

KING COUNTY AGRICULTURE COMMISSION

MEETING NOTICE

THURSDAY, OCTOBER 11, 2018

4:00-7:00 P.M.

MAPLE VALLEY FIRE STATION #81
22225 SE 231ST ST. MAPLE VALLEY, WA

PROPOSED MEETING AGENDA

(AGENDA ITEM TIMES ARE TENTATIVE)

4:00	Call to Order <ul style="list-style-type: none">Welcome and IntroductionsApproval of AgendaApproval of Minutes (September)	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	Budget Update	John Taylor
4:30	Old Business - Updates (approx. 2-5 min each) <ul style="list-style-type: none">Commission Details – recruitmentLand Conservation InitiativeKC Ag ProgramPearson EddyKing Conservation DistrictFarm, Fish, FloodFarm BureauFocus on Farming Conference, November 8th	<ul style="list-style-type: none">Patrice BarrentineLeann KrainickRichard MartinRichard MartinJosh MonaghanMeredith Molli, Josh, RichardBruce Elliott, Rosella MosbyPatrice Barrentine
5:00	Local Food Initiative	Mike Lufkin
5:15	Policies and Procedures <ul style="list-style-type: none">Committee report out on specific sections	Leann Krainick, Rosella Mosby, Lora Liegel, Sarah Collier, Patrice
5:20	Break	
5:35	Policies and Procedures continued <ul style="list-style-type: none">Break out into three groupsReturn and Report (5:55 pm)Discussion/Recommendations (6:05 pm)	Leann, Rosella, Lora, Sarah, Patrice
6:15	Committee Breakouts <ul style="list-style-type: none">SelectionCouncil Presentation/Farm TourExecutiveLandFarm King County Technical AssistanceMarketing, Promotion, and Processing	Leann Krainick, Commissioners
6:45	New Business Nominations for officers	Leann Krainick
6:50	General Public Comment <i>3 minutes/person; limit 3 people same side of any issue</i>	Leann Krainick
6:55	Concerns of Commissioners	Leann Krainick
7:00	Adjourn	Leann Krainick

Next Meeting : November 8, 4-7pm, Pike Place Market, Market Commons

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	
	What's Going on with Ag in Other Counties?	Pierce	Fall	
✓	Local Food Initiative	Mike Lufkin	Oct	
✓	Policies and Procedures	Commission	Oct	
	Policies and Procedures	Commission	Nov	
	Nominate and Select Executive Committee	Commission	Nov	
	Farmland Preservation Program	Ted Sullivan	Nov	
	Review Comp Plan proposals for 4:1 protections and zoning for Natural Resource Lands	Ivan Miller	Nov	
	Agricultural Drainage Assistance Program		Jan	



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, September 13th, 2018
 Carnation Farms, Carnation**

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

P=Present; A=Absent

County Staff/Representatives Present		
Patrice Barrentine, DNRP	Councilmember Kathy Lambert	Alan Painter, DNRP
Eric Beach, DNRP	Beth leDoux, DNRP	April Sanders, KCC Staff (Lambert)
Melissa Borsting, DNRP	Richard Martin, DNRP	Ted Sullivan, DNRP
Bee Cha, DNRP	Megan Moore, DNRP	

Guests Present		
Hannah Cavendish-Palmer, Carnation Farms	Jeff Gottlieb, Carnation Farms	Cynthia Krass, Snoqualmie Valley WID/SVPA
Ben DeGoede, DeGoede Farms	Lily Gottlieb-McHale, Shared Soil Farm	

Meeting Action Summary

- **Approval of July 12th, 2018 Meeting Minutes**
- **Carnation Farms' New Programs**
- **Commission, County, and Organizational Updates**
- **Council Farm Tour Report**
- **Policies and Procedures Committee**
- **APD Signage: Review and Discussion**
- **Farm Fish Flood (FFF) 2.0 Updates**

Meeting called to order at 4:11 pm

Approval of Meeting Agenda

Roger Calhoon motioned to approve the agenda as is; Leigh Newman-Bell seconded. The motion carried unanimously.

Approval of Prior Meeting Minutes (July 12th, 2018)

Rosella Mosby motioned to accept the minutes as written; Darron Marzolf seconded. The motion carried unanimously.

Carnation Farms' New Programs for Farms & Food Businesses (Hannah Cavendish-Palmer, Jeff Gottlieb)

Ms. Cavendish-Palmer and Mr. Gottlieb spoke on the history and mission of Carnation Farms. The non-profit was born in 2016, after the Stewart family purchased the land. The mission is to transform how people eat. They aim to change the demand curve for local and sustainably grown foods by producing food sustainably year-round, training new

farmers, teaching people of all ages to sustainably grow their food, and so on. Agriculture Production and Sales is their main base. They are trying to use as much of the land as possible to grow food, support their culinary team, and sell from their year-round farm stand and select farmers' markets. A goal is to also incorporate other producers' farm products, and engage the public in their mission. Other programs include: farmers-in-training, the "Rooted" teen work program, farm-to-table events, culinary classes, themed camps/retreats, and holiday markets and festivals. Future plans include: tightening the connection between farm and culinary teams, opening a new farm stand, a USDA grant to fund ventures related to value-added processing and stimulating economic vitality in agriculture, and determining how best to utilize their underused infrastructure to the benefit of the agriculture community, such as for slaughter.

Rosella Mosby asked for examples of the "Rooted" students having a focus in food systems advocacy. Mr. Gottlieb replied that they are taught about methodology and sustainable agriculture, preparing and eating food in a more responsible, balanced way. Students grow, weed, harvest, and deliver food to food banks. This last year saw over 1,000 hours given in community work for food banks, and \$1,500 collected/donated at a local grocery store. Many participants learned about affordability and accessibility and they are now seeking partner programs in the region to take on more specialized issues, to give back to the community. There were 19 participants, ages 14-17, and the program runs for seven weeks. Mr. Gottlieb said applicants are chosen from many backgrounds, and most never held a job. Many matured over the course of the program, and some were kept on because they're enthusiastic and successful in engaging the public. The goal is to grow the program to 60 students per year. Patrice Barrentine suggested talking with Ms. Mosby, as her farm also hosts a youth worker program.

They briefly discussed the leasing of portions of their land to other farms, such as Full Circle Farm and Skagit River Ranch; there is a hope that farmers-in-training will eventually lease land from them as well. John Taylor has been working with them to make more of their land farmable. Ted Sullivan asked if the planned increase in food production means less hay production; this was confirmed.

Public Comment (Related to Specific Agenda Item)

There was no public comment during this period.

Old Business – Updates

- **Commission Details (Patrice Barrentine):**
 - Lora Liegel, Nayab Khan, Bruce Elliott, and Sarah Collier are renewing their terms.
 - The Selection Committee met and reviewed applicants, nominating two. The process is moving forth through DNRP, the County Executive, and KCC. New Commissioners should start by February 2019.
 - The Land Committee should be activated in the next week or so, as there are issues to discuss.
 - Ms. Barrentine asked Commissioners to review the meeting activities checklist for this calendar year, including addressed as well as planned items, and send her feedback.
- **Land Conservation Initiative (Leann Krainick, John Taylor)**
 - Ms. Krainick was notified in late July that the LCI was to go before the KCC's "Committee of the Whole (COW)." The most significant change involves the Conservation Futures Tax (CFT), in that 80% of the funds may now be used for conservation futures acquisitions, and the remaining 20% for bonding/collateral if the County needs to borrow more money. This means the LCI would not require additional voter approval because no additional voter money would be needed. The document went before the entire KCC July 31st, where it passed 7 – 1.
 - Mr. Taylor explained this revision would increase the cap on what the County could bond against, analogous to using more of the balance on a credit card. County staff are now drafting the actual bonding ordinance, which will return before the Council to issue the bonds.
 - The current plan is to introduce legislation in November for some time in 2019. About \$80-100M in revenue is expected over the next 3 – 5 years, to get a "jump start" on acquiring 60K acres of high-priority lands. Richard Martin said this could essentially double the acreage of land easements protected by the County's Farmland Preservation Program (FPP). Ted Sullivan noted the agriculture community already has revenue to match spent CFT funds and buy more agriculture easements.
 - Josh Monaghan asked if there is any projection on a public ballot measure. Mr. Taylor replied it would not be in the next year, that the consensus is now is not a good time to implement one.
- **Community Service Areas (Alan Painter):**
 - Mr. Painter gave a brief update on the County's proposed Department of Local Services, the goal of which is to bring elements of several existing County agencies together to improve focus on support and services for unincorporated King County residents. The proposal is moving through KCC, expected to pass this coming Monday, and go into effect January 1 of 2019.

- The CSA program has a small grant program, with \$90K available in amounts up to \$5K, to fund community ventures such as music festivals and neighborhood “nights out.” Applications are online and due by October 26th. The goal is to bring together people to improve life in unincorporated King County. Farm-related projects funded by this include flood sensor equipment, community education about water issues, the Vashon food bank, and several Snoqualmie Valley farmers’ markets.
- **Local Food Initiative (Mike Lufkin):**
 - Mr. Lufkin was absent today, but is expected to present to the Commission in October.
- **King County Agriculture Program (County Staff):**
 - The program has hired two new staff. Bee Cha is tasked with revamping the County’s agriculture leasing program, improving the County’s land base, and understanding how best to serve the County’s immigrant farming communities. Melissa Borsting has filled the position vacated by Steve Evans, and will be a point person for the Working Farmland Partnership as well as the FFF 2.0 buffers task force.
 - Eric Beach reported that the main issue of import he is working on now is parking and farm field access roads, allowing farmers to access fields from their residences. Parking is generally limited in agricultural zones, and he is working with the County’s agriculture permit team and landowners on this. Patrice Barrentine explained they are determining guidelines for meeting code in “plain language” ways. Mr. Beach also confirmed that a major focus of this issue is “you-pick” farms.
 - Ms. Barrentine reported the County is in early negotiations with a possible new partner to operate a planned mobile meat-processing unit for use in King County.
 - Ms. Barrentine is working with Public Health to create a safe meat supply chain for the East African population in King County. She is working with two members of this community on regulatory needs of theirs that the WSDA/USDA have not addressed.
- **Pearson Eddy (Richard Martin):**
 - Several meetings between NRCS and King County with other local stakeholders have been held over the last couple of months, laying out proposals to NRCS to decrease the flood rise caused by their tree plantings. NRCS has remodeled some effects of those plantings, assuming heavy thinning would occur in some areas, though this does not include the clearing which the stakeholders still want kept on the table. The new modeling shows a significant reduction to the prior-forecast four-inch flood rise.
 - While flooding remains part of the ongoing issue, Mr. Martin said the concern is moreso long-term drainage challenges for King County farmers. NRCS is looking at two proposals to improve drainage in Snohomish County, which should provide benefits to King County farmers. There will be a meeting in late September or early October to decide on these, after which permitting and other hurdles will be addressed. NRCS has acknowledged their projects directly caused drainage problems in King County.
 - The County is looking at smaller-scale drainage projects on King County farmlands. Brian Sleight in the County’s agriculture drainage assistance program (ADAP) has identified five possible projects that the Van Ess family, landowners affected by the Pearson Eddy issue, can implement to improve their current problems. Once a decision is made on these, the family and the County will seek funding from NRCS and others to implement one or all of the chosen projects.
- **King Conservation District (Josh Monaghan):**
 - KCD has moved their office to a new location.
 - Work has begun on several agriculture drainage projects; there will be more data next month.
 - KCD is in the awarding process for their annual Regional Food Grant Program. By next month the final recipients will be determined, about 10 projects to fund this year to support food systems.
 - KCD has recognized the need for a County-wide agriculture strategic plan, and is securing funds to do so. Patrice Barrentine leads an effort on this for the Snoqualmie Valley as part of FFF 2.0. KCD is working with Ms. Barrentine, Mike Lufkin, and Snohomish County on the County-wide effort. A rough scope of work is still being determined.
 - Mr. Monaghan invited Commissioners to participate in giving feedback on the strategic plan, including reviewing proposals, and helping select a contractor. He would like a formal recommendation from the Commission. Leann Krainick asked if KCD’s advisory board is discussing this; he replied that this is not funded from their work plan, so any discussion would be largely informational for them. He said the initial time commitment for a volunteering Commissioner would involve several occasional half-day meetings; they hope to have someone chosen by the end of the year. Ms. Krainick did not believe a formal vote is required unless a Commissioner is chosen to act on behalf of the Commission. She said it depended on if the Commission as a whole wished to provide

input on this issue. Meredith Molli suggested an email go to all Commissioners soliciting interest in this, as several were absent today. Ms. Barrentine agreed to do so.

- **Farm Bureau (Rosella Mosby):**
 - The Bureau is now largely focused on Pierce County, pushing for support staff for the newly-formed agriculture committee there. Pierce County Council has approved hiring two staff.
 - The Bureau's annual meeting and banquet is in October, and will include a drawing for a voting member to attend the upcoming national convention in New Orleans.
 - Scholarships have been awarded to 11 college students. The Bureau has also formed a committee to explore the idea of giving young King and Pierce County farmers funding every year.
- **King County Council (April Sanders):**
 - Policy activity at KCC is expected to increase after the budget is passed in mid-October.

KCC Farm Tour Report (Patrice Barrentine, Commissioners)

Ms. Barrentine presented an overview and selection of photos from the Commission's recent KCC farm tour. Tour hosts Rosella Mosby, Leann Krainick, and Lily Gottlieb-McHale narrated the images in the slideshow. Ms. Krainick and Ms. Barrentine reported that evaluations from attending Council staff said the tour was positive and informative. Ms. Krainick asked if a tour like this should be done again, and for Commissioner feedback.

Ms. Mosby said she was disappointed at the small turnout of Council representation; three staffers attended, and no Councilmembers. She voiced frustration at trying to share a story you're proud of when no one is there to listen. She admitted she wasn't sure how to increase Council involvement. Ms. Gottlieb-McHale said while she was willing to participate again, she would like to see a higher Council turnout. Ms. Krainick agreed about the lack of Council participation, but admitted that Zoey, from Councilmember Balducci's office, was very engaged and relayed a lot of information to her Councilmember. Ms. Krainick said she was willing to open up her farm to anyone who would listen, but that it's up to Richard Martin to decide if another tour would be a worthy investment of resources. Ms. Mosby said the turnout at this tour drove home her view that agriculture is taken for granted. John Taylor noted while three Council staff attendees is not insignificant, as staff drive many Council decisions, nine would have been better.

Roger Calhoun suggested pitching a future tour as "staff-focused," intended to better educate Council staff on agriculture. Mr. Taylor recommended targeted "one-on-one" tours with Councilmembers. April Sanders advised that while there had been a lot of Council staff interest in attending this tour, the problem was scheduling conflicts. Ms. Barrentine suggested September as a better time for a tour. Ms. Sanders replied that September is generally good, and if Council staff are aware of the event well in advance, they can make it work. Ms. Barrentine also suggested shortening the tour to two farms to lessen the time commitment. Mr. Calhoun said the lack of turnout is a marketing problem, that the tour needed to be "packaged" better. Josh Monaghan proposed exploring the value of a group tour vs. "one-on-one" tours. Ms. Krainick suggested picking up this topic again early next year.

****BREAK****

Form Policies and Procedures Committee (Leann Krainick, Patrice Barrentine)

The issue of revising the Commission's Policies and Procedures document was tabled at a Commission meeting several months prior. Ms. Krainick suggested it would be more efficient to form a committee to revise the document, and bring recommendations to the Commission in October. Lora Liegel and Sarah Collier had voiced interest in serving on this committee; Rosella Mosby also volunteered. Ms. Barrentine will notify all committee members of meeting times.

New Business: Agriculture Production District Signage (Patrice Barrentine)

As part of the ongoing Sammamish Valley winery code project, one issue moving forward is how to illuminate APDs in King County. Two drafts of proposed signs were presented tonight for feedback. One is a "caution" sign for agricultural areas, the other an "Agricultural Production District" sign. Ms. Barrentine explained that King County's Roads division would make the signs, for posting throughout the APDs. She said this sign review can go to the Commission's Marketing and Processing committee as well, but advised starting with input at tonight's meeting.

Discussion included the following feedback:

- Follow standards for letter height. Keep it simple, communicate lots of information. Consider that you have perhaps five seconds to get a driver's attention before they pass by.
- On APD sign: picture is irrelevant/distracting from the words. People should see they're in a specific APD.
- APD sign is too "busy," could be simplified.
- Simpler is better. If a picture is to be included on the sign, it should serve a purpose (i.e., infographic).
- More color contrast needed between text and background.

- Is the point of the APD sign marketing, or information? It looks like an ad for the “Farm King County” website.
- Perhaps offer smaller versions of the APD signs at-cost to farmers to put in front of their homes.
- The word “Caution” should be used instead of “Careful.”

Farm Fish Flood 2.0 Update (County Staff, Caucus/Task Force Members)

The three task force coordinators, as well as Richard Martin and farm caucus co-chair Josh Monaghan, updated the Commission on the FFF 2.0 process. Mr. Martin reviewed the overall FFF history and mission, and reminded all that the next Implementation Oversight Committee (IOC) will be in November, likely in Duvall. Patrice Barrentine added that the task forces are meant to, over a three-year period, delve deeper into unresolved issues that could not be included in the main FFF agreement.

- **Farm Caucus:** Mr. Monaghan reported the next farm caucus meeting is September 24th, and invited members of all task forces, as well as anyone interested in the process. The agenda topics are: (1) identify a permanent successor to Melissa Borsting’s position in the caucus; (2) add an alternate farmer representative from the Snoqualmie Valley to the buffers task force; (3) review regulatory task force progress; (4) review Patrice Barrentine’s drafted tool to track planting projects and their impacts in the Snoqualmie APD.
- **Regulatory Task Force:** Eric Beach, coordinator, said this group’s charge is to evaluate regulations on key issues identified by farmers during the negotiations leading to the FFF agreement, and identify opportunities to make life easier and projects flow better. The force assembled in February and meets the second Tuesday of each month at the Snoqualmie Valley WID, and includes a variety of stakeholders. They have about 20 identified priority issues, which fall under several broad categories: agricultural drainage; floodway management; and overarching regulatory considerations beyond County scope. He cited the difficulty of tackling floodway management in particular, saying this would likely be addressed later when the County’s flood team has completed their community assistance visit with Department of Ecology and clarified what their future floodplain regulations will be. So far, this force has addressed four priority issues: (1) clarifying when artificial channels need permits; (2) best management practices for bypass and de-fishing; (3) obtaining Endangered Species Act coverage for ADAP; and (4) flexibility in on-site mitigation requirements. Task force recommendations for these four issues are forwarded to the IOC. Progress is expected by the end of this year. Future task force goals include addressing cultural resources, beaver management, alluvial fans, large scale mitigation, and floodway management.
- **Riparian Buffers Task Force:** Beth leDoux, coordinator, said this force addressed the need to balance ecologically significant (for salmon recovery) riparian buffer plantings with doing the least harm to agriculture. Many waterways in the Snoqualmie Valley are small tributaries, and planting buffers is not a “one size fits all” solution here. Their three key deliverables are: (1) best available buffer science; (2) an agriculture issues paper; and (3) a “buffer decision tool.” The first comes from a review of existing buffer literature to find data applicable to the Snoqualmie Valley, to determine buffer size recommendations. The results of this should be available as a document by the end of this year. The agricultural issues paper will outline pros and cons of planting buffers on agricultural land. The “buffer decision tool” will be a map, layering factors like soil type, gradient, and stream size, showing what buffer size is appropriate to a specific waterway. This map will be the bulk of the task force’s work, starting in October. The task force’s next meeting will be October 17th at Carnation City Hall. It will address: a “state of the salmon” update from the Tulalip tribe; the agricultural issues paper; a detailed outline of the best-available buffer science review; and a GIS mapping exercise to sort the Valley’s 100 miles of waterways.

Roger Calhoun asked where the force’s bias was, as in many cases they will make judgements instead of measurements. Ms. leDoux replied this is the reason for the task force, that all its members come in with a bias, and they are trying to find reasonable middle ground. She noted all buffer plantings are voluntary. Mr. Calhoun also observed a need for the task force to make pros and cons of buffers clear to farmers, as many may not be policy- or tech-savvy. Ms. Barrentine advised Commissioners to share ideas with Bruce Elliott, their representative for this task force. Fereshteh Dehkordi asked how this work will impact the Critical Areas Ordinance (CAO). Ms. leDoux and Mr. Monaghan said this should not impact the CAO, that farmlands fall under the nexus of voluntary conservation. Ms. leDoux offered to discuss this with Ms. Dehkordi further.

- **Agriculture Strategic Plan Task Force:** Ms. Barrentine, coordinator, said this force is meant to devise a solid agricultural counterpart/balance to the official salmon recovery plan. This means assuring there is enough land base for a long-term agricultural future in the Snoqualmie Valley, by assessing the region’s specific needs and

assets and creating an implementation plan. Specific data is being compiled through GIS maps and on-the-ground work with willing landowners. A project management team and advisory committee will be selected. The force will compile their data, develop landowner outreach, and prioritize actions for implementation and funding, among other tasks. The group's first meeting will be in late fall 2018, with various aspects to be implemented over the next three years. She said representatives from the following groups are needed: the Kitchen Cabinet, KCD, SVPA, and the IOC, among others. She noted that while her task force will work in tandem with KCD, KCD's approach will be economic-based and the task force's will be land-based. Mr. Martin added that an additional staffer to assist Ms. Barrentine in this process should be hired this fall.

Public Comment (General)

- **Councilmember Kathy Lambert** advised all of a public KCC budget meeting at Chief Kanim Middle School in Fall City at 6:30 pm October 8th, as an opportunity to meet with the whole Council and promote the idea of another farm tour next year. She also reported the King County Comprehensive Plan came out of committee yesterday, and will go to full Council October 29th. A key sticking point in it involves increasing the cycle during which citizens can petition their government on policy changes from four years to eight. She believes there should be a more frequent option for petitioning, that new ideas for endeavors like FFF would not benefit from possibly waiting several years to be added. She spoke briefly on a proposed gun lockbox measure and the Sammamish wineries code revisions, which she expects to be "put to bed" by the end of December. She asked all to contact the Council with feedback on these pieces of legislation.
- **Cynthia Krass** announced there will be a free climate impact presentation at 6:30 pm on October 2nd at the Carnation senior center; Patrice Barrentine will distribute further information on this.

Concerns of Commissioners

- **Leann Krainick** encouraged all to visit the Washington State Fair, which runs until September 23rd. The next Commission meeting will be October 11th in Maple Valley or Auburn (location to be announced).

Meeting Adjourned at 7:21 pm

Next Meeting

October 11, 2018, 4:00 – 7:00 pm, location TBD (Maple Valley or Auburn)

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.

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

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
7. Policies and Procedures

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

Policies and Procedures

- Lora Liegel
- Rosella Mosby
- Sarah Collier