

# KING COUNTY AGRICULTURE COMMISSION

## MEETING NOTICE

THURSDAY, SEPTEMBER 13, 2018

4:00-7:00 P.M.

CARNATION FARMS ALPINE ROOM

28901 NORTHEAST CARNATION FARM ROAD, CARNATION, 98014

### PROPOSED MEETING AGENDA

(AGENDA ITEM TIMES ARE TENTATIVE)

4:00	<b>Call to Order</b> <ul style="list-style-type: none"> <li>Welcome and Introductions</li> <li>Approval of Agenda</li> <li>Approval of Minutes (March)</li> </ul>	Leann Krainick, Chair Pro Tem
4:15	<b>Carnation Farms New Programs for Farms and Food Businesses</b>	Jeff Gottlieb, Hannah Cavendish-Palmer
4:25	<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
4:30	<b>Old Business - Updates</b> (approx. 2 min each) <ul style="list-style-type: none"> <li>Commission Details – recruitment, committees, public comment</li> <li>Land Conservation Initiative</li> <li>Community Service Areas</li> <li>Local Food Initiative</li> <li>KC Ag Program               <ul style="list-style-type: none"> <li>Regulatory/Permitting</li> <li>Beefing Up Infrastructure</li> </ul> </li> <li>Pearson Eddy</li> <li>King Conservation District</li> <li>Farm Bureau</li> </ul>	<ul style="list-style-type: none"> <li>Patrice Barrentine</li> <li>Leann Krainick, Ted Sullivan</li> <li>Alan Painter</li> <li>Mike Lufkin</li> <li>Richard Martin</li> <li>Eric Beach</li> <li>Patrice Barrentine</li> <li>Richard Martin</li> <li>Josh Monaghan</li> <li>Bruce Elliott, Rosella Mosby</li> </ul>
4:50	<b>Farm Tour Report</b> <ul style="list-style-type: none"> <li>How it went, Lessons learned, Discussion and Recommendations</li> </ul>	Farm Tour Committee Members, Commission Attendees
5:20	<b>Form Policies and Procedures Committee</b> <ul style="list-style-type: none"> <li>Select members</li> <li>Will meet and bring recommendation to Oct mtg</li> </ul>	Leann Krainick
5:35	<b>New Business</b> <b>Agriculture Production District Signage</b> <ul style="list-style-type: none"> <li>Overview, Review, If no substantial changes, Vote to approve</li> </ul>	Patrice Barrentine
5:45	<b>Break</b>	
6:00	<b>Farm, Fish, Flood</b> <ul style="list-style-type: none"> <li>Overview</li> <li>Implementation Oversight Committee</li> <li>Caucuses</li> <li>Task Forces               <ul style="list-style-type: none"> <li>Regulatory</li> <li>Buffer</li> <li>Snoqualmie Valley APD Ag Land Resource Strategic Plan</li> </ul> </li> </ul>	Richard Martin, Meredith Molli, Josh Monaghan, Beth Ledoux, Bruce Elliott, Eric Beach, Patrice Barrentine, Nayab Kahn
6:50	<b>General Public Comment</b> <i>3 minutes/person; limit 3 people same side of any issue</i>	Leann Krainick
6:55	<b>Concerns of Commissioners</b>	Leann Krainick
7:00	<b>Adjourn</b>	Leann Krainick

## 2018 Meeting Topics

Complete	Topic	Who	When	Outcomes	
				Letter advising County Executive / Council	Notes
✓	New Commissioner Orientation	Staff	Mar 8		
✓	New Commissioners Take Voting Seats		Mar		
✓	Communication: Council and Memo	Commission	Mar	✓	Invited to 5/1 Planning, Rural Service and Environment Committee
-	Commission Policies and Procedures: Review and Modify	Commission	Mar, tabled to April		
✓	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, tabled to October		
✓	Presented to Council's Planning, Rural Service and Environment Committee	Commission	May 1		Presentation Committee; presenters: Leann, Amy, Meredith
✓	Tour of Holmestead Farms	Commission	May 10		
✓	Farmland Preservation Program	Ted Sullivan	May		
✓	Livestock Processing Project	Patrice Barrentine	May		
✓	Local Food Initiative Annual Report	Mike Lufkin	May		
✓	New Local Services Initiative	Alan Painter	May		
✓	Presented to Rural Forest Commission	Commission	May 17		Executive Committee
✓	FFF 2.0 Select Ag Strategic Plan Task Force representative	Commission	July		Nayab Kahn

✓	Livestock Program Overview	Rick Reinlasoder	July	
✓	Tour of Enumclaw Sales Pavilion	Kim Buss	July	
✓	Farm Tour for Councilmembers and Staff	Commission	July 26	Farm Tour Committee
	FFF 2.0 Overview, Caucus, Task Force	Commission, Staff	Sept	
	APD Signage	Patrice Barrentine	Sept	
	Form Policies and Procedures Committee	Commission	Sept	
	Agricultural Drainage Assistance Program		Oct	
	What's Going on with Ag in Other Counties?	Pierce	Fall	
	Policies and Procedures	Commission	Oct	
	Policies and Procedures	Commission	Nov	
	Nominate and Select Executive Committee	Commission	Nov	
	Farmland Preservation Program	Ted Sullivan	Nov	
	Local Food Initiative	Mike Lufkin	Nov	
	Review Comp Plan proposals for 4:1 protections and zoning for Natural Resource Lands	Ivan Miller	Nov	



**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, July 12, 2018  
 Enumclaw Sales Pavilion – Branding Iron Café, Enumclaw**

<b>Commissioners</b>	<b>P</b>	<b>A</b>	<b>Commissioners</b>	<b>P</b>	<b>A</b>	<b>Ex Officio</b>	<b>P</b>	<b>A</b>
Leann Krainick, Chair Pro-Tem	X		Lora Liegel	X		Fereshteh Dehkordi, DPER	X	
Amy Holmes, Vice Chair Pro-Tem	X		Darron Marzolf		X	Becky Elias, SKCPH		X
Roger Calhoon	X		Meredith Molli		X	Josh Monaghan, KCD		X
Sarah Collier	X		Rosella Mosby	X		John Taylor, DNRP		X
Bruce Elliott	X		Leigh Newman-Bell		X	Kevin Wright, WSU	X	
Year Eng	X		Paul Pink	X				
Nayab Khan	X							

*P=Present; A=Absent;*

<b>County Staff/Representatives Present</b>		
Dylan Brown, KCC (Lambert)	Megan Moore, DNRP	Ted Sullivan, DNRP
Richard Martin, DNRP	Rick Reinlasoder, DNRP	

<b>Guests Present</b>		
Liz Clark, King Conservation District (KCD); Boise Creek Boer Goats	Richard Gwerder, HyGrass Farms	Lisa Mariotti, Enumclaw Sales Pavilion
Gregg DePonte, Agriculture Commission candidate	Daryl Harper (and daughter), King County Rural Forest Commission	Burt Smith, L & B Mini Ranch
Ashley Elliott	Julie Kintzi, Cart Before Horse Farm	Lisa Smith, L & B Mini Ranch Farm
Elaine Elliott	Mike Krainick	Emily Webster, KCD
Jeremy Elliott, J. Elliott Earthworks	Cara Landwehr, CHF Cattle Co.	Dennis West, Farm Bureau
Randy Elliott, local	Natasha Lovell, Creation’s Song Farm	Anthony Wright, Enumclaw City Council
Lily Gottlieb-McHale, Shared Soil Farm; PCC Farmland Trust	Kim Mariotti-Buss, Enumclaw Sales Pavilion	

**Meeting Action Summary**

- **Approval of May 10<sup>th</sup>, 2018 Meeting Minutes**
- **Commission, County, and Organizational Updates**
- **KCC Presentation & Farm Tour Committee: Discussion**
- **Presentation: KC Livestock Program**
- **Concerns of Commissioners; Nayab Khan nominated to FFF Ag Strategic Plan Task Force**

**Meeting called to order at 4:07 pm**

**Call to Order / Introductions**

After the call to order and introductions, Leann Krainick gave a brief history of the Enumclaw Sales Pavilion.

**Approval of Meeting Agenda**

Leann Krainick suggested that, during the general public comment period, guests direct any County-related concerns or other feedback they have to County staff present at this meeting.

Bruce Elliott motioned to accept the agenda as is. Rosella Mosby seconded the motion, which carried unanimously.

### **Approval of Prior Meeting Minutes (May 10, 2018)**

Sarah Collier motioned to accept the minutes as written; Lora Liegel seconded the motion. With one abstention, the motion otherwise carried unanimously.

### **Public Comment (Related to Specific Agenda Item)**

There was no public comment during this period.

### **Old Business – Updates**

- **Commission Details (Leann Krainick, Richard Martin):**
  - There will be no August meeting. The next meeting is scheduled for September 13 from 4:00 – 7:00 pm at Carnation Farms’ Alpine Room.
  - Two open Commission seats are being recruited to fill. The seats will be chosen from three current qualified applicants. Unsuccessful applicants are encouraged to try again in the future.
  - Ms. Krainick asked Richard Martin and Fereshteh Dehkordi if there has been any follow-up to the concern raised in public comment by Bob Tidball at May’s meeting, regarding a wrecking yard operating in the Green APD. Mr. Martin said DPER and John Taylor of DNRP are working to address this, along with other high-priority agriculture issues.
- **King County Agriculture Program (Richard Martin):**
  - Working Farmland Partnership: The County, with a grant from KCD, has subcontracted with PCC and other entities to reach out to potential farmers, and owners of farmable-but-unfarmed land, and connect them to get more acres back into production. Mr. Martin said this is similar to Pierce County’s “Farm to Farmer” program, and stressed a need for a broader regional-based program. The hope is to see marked success by the end of this year, and secure long-term funding for this project. Several possible landowner-farmer matchups are already underway.
  - Steve Evans’ Replacement: A selection has been made for the position and will be announced soon. The first year’s focus for this person will be as a County point person for the Working Farmland Partnership, as well as developing certain documents for the FFF 2.0 buffers task force.
  - The County’s recent land survey data has been analyzed and distributed. In 2017, 5,000 more acres were logged in food production than 2013. Half of this is believed to be new production; the other half is previously unmapped land. Full details will be available next meeting.
- **Pearson Eddy (Richard Martin):**
  - Mr. Martin recapped the history of the Pearson Eddy situation. The eddy is a dead-end channel of the Snoqualmie River on the Snohomish/King County line. Several years ago NRCS acquired easements on several hundred acres of former farmland in the area, planting a wall of trees there as part of a planned floodplain restoration and habitat enhancement. There were concerns of possible flood impacts to King County farmers, which were later corroborated by modeling data from NRCS, showing a possible five-inch water rise. NRCS, King County, and other stakeholders have been meeting to determine proposals to reduce flood impacts. Several county and state laws pose challenges to tree removal, but it may be possible in short-term to get a permit to do some thinning. A formal proposal should be available by next meeting.
  - The two main focuses for the Pearson Eddy situation are flooding and chronic drainage problems. Drainage is causing more trouble to King County farmers than flooding from the trees, but both are a result of NRCS’s actions. The intent is to work on these issues separately but equally. A meeting was held yesterday with affected local landowners Duane and Steve Van Ess to lay out proposals for immediate drainage relief. After details are finalized, NRCS will be asked to pay for improvements, which they have expressed some willingness to consider. By next meeting there should be formal proposals to NRCS for review. Mr. Martin acknowledged that the concerns of both landowners and Commissioners have provided additional impetus to resolve these issues.
- **Permitting and Regulations (Richard Martin):**
  - Mr. Martin reminded all of the monthly multi-jurisdictional agriculture permit team meetings, which include DNRP and DPER, among other agencies. The meetings are coordinated by Eric Beach of DNRP. Mr. Martin said more progress is being made this year than in prior years, and these meetings offer a good option to have individual problems/project ideas heard.
- **Farm Fish Flood 2.0 (Richard Martin):**
  - Mr. Martin gave a brief history of the FFF process.

- The regulatory task force is moving at a quicker pace than the other forces. They have held monthly meetings and completed work on two white papers so far. Their recommendations will be presented at the next Implementation Oversight Committee meeting. They have focused on two main issues so far: (1) streamlining the farm plan approval process (from two years to one year) for farmers who want to implement drainage projects, and (2) incorporating drainage issues with ESA regulations.
- Mr. Martin said the agriculture strategic planning task force was originally planned to kick off in January 2019, but funding has been secured so that kick-off can happen sooner.
- Mr. Martin also said ideally there should be a Commissioner on each task force.
- Bruce Elliott reported that at the last buffers task force meeting, John Taylor expressed a desire to maintain agricultural soils, which would mean taking less of them for buffers. Mr. Elliott said he understood the goal of the force as standardizing guidelines for buffer sizes. Mr. Martin said there will be a white paper that examines the costs and benefits of buffers to agricultural lands, and there should be a strong agricultural message in this overall discussion.
- **King Conservation District (KCD Staff):**
  - Emily Webster said KCD's farm planning team conducts one-on-one technical assistance and farm conservation planning for King County landowners. Currently KCD is serving more people, but writing fewer farm plans; a review is underway as to why.
  - Liz Clark reported on several resource management-focused farm tours, past and future, offered by KCD this year. Future tours will likely focus on energy and intensive pasture management.
  - The King County Fair will be held next week. King County and KCD will have booths there. Leann Krainick will also have a Dairy Commission display. Farm Bureau members should have received a voucher to attend the fair free on Saturday.
- **Farm Bureau (Bruce Elliott, Rosella Mosby):**
  - Mr. Elliott said there was a recent state Bureau board meeting in Pullman, where WSU is breaking ground on a new plant sciences building, and members met the new dean of the agricultural college.
  - Ms. Mosby said the state Bureau hosted US Secretary of Agriculture Sonny Perdue last week. She said Mr. Perdue wants to hear directly from farmers; feedback can be sent via the USDA's website. She praised the discussion at the event as open and varied in the topics it covered.
  - Ms. Mosby added that on the 22<sup>nd</sup> at the King County Fair, there will be a Bureau membership appreciation event. The Bureau will also soon be featured on Washington Grown TV.
- **Winery Code Update (Patrice Barrentine):**
  - This item was skipped due to the absence of Ms. Barrentine.
- **Beefing Up Infrastructure (Rick Reinlasoder):**
  - Mr. Reinlasoder reported that, due to communications issues, the County is no longer working with the partner previously chosen to operate the mobile meat-processing unit. Other options are being explored, and Carnation Farms is still interested in hosting the unit. The project team is reconvening on this, and Patrice Barrentine will have more information at September's meeting.

### **King County Council Presentation & Farm Tour Committee (Leann Krainick, Amy Holmes)**

Ms. Krainick and Ms. Holmes gave the Commission's KCC presentation at last month's Rural Forest Commission (RFC) meeting. They said both Commissions share many mutual connections, such as being two out of only three County commissions addressing private landowner issues, and expressed to the RFC their wish to connect on those. RFC Commissioner Daryl Harper agreed the two Commissions share common ground on many issues, and said the RFC plans to reciprocate to this Commission in presenting to them. It was noted there are several open spots on the RFC; Richard Martin said there was a soft deadline of July 15 for interested parties, but advised anyone who might not make that deadline to contact him.

Ms. Krainick reported that due to time constraints, this year's Council farm tour would focus on south King County, with next year's to focus on north King County. The tour, which will include several farms, will be July 26, leaving from King Street Center. Interested attendees should RSVP to Patrice Barrentine. Ms. Barrentine is looking into a stipend for farmers who participate in the tour. Ms. Holmes asked all Commissioners to invite their local Councilmember to their farms. Liz Clark advised inviting other legislators and representatives as well.

### **Farm Fish Flood 2.0 (Richard Martin)**

The next meeting of the FFF 2.0 Implementation Oversight Committee is August 2 in Duvall.

### King County Livestock Program Update (Rick Reinlasoder)

Mr. Reinlasoder reviewed an outline and history of the County's livestock program. Much of the program's work is geared towards regulatory compliance, related to the County's livestock management ordinance, and aiding landowners with coming into compliance and/or best management practices (BMPs). Other regulatory oversight relating to this program includes: the County health code, which addresses manure storage and related issues; zoning code; water quality, enforced by DNRP's stormwater section; and the critical areas ordinance. King County works with other agencies like WSDA and DOE, particularly regarding dairies. Licensed dairies are typically enforced/regulated by WSDA or, in counties without a livestock management ordinance, by DOE. King County's livestock ordinance went into effect in 1994, with minor revisions in 2005.

Mr. Reinlasoder said the majority of questions he gets relates to how many horses are allowed on a property, and what is allowed regarding manure. The County livestock ordinance addresses livestock density per acre, as well as water quality BMPs, and fencing livestock out of streams and wetlands. He said licensed dairies are exempt from the ordinance, unless the license lapses. He typically works with code enforcement at DPER to address complaints. They will typically send the landowner in question a letter, conduct a joint site visit, and, if needed, make recommendations on how to come into compliance. One or two such cases typically occur monthly, usually related to livestock manure.

The livestock ordinance also sets aside match funds for helping implementation of BMPs. The main focus of these is on a few high-bacteria watersheds to address manure management. One other example is funding to build "high tunnels," which are generally simple in-ground greenhouses, used by produce farmers. The current lifetime cap on match funding is being re-assessed. He noted that many cost-share participants do so for horse-related issues. Many of these funds are done in partnership with NRCS or KCD, such as KCD's landowner incentive program; interested participants should contact them or Mr. Reinlasoder. Mr. Reinlasoder said he also works with KCD to address manure management issues, and reminded all of the multi-agency agriculture permit team to address individual landowner issues.

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

### Farmland Preservation Program Update / Q & A (Staff)

Ted Sullivan overviewed the Farmland Preservation Program (FPP)'s purpose and history, that in essence the program is designed to preserve farmland via County purchase of land easements to remove their development rights. He noted that many of the program's participants from the last several years are in Enumclaw, and encouraged anyone wanting to protect a large acreage to contact him.

Dennis West asked about a letter that was sent about changes to the FPP program. Mr. Sullivan said the letter asked if FPP participants would be interested in an email "listserv" to communicate more efficiently, and if participants want signs on their properties that label them as FPP. The response was generally positive, though a few were not interested.

Richard Martin reminded all present about the FarmKingCounty.org website, which has a link on its front page to contact the County agriculture team. Mr. Sullivan added that email is the best way to reach him.

Rick Reinlasoder addressed a concern about a large number of new houses being built in Enumclaw. He explained this is due to the subdividing and development of a large former farm property within Enumclaw's city limits, where the County does not have jurisdiction. He said preserving farmland within city limits is very challenging for the County.

### Public Comment (General)

There was no public comment during this period.

### Concerns of Commissioners

- **Roger Calhoon** expressed a desire to keep pressure on the County to make a final determination about the winery ordinance and start enforcing County code. He wants farms to be considered in the County's decision, not just increasing the County's tax base. He said now is a good time for phone calls or letters to the County.
- **Bruce Elliott** encouraged support of Gregg DePonte as an addition to the Commission.
- **Amy Holmes** asked if Commissioner representatives are still sought for FFF 2.0. Richard Martin said multiple Commissioners would be preferred: one as unofficial representative for the regulatory task force, and at least one for the agriculture strategic planning task force, which he said needs several more farm voices.
  - Ms. Holmes made a motion, seconded by Mr. Calhoon, to nominate Nayab Khan as Commission representative to the agriculture strategic planning task force. The motion carried unanimously.
- **Gregg DePonte**, prospective Commissioner candidate, thanked the Commission for allowing him to participate in today's meeting.

- **Fereshteh Dehkordi** reminded all present that DPER has dedicated permitting staff who will work with customers who have farming and permitting issues. She said anyone could contact her or her office.

***Meeting Adjourned at 6:26 pm***

---

**Next Meeting**

September 13, 2018, 4:00 – 7:00 pm, Carnation Farms, Carnation



# Agriculture Field Trip for Councilmembers and Council Staff

by the King County Ag Commission

---

**Thursday July 26, 8 am - 1:30 pm** featuring commissioner's farms in the Green River and Enumclaw Agriculture Production Districts (APDs) and lunch sourced from King County farms

---

*Purpose: To highlight the vibrant ag sector in King County and connections to county programs and policies at work*

---

**What to wear/bring:** Casual clothes, sunscreen, hat, close toed shoes that can get dirty (hiking boots, tennis shoes) for uneven terrain and stairs, light jacket for rain.

**We will provide:** Water, snacks and a locally grown lunch

**Questions:** Please contact Ag Commission staff liaison, Patrice Barrentine, 206-477-1556

**RSVP:** By Friday July 20, COB to [patrice.barrentine@kingcounty.gov](mailto:patrice.barrentine@kingcounty.gov)

<b>Agriculture Field Trip for Councilmembers</b>	
<b>Itinerary</b>	<b>Thursday July 26, 2018</b>
<i>We will be travelling by vans to minimize parking challenges on the farms and also to cover an overview of key issues en route.</i>	
<b>8 am Depart King Street Center (by vans)</b>	
<b>8:45-9:45am Mosby Farms, Rosella and Burr Mosby, Auburn</b> Established Farmers, Hand-picked vegetables, Packing and Processing, Markets, Student worker program, Labor	
<b>10:15-11:15am Krainick Dairy, Leann and Mike Krainick, Enumclaw</b> Agriculture Drainage Assistance Program (ADAP), Farmland Preservation Program (FPP), Labor, Processing, Grain from breweries, Bedding Master, Compost, Pricing/cost – Dairygold, Giant pumpkins, Centrifuge	
<b>11:30-12:30 Shared Soil Farm, Lily Gottlieb-McHale and farmers she leases to, Enumclaw</b> Start-up farm (this is year 2), Concept of several farms operating on shared acreage, Who are the farmers, How it works, Successful funding to date, New infrastructure, Working Farmland Partnership	
<b>1:30 Return to King Street Center (Local farm fresh lunch served while travelling back to Seattle)</b>	



**Mosby Brothers Farms** is a hand weeded, hand harvested, specialty vegetable farm located in the Upper Green River Valley, outside of Auburn, Washington. Burr Mosby made his first delivery of acorn squash to Safeway in 1977, as a teenager, in the back of a pick-up truck. Much has changed since our story began.

**STATS:**

Actively farm: 350 acres    Steward: 500 acres  
 Employment: 25 year-round, 100 seasonal

Local Sales Impact: Safeway, Kroger, Food Services of America, Charlie's Produce, Sysco, Winco, Walmart, Penny Salsa, Sound Produce, Chris Produce, Northwest Specialties, and other smaller buyers.

Local Charitable Impact: Emergency Food Network, Food Lifeline, Northwest Harvest, Auburn Food Bank, Sumner Food Bank, Renton Food Pantry, and Tacoma Mission, among others.

Burr & Rosella Mosby's Volunteer Impact: Farm Bureau, King Conservation District Board of Supervisors, King County Agriculture Commission, Northwest Farm Credit Local Advisory Committee, Rotary Club of Auburn, MultiCare South King Health Foundation, City of Auburn Blue Ribbon Committee, Healthy Auburn Task force, Auburn & Sumner School District FFA Advisory Committees.

**CHALLENGES: Farmer earnings are declining, while expenses are increasing.**

**Labor:**

Labor is our biggest struggle with no relief in sight. We have been creative as to how we solve this issue. We participate in the Japanese Trainee Program, housing 2-3 Japanese young farmers for 14 months, who are in the U.S. learning about American agriculture.



We have a Youth Crew employing local teenagers to work during the Summer. Unfortunately, this program ends mid-harvest and teenagers are limited as to what jobs they can participate on a farm due to regulations.

Availability of labor has been decreasing over the last 15 years. As of last year, our 2017 season, walk-in applicants were down by half, resulting in a labor shortage and 15 football fields worth of zucchini crop loss worth over \$100,000.

Participating in the H2a program is not a feasible option for our **first generation farm**. Building housing in King County's booming economy is not only challenging from a regulatory standpoint but economically as well.

Agriculture is a stepping stone on the way to the American Dream. Immigration should not be looked upon to solve our agriculture labor issue long term. The U.S. Agriculture guest worker program began in the days of Eisenhower. It was revamped in 1976. This predates the desktop computer and mobile phone. We have not had a policy change since 1986, yet fields like technology and aerospace in the Pacific Northwest have grown immensely. Tech companies that utilize H2b visas can pay about 30% less than they would pay domestic workers. Farmers using H2a pay 28% more than domestic workers plus travel and housing expenses. Farmers are due for more labor choices to fit the unique need of their area.

**We are not looking for cheap labor. We are looking for a steady, dependable work force.**

**Food Safety:**

In order to sell to major grocery chains and produce houses we are required to obtain third party audits. We spend up to \$15,000 per year on food safety. Some brokers require additional audits, ie. cooler audit, harvest crew audit, and additional labeling to sell to them at an additional cost of about \$3000 each.

FSMA (Food Safety Modernization Act) brings our requirements to a whole new level. The FDA's unclear food safety rules are open for interpretation. We need clear rules that are consistent between all agencies, and preferably implemented by the USDA. Food safety requirements are not the same in other countries and only 1% of imported produce is inspected at the border. The advantage is for the foreign grower not the domestic grower.

**80% of every dollar spent at a farm stays local. If a produce buyer chooses to purchase produce outside of the Pacific Northwest our economy is no longer being supported through agriculture. If produce is purchased outside of the U.S. we sacrifice food safety and control of growing standards.**



Please inquire for further information or tour availability. [mosbyfarm.com](http://mosbyfarm.com)

# Krainick Dairy Enumclaw

Mike & Leann Krainick



Krainick Dairy began in 1912 when Charles Krainick, a Slovenian immigrant, purchased 80 acres and 30 cows on the Enumclaw Plateau. Currently in its third generation of ownership, Mike and Leann Krainick have expanded the farm to over 1100 acres (250 owned, 850 leased) and 3100 head of dairy cattle including 1200 milked three times a day. Approximately, 10,000 gallons of milk is shipped every day to Darigold. In addition, the Krainick's are champions for sustainability by using 3-4 million

pounds a month of local spent brewers grain and food byproducts as feed, and recycling their manure into bedding for their cows. For their efforts, Krainick Dairy was named 2014 King County Rural Small Business of the Year.



# Shared Soil

Enumclaw, WA

Lily Gottlieb-McHale

Shared Soil, a new farm in Enumclaw, WA, increases land access and supports collective farming practices by providing rentable farmland for beginner, immigrant, and socially-disadvantaged farmers who are transitioning off a farm incubator or other training program. While sharing infrastructure and resources, farmers work side-by-side, renting individual plots and operating their own businesses, sustainably growing organic produce. As a next step off an incubator farm, Shared Soil farmers can grow their production in acreage, gain independence, further develop their farm and business plan in a more realistic setting, and build capital and experience while still benefitting from farming collectively.



The current farms at Shared Soil are Lily's Fields, Twinkle Toes Farm, and Faith Beyond Farm. The farmers share infrastructure and large equipment such as the tractor, greenhouse, wash station, and provide the rest of their own equipment and tools. Each farmer has their own marketing and business plan but two of the farmers coordinate trucking and hauling to a Seattle-based food hub. To date, we have been generously supported with a grant from the Human Links Foundation as well as the King Conservation



District's Regional Food System Grant. The Human Links Foundation Grant, which we received in 2016, allowed us to drill and install our irrigation well. We are in our first year (out of two) of the Regional Food System Grant, and we have been awarded funding to build our communally-used infrastructure, which includes an outhouse, greenhouse, wash station, road/gate, irrigation lines, and cooler.

Tilth Alliance has generously donated materials to our farm, and neighbors, friends, and community members have volunteered their time to help us build. We have had two volunteer plow days with the Rainier Antique Tractor club, which allowed us to open our pasture to begin production. We have opened our doors to landowners and community members to come see our model of farming side-by-side and sharing land, with the hopes of inspiring other private landowners to consider leasing farmland in our area.



**KING COUNTY AGRICULTURE COMMISSION****ATTACHMENT C****DATE:** January 2018**TOTAL NUMBER OF MEMBERS:** 15**LENGTH OF TERM:** 3-Years**BOARD MEMBERS APPOINTED**

<b>Pos.</b>	<b>Name</b>	<b>KC Dist</b>	<b>Background and/or Representing</b>	<b>Date of 1<sup>st</sup> Appointment</b>	<b>Term Expires</b>	<b>Number of Appointed Terms</b>
1	VACANT				2/28/21	
2	Paul Pink	9	Enumclaw APD, farmer and tractor sales	1/5/18	2/28/21	1 Full
3	Amy Holmes	8	Vashon, new farm, business/finance, policy, regulatory, fruit CSA	9/18/15	2/28/20	1 Partial / 1 Full
4	Lora Liegel	1	Market manager for the Mercer Island Farmers Market	1/5/18	2/28/19	1 Partial
5	Year Eng	2	Farmers Market/CSA/ Farm Stand Management, Hmong farmer, bilingual	1/5/18	2/28/20	1 Full
6	Leigh Newman-Bell	4	Pike Place Market, Farmers Markets, bilingual, supports Hmong farmers	9/18/15	2/28/20	1 Partial / 1 Full
7	Bruce Elliott	5	Lower Green APD, policy/regulatory, Farm Bureau Beef Cattle	2/26/16	2/28/19	1 Full
8	VACANT				2/28/20	
9	Leann Krainick	9	Enumclaw APD, dairy, large farm, business/finance, processing, policy/regulatory, fluid milk, compost	9/18/15	2/28/21	2 Full
10	Rosella Mosby	7	Upper Green APD, Mosby Farms in Auburn	1/5/18	2/28/20	1 Full
11	Darron Marzolf	3	Marzolf Meats in Redmond, Northwest Agriculture Business Center	1/5/18	2/28/20	1 Full
12	Nayab Khan	3	Henna Blueberry Farm and Eulora, LLC (software)	1/5/18	2/28/19	1 Partial
13	Meredith Molli	2	Snoqualmie APD, new farm, business/finance, restaurant, Farmers Market, vegetables	9/18/15	2/28/21	2 Full
14	Sarah Collier	4	Director for the Farm & Market Department at Tilth Alliance in Seattle	1/5/18	2/28/19	1 Partial
15	Roger Calhoon	3	Sammamish APD, New Farm, Business/Finance, Processing, Policy/Regulatory, Agritourism	9/18/15	2/28/20	1 Partial / 1 Full

**DATE:** January 2018

**TOTAL NUMBER OF EX OFFICIO MEMBERS:** 5

**LENGTH OF TERM:** ongoing

**EX OFFICIO MEMBERS**

	<b>Name</b>	<b>Representing</b>
1	Kevin Wright	WSU Extension King County
2	Josh Monaghan	King Conservation District
3	Fereshteh Dehkordi	KC DPER
4	John Taylor	KC DNRP
5	Vacant	SKCPH



# 2017 LOCAL FOOD INITIATIVE INDICATORS

## IMPROVING ACCESS TO FARMLAND



**39,707**  
total acres in  
agricultural  
production

**172** acres  
returned to  
production  
in 2017

**58** acres  
restored  
through  
ADAP in 2017

**282** acres  
placed under  
FPP in 2017

**15,293**  
total acres  
in FPP

## TECHNICAL ASSISTANCE AND TRAINING FOR FARMERS AND FOOD BUSINESSES

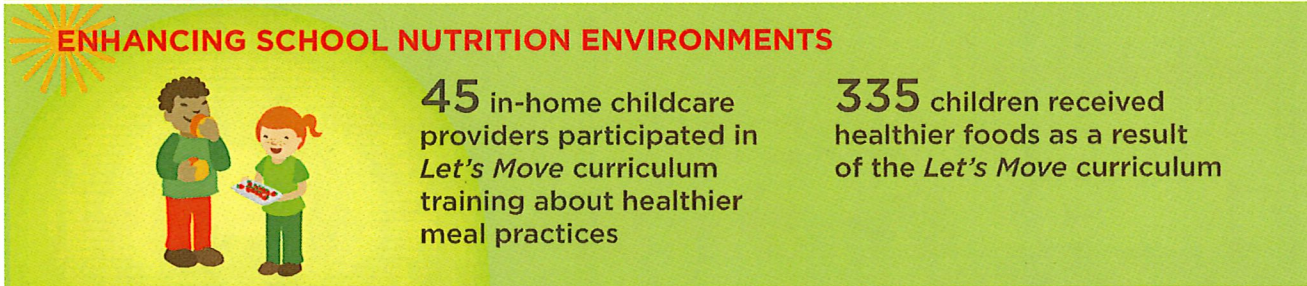


**7,666** unique  
visitors (page  
views) to Farm  
King County  
website

**30** of farmers  
participating in  
WSU Cultivating  
Success classes

**210** number  
participating in  
WSU Extension  
workshops in  
2017

## ENHANCING SCHOOL NUTRITION ENVIRONMENTS



**45** in-home childcare  
providers participated in  
*Let's Move* curriculum  
training about healthier  
meal practices

**335** children received  
healthier foods as a result  
of the *Let's Move* curriculum

## INCREASING THE AFFORDABILITY OF HEALTHY FOOD THROUGH NUTRITION INCENTIVE PROGRAMS



**31** farmers markets and  
farm stands accept Fresh  
Bucks

**\$221,215** of Fresh  
Bucks were used at farmers  
markets in King County in  
2017

**\$36,728** of Fresh  
Bucks Retail redeemed at  
small ethnic grocers in 2017,

**4,920** individuals  
participated in the program  
in 2017

**\$113,740** of Complete  
Eats redeemed at Safeway  
stores

## ENHANCING ACCESS TO DIRECT MARKET OUTLETS FOR PRIORITY COMMUNITIES



**2,745** families  
participated in food access  
projects in King County

**20,184** bags of local  
produce delivered

# 2017 LOCAL FOOD INITIATIVE INDICATORS

## INCREASING THE AVAILABILITY OF FRUIT AND VEGETABLES AT FOOD BANKS



**2.2** million individual visits to King County food banks

**1** million households served by King County food banks

**42** million pounds of food distributed or the equivalent of 35 million meals in 2017

**129,424** pounds of food donated by King County farmers markets

## GROWING NEW FARMERS

**39** aspiring farmers participated in farmer training programs

**22** new aspiring farmers joined training programs in 2017

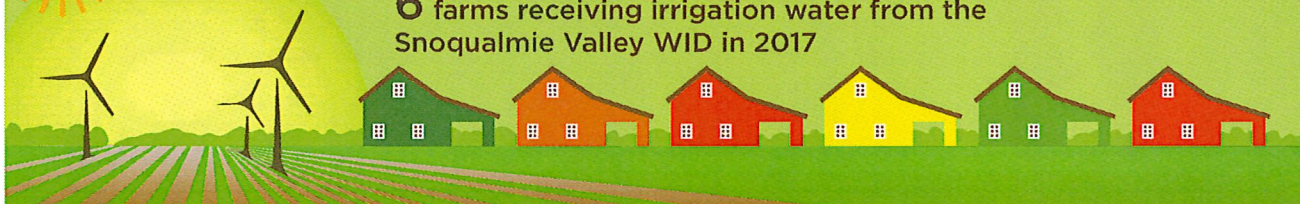
**8** farmers graduated/left training programs to start their own farms

**30** acres under production by farmer training programs



## IMPROVING ACCESS TO IRRIGATION

**6** farms receiving irrigation water from the Snoqualmie Valley WID in 2017



## GROWING MARKETS FOR LOCAL PRODUCTS

**\$17,261,922** total farm sales at King County farmers markets

**\$27,209,947** total vendor sales at King County farmers markets

**64** King County farms selling at farmers markets

**243** total number of farmers selling at farmers markets in King County

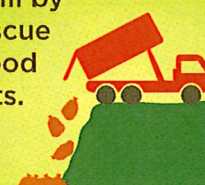


## REDUCING FOOD WASTE



**8,000** public contacts made through Food: Too Good To Waste community outreach in English and Spanish

**100** tons of food waste diverted from disposal at the landfill by composting or food rescue through SWD commercial food waste grants.



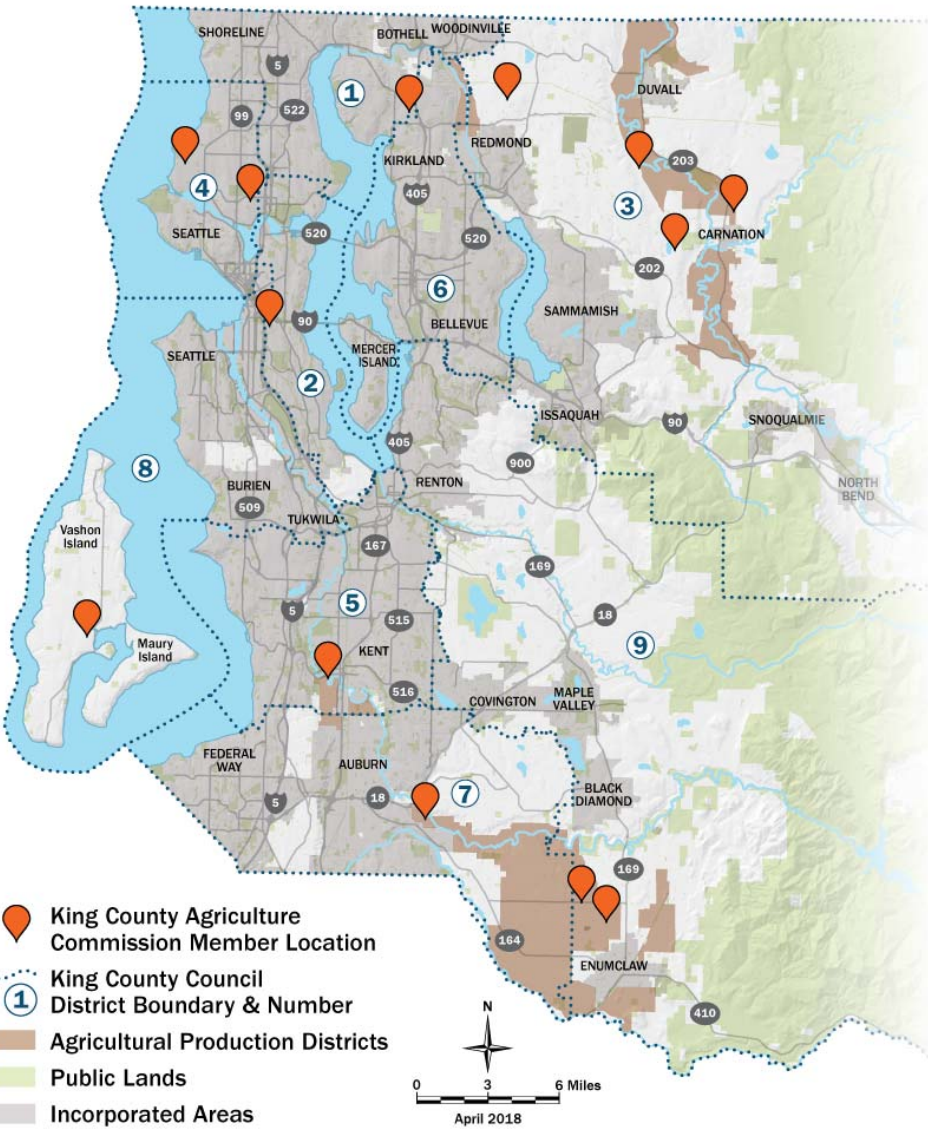


# King County Agriculture Commission



King County Council  
Planning, Rural Service & Environment Committee  
May 1, 2018





# 13 Commissioners



**Unique**

**Agriculture  
Commission:  
One of three commissions  
that deals with  
Privately Held Land\***

\*[Rural Forestry, Noxious Weeds]





# Recent Accomplishments & Current Work



**Ag Code  
Amendments**



**Farmland  
Preservation  
Program**



**Farm Fish  
Flood**



# Now & In the Future Critical Challenges



Protecting  
Farmland for  
Agricultural  
Production



Farm  
Infrastructure  
and Marketing



Drainage &  
Water





**No food policy without  
proper farm policy**

**Budgets are a form of policy**



# Funding



Farm Fish  
Flood

Farmland  
Preservation  
Program

Streamline  
Permitting

Drainage



# Communication



**Join Us!**

**In July for a tour of  
Commissioners' Farms**

- 1) North County**
- 2) South County**



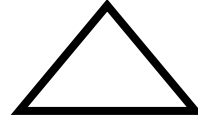
**No Farms  
No Food**



# Questions?



Photo Credits: Audra Mulkern, Zachary D. Lyons, Bruce Elliott, Leigh Newman-Bell, Amy Holmes, Patrice Barrentine



**Most important take away:**

**Most important follow up from today's meeting:**

**When is the best time for Council to attend a farm field trip  
(July, August, September)?**

**Anything else you'd like us to know?**

**Thank you!**

## RSVP for Ag Commission Field Trip July 26

Who	District CM	position	background
1 Dylan Brown	3 Lambert	Policy Director	none available
2 Ashley Song	6 Balducci	Legislative Aide/Office Manager	<p>Prior to working for District 6, Ashley staffed the now retired Councilmember Larry Phillips of District 4. Ashley manages Councilmember Balducci's calendar, triages all her emails, sees to the day-to-day of the office, and enjoys the challenges that may arise from time to time. Ashley staffs the ESJ Committee and climate change issues. She enjoys her work on social justice and the Arts. She also enjoys built green architecture and design, loves all animals and is very close to her large extended family.</p>
3 Zoe Mullendore	5 Uptegrove	Policy and Outreach Aide	<p>Zoë is a San Francisco native who recently moved to Seattle from the Twin Cities. In Minnesota, Zoë was the community relations specialist with the Metropolitan Council, the Twin Cities' regional planning agency. Prior to that, she was the senior associate of housing and transportation policy at the Silicon Valley Leadership Group, a technology trade association in the Bay Area. As a recent transplant to the Pacific Northwest, she spends most of her time exploring the area with her dog. Zoë's issue areas include transportation, land use, and environmental policy in District 5. She earned her B.S. in Political Science from University of Oregon.</p>
4 Tania Santiago Pastrama	4 Kohl-Welles	Executive Legislative Aide	<p>Tania brings dynamic energy, precise organization, and flawless professionalism to her role as the first point of contact for Councilmember Kohl-Welles' office. She deftly handles the following: scheduling, constituent correspondence, community relations, event planning, accounting</p>
5 Ellen Porter	9 Dunn	Legislative Aide	<p>Ellen grew up in the Pacific Northwest and has worked for two members of Congress, Rick White and Jennifer Dunn, before coming to work for Councilmember Dunn in 2009. Ellen handles constituent relations, community relations for unincorporated King County and manages the Councilmember's schedule.</p>
6 Cindy Domingo	2 Gossett	chief of staff	<p>County Budget issues, Committee of the Whole and Council, Directs District Communications and Office Operations, Immigration and Immigrant and Refugee Task Force, MIDD &amp; Tax Measures, Labor Issues &amp; Intergovernmental Relations</p>
7 Tyler Pichette	7 von Reichbauer	Staff Director	<p>none available</p>
8 Adam Cooper	4 Kohl-Welles 1 Dembowski 8 McDermott	Chief of Staff	<p>Adam feels exceptionally fortunate to work alongside such a strong team of people supporting a Councilmember whose exemplary record as a public servant is an honor to be a part of. When he is not putting out the various fires that come up in an average day, he covers these committees and areas: Municipal, state and federal relations, 4Culture, Mountains-to-Sound Greenway Trust, Land use, zoning &amp; development, Veterans' issues, Arts, culture &amp; heritage</p>

**Commissioners**

8 Kevin Wright  
10 Sarah Collier

Nayab Khan  
Lora Liegel

**Staff**

11 Patrice  
12 Richard  
13 Megan



Councilmembers (from left): **Larry Gossett** (District 2), Council Chair **Joe McDermott** (District 8), **Jeanne Kohl-Welles** (District 4), **Reagan Dunn** (District 9), Council Vice Chair **Kathy Lambert** (District 3), **Dave Upthegrove** (District 5), **Rod Dembowski** (District 1), Council Vice Chair **Claudia Balducci** (District 6), and **Pete von Reichbauer** (District 7).



The fact that we went to three very different types of farms was great. Each stop had a unique add and I was sorry to have to miss the final stop due to another meeting I had to get to.

**Most important take away:**

I learned an incredible amount on the dairy farm tour.

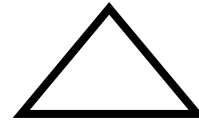
**Most important follow up from today's meeting:**

N/A

**When is the best time for Council to attend a farm field trip (July, August, September)?**

September. After August Recess and the likelihood it will be hot is reduced.

**Anything else you'd like us to know?**



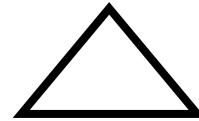
It was so hot, but that's not something we can control!

Thank you for putting on the tour and for inviting policy staff!  
There was a direct nexus to my policy work and it's always helpful to see these things first hand.

The lunch was also great. I loved that it included food components from each tour stop and the blueberries might have been the tastiest I've ever had.

**Thank you!**





***Most important take away:*** the labor shortage in farming, the differences of county level support for farmers King vs. Pierce, high-quality soil in the area, hardworking everyday farmers in the county of all ages

***Most important follow up from today's meeting:*** how can the council assist the hard working farmers where labor is needed, what climate related legislation can the council help cultivate to assist these farmers/ag lands, etc. How climate change is impacting the farming culture? How much of our state is farmable? What percentage of our state's GDP comes from the agriculture? What are some of the things we can do to help relieve the labor shortage?

***When is the best time for Council to attend a farm field trip (July, August, September)?*** Councilmembers: July/Sept

**For their staff: Anytime**

***Anything else you'd like us to know?* Added scheduled bathroom breaks, more time to sit down have coffee break/lunch etc. to discuss/recap of the day would have been very helpful.**

**Thank you!**

**FFF 2.0 (Implementation Phase)**  
**Structure and Responsibilities**  
**June 20, 2018**

Implementation of the work outlined in the June 2017 FFF agreement will be coordinated by an Implementation Oversight Committee with several of the more complex issues addressed through three focused task forces. Individual actions that fall outside the spheres of responsibility for the task forces will be addressed primarily by technical staff as part of their annual work plans. The Implementation Oversight Committee will have balanced representation from each of the three caucus groups and key agencies. Task forces and action teams will be composed of technical experts best positioned to achieve tangible progress on the respective work plans; however, there will not be a requirement for balanced representation on those work teams. County staff and contractors will support and coordinate work of the Implementation Oversight Committee and task forces. The following reflects initial understanding of roles and responsibilities for the Implementation Oversight Committee, task forces and action teams. We expect this document to be modified over time as the Implementation Oversight Committee engages in this important body of work. **(Bold and underlined are additions and strikethroughs are deletions since the April 25, 2018 version).**

**Implementation Oversight Committee**

- Composition
  - Maximum of 15 members; recommended by key partners and appointed by DNRP Director.
  - Equal representation from the Fish and Farm caucuses is required; Flood representation will likely be less than Fish and Farm
  - Ex-officio members from DNRP, WDFW, Ecology and WSDA; may choose to caucus with one of the three caucus groups
  - Members may send a proxy if scheduling conflicts prohibit their attendance at meetings; however, proxies should be well-versed in FFF to ensure they are able to contribute to discussions and will be eligible to vote
  - Committee work supported by facilitator (contracted by King County).
  - DNRP will assign a staff liaison to each caucus to assist with caucus meetings and provide needed data and reports
- Responsibilities
  - All appointed members have voting rights (excludes ex-officio members) and the goal is for unanimous decisions although minority opinions will be shared
  - Members are expected to understand and communicate needs/concerns of their communities/stakeholders, whether in their role as a representative of a specific organization or as an individual
  - Review and approve initial work plans for Task Forces and Actions Teams
  - Review progress of task forces and individual action teams and assess progress against benchmarks/milestones
  - **Help to resolve barriers to completing task force scopes of work or individual recommendations and help to secure support and funding to complete priority actions.**
  - Recommend “mid-course” corrections in Task Force and action priorities **to DNRP Director**, if necessary
  - Approve annual progress report to DNRP Director (drafted by 2.0 Coordinator); highlight any elements of concern or needed intervention by DNRP Director/Executive
- Meeting Frequency
  - Initial meeting January 2018
  - Quarterly progress review meetings (schedule to be determined)
  - Engagement anticipated through end of 2020

## Caucus Chairs

- **Composition**
  - **One member from Implementation Oversight Committee selected by each caucus group.**
- **Responsibilities**
  - **Work with Facilitator and Coordinator to develop agendas for quarterly Implementation Committee meetings**
  - **Rotate responsibility for chairing IOC quarterly meetings**
  - **Communicate with caucus members to pass along FFF information and to receive reports about progress, or the lack thereof; may require separate caucus meetings**
  - **Chairs are responsible for ensuring full caucus participation in the Implementation Oversight Committee. If needed, caucus liaison can assist with outreach to caucus members**
  - **Report caucus concerns and recommendations at each Implementation Oversight Committee meeting**
- **Meeting Frequency**
  - **Meet approximately 4 weeks prior to quarterly Implementation Oversight Committee meeting to discuss potential agenda items**

## Caucus Groups

- **Composition**
  - Members of Implementation Oversight Committee **and task forces**
  - **At the discretion of Caucus Chairs, Representatives of fish, farm or flood stakeholder groups who are not formal members of the Implementation Oversight Committee may caucus with IOC caucus members**
  - DNRP has **will assigned** a staff liaison to each of the caucus groups
- **Responsibilities**
  - If a problem or challenge is identified, Caucus Groups will recommend actions to ensure work plans can be achieved
  - **Members will communicate questions/concerns/issues with appropriate Task Force Coordinator and/or FFF Coordinator. If concerns cannot be addressed satisfactorily, Caucus Chairs may raise those issues during regular meetings of the IOC**
  - DNRP staff liaison will support Caucus Groups as necessary, including facilitating meetings and providing necessary data and documents
- **Meeting Frequency**
  - **As needed to address caucus issues but at a minimum 1 week prior to Caucus Chair ~~Co-chair~~ meetings to discuss needed agenda items for quarterly Implementation Oversight Committee meeting**

## Caucus Liaison

- **Composition**
  - **One member of DNRP technical staff appointed by WLR Director/Assistant Director**
- **Responsibilities**
  - **Support co-chairs as needed**
  - **Provide leadership, as necessary, to ensure effective caucus contributions to FFF activities but do not lead the work of caucus groups**
  - **Provide requested documents to Co-chairs and caucus groups**
  - **Communicate work of caucus groups, barriers to progress and needed resources to FFF Coordinator**
  - **Caucus Liaison may participate in Caucus Group meetings as requested by Caucus Chair**

### **Task Forces (Regulatory, Riparian Buffer, Strategic Plan)**

- Composition
  - Ideally at least one representative from each caucus on each task force
  - Additional members with broad understanding of the issues
  - Ad-hoc technical experts called upon to address specific issues
  - Supported by Task Force Coordinator (technical expert from DNRP or contractor)
- Responsibilities
  - Develop and track progress on work plan
  - Identify personnel and other resources to accomplish tasks
  - Accomplish tasks identified in approved work plans
  - Task Force Coordinators will report progress to Implementation Oversight Committee and request approval for significant departure from work plans, if necessary
  - Strive to achieve consensus, but Caucus Co-chairs may present minority reports to the Implementation Oversight Committee if unable to reach agreement
  - ~~Report all challenges to FFF Coordinator before they become major problems so they can be addressed by FFF Coordination Team and, if necessary, senior DNRP leadership~~
- Meeting Frequency
  - Initial meeting February 2018
  - Subsequent meetings as needed (to be determined by task forces)
  - Annual meeting to review progress in November of each year

### **Task Force Coordinator**

- Composition
  - **DNRP technical staff appointed by WLR Director/Assistant Director**
- Responsibilities
  - Develop meeting agendas, in consultation with Task Force members, and facilitate meetings
  - Provide necessary coordination, support and leadership for task force work **but does not lead the work of the Task Force**
  - Frequent (monthly?) reporting on Task Force progress to FFF Coordinator **who will share any significant challenges** with FFF Coordination Team
  - Identify needs and pursue funding to accomplish Task Force work plans
  - Draft reports and other documents that result from work of task forces **and circulate draft documents among appropriate DNRP technical staff prior to delivery to IOC**

### **Actions Teams (as needed; work items not included within Task Force work plans)**

- Composition
  - Broad spectrum of technical experts from Tribes, agencies, partners and DNRP
  - One person/organization will assume responsibility for implementation of action strategies
- Responsibilities
  - Develop work plans to complete actions not incorporated into task force work plans (not all actions will require formal work plans)
  - Incorporate actions into annual work plans
  - Identify issues that warrant engagement by Implementation Committee.
- Meeting Frequency
  - As needed

### **FFF Coordination Team**

- Composition
  - Overall program support provided by DNRP steering committee (John Taylor, Tamie Kellogg, Joan Lee, Janne Kaje, Richard Martin)
  - Work supported by WLRD technical and administrative staff
- Responsibilities
  - **Regularly review progress of various FFF components and make necessary decisions to remove barriers to progress and communication**
  - Provide necessary staff to support work of the Implementation Committee, **task forces and caucus groups**
  - Work with FFF 2.0 Facilitator to coordinate quarterly Implementation Committee and caucus group meetings
  - Report overall FFF progress to WLRD and DNRP directors
  - **Work with DNRP Section and Unit leaders to** manage budgets and make necessary adjustments in staff allocation and funding to ensure adequate DNRP capacity
  - Identify needs and pursue funding to support implementation of FFF work plans

### **FFF Coordinator**

- **Assigned by WLR Director/Assistant Director**
- **Responsibilities**
  - **Track progress of task forces and individual action teams and relay challenges and major concerns to FFF Coordination Team**
  - **Coordinate with Facilitator to schedule and host meetings of Implementation Oversight Committee, co-chairs and other meetings, as needed**
  - **Manage calendar of all FFF team meetings**
  - **Develop reporting tools (e.g., dashboard) to easily track task progress and provide ready access to reporting tools for Implementation Committee members and other FFF 2.0 personnel**
  - **Manage EasyProjects to enable FFF participants to track task force and action team progress and communicate with FFF participants**
  - **Lead development of reports and other documents that result from work of Implementation Committee**
  - **Provide quarterly reports on action item progress to Implementation Oversight Committee**
  - **Update FFF website to ensure broader community is kept informed of FFF progress**

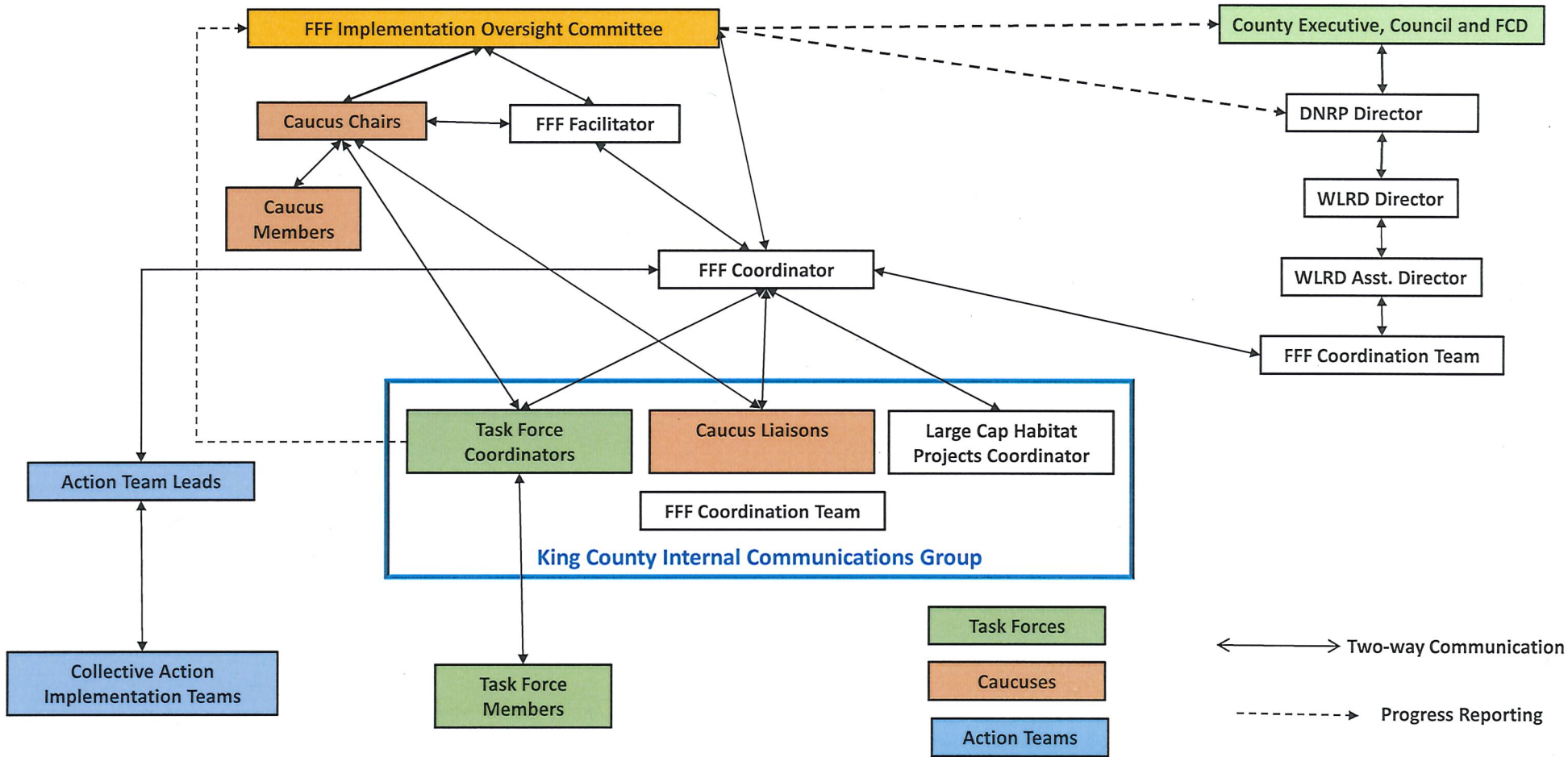
### **Facilitator**

- Responsibilities
  - Collaborate with Co-chairs to develop agendas (conference calls)
  - Facilitate regular meetings of Implementation Committee
  - Provide guidance on priority setting and conflict resolution
  - Document meetings
  - Review reports and other documents that result from work of Implementation Committee and task forces

## **DNRP Internal Communication Group**

- **Composition**
  - **FFF Coordination Team, Task Force Coordinators, Caucus Liaisons.**
- **Responsibilities**
  - **Ensure that FFF work and decisions is transmitted up and down organizational structure**
  - **In between scheduled meetings, reach out to FFF Coordinator if there are perceived barriers to communication or issues that need to be raised with FFF Coordination Team**
  - **WLR Director/Assistant Director will determine appropriate schedule and format for reporting FFF activities to DNRP Director**
- **Meeting Frequency**
  - **Conference call or in-person meeting prior to quarterly Implementation Oversight Committee meetings to review agenda drafted by Co-chairs and other meeting documents; other meetings as necessary.**
  - **Debrief after each Implementation Oversight Committee quarterly meeting**
  - **FFF Coordinator responsible for scheduling meetings and ensuring that all relevant FFF communications are shared with full Internal Communication Group**

FFF 2.0 Lines of Communication (20 June 2018)





# 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 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

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.

Draft Ag Commission Policy Procedures

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