Land Resources Divisions |
| WRIA | Water Resource Inventory Area |

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:

Draft Ag Commission Policy Procedures

- 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 1st.
 - 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

Draft Ag Commission Policy Procedures

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.

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

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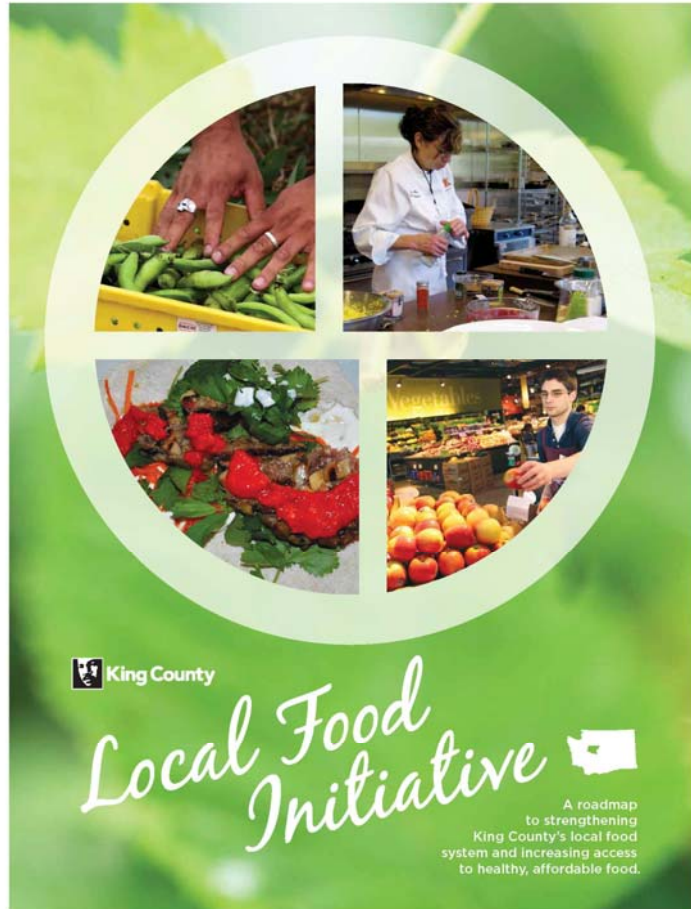
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Dear Kitchen Cabinet Members and Local Food Initiative Stakeholders –

Thank you for your continued support of the Local Food Initiative. I would like to invite you to the 2018 Kitchen Cabinet Annual Meeting. This year's meeting will be held on Wednesday, April 25 from 1:00 p.m. to 4 p.m. at Union Station in the Ruth Fisher Boardroom (401 S. Jackson St., Seattle, WA 98104). At the meeting, we will reflect on the progress we have made to date in implementing the Initiative, as well as discuss how we should prioritize our efforts going forward. Look for a detailed meeting agenda in March.

Please contact Michael Lufkin (michael.lufkin@kingcounty.gov) or at 206-477-2331 with any questions about the meeting.

We look forward to seeing you on April 25th!

Christie True

Director

2018 Meeting Topics

| Complete | Topic | Who | When | Outcomes | |
|----------|--|--------------------|---------|----------------------------------|-------|
| | | | | Letter advising County Executive | Notes |
| | New Commissioners Take Voting Seats | | Mar | | |
| | Communication: Council and Memo | Commission | Mar | | |
| | Commission Policies and Procedures: Review and Modify | Commission | Mar | | |
| | Commissioner Representation on Committees/Boards | Commission | Mar/Apr | | |
| | WSU Food Systems Program | Laura Lewis | Apr | | |
| | KC Land Acquisition Policy | John Taylor | Apr | | |
| | Commission Policies and Procedures: Review and Modify | Commission | Apr | | |
| | Local Food Initiative Annual Report | Mike Lufkin | May | | |
| | Farmland Preservation Program | Ted Sullivan | May | | |
| | Livestock Processing Project | Patrice Barrentine | May | | |
| | New Local Services Initiative | Alan Painter | May | | |
| | Commission Policies and Procedures: Review and Approve | Commission | May | | |
| | King County Fair, Commission Tours for Councilmembers | | July | | |
| | Agricultural Drainage Assistance Program | | Oct | | |
| | What's Going on with Ag in Other Counties? | Pierce | Fall | | |
| | Joint Meeting with Rural Forestry Commission? | | Fall? | | |

King County Agriculture Commission

2018 Meeting Schedule

| Date | Time | Area | Location |
|--------------|--------------------------------------|------------|------------------------------|
| January 11 | 1-4pm | Seattle | King Street Center |
| February 8 | 4-7pm | Sammamish | 21 ACRES |
| March 8 | 11-3:30 new commissioner orientation | Seattle | King Street Center |
| | 4-7pm | Seattle | King Street Center |
| April 12 | 4-7pm | Renton | WSU King County Extension |
| May 10 | 4-7pm | Vashon | Vashon Public Library |
| June | off | | |
| July 12 | 4-7pm | Enumclaw | Enumclaw Sales Pavilion Cafe |
| August | off | | |
| September 13 | 4-7pm | Carnation | Carnation Farms |
| October 11 | 4-7pm | Green APDs | TBD (Auburn) |
| November 8 | 4-7pm | Seattle | Pike Place Market Commons |
| December | off | | |