

KING COUNTY AGRICULTURE COMMISSION

MEETING NOTICE

THURSDAY OCTOBER 14, 2021

6:00-8:00 P.M.

ZOOM VIDEO CALL

CALL IN:

One tap mobile: +12532158782,,82944555641#,,,,*644047#

Land line: +1 253 215 8782, Meeting ID: 829 4455 5641, Passcode: 644047

OR

LOG IN FROM A COMPUTER OR SMARTPHONE:

<https://us06web.zoom.us/j/82944555641?pwd=dzhVL0dyN3lTREJhNVhQU205N1ZCUT09>

MEETING AGENDA

6:00	Call to Order <ul style="list-style-type: none">For the public record, please sign in via the chat feature or announce yourself by name and whether you are a commissioner, staff or member of the publicApproval of AgendaApproval of September minutes	Darron Marzolf, Commissioner
6:05	Compost Pilot and Food Waste to Feed Update and Strategies <ul style="list-style-type: none">Compost application pilot on KC farmsDNRP Solid Waste and Water and Land Resources rolesSignificant Policy BarriersPotential Solutions<ul style="list-style-type: none">Solid WasteFarmer education workshopsQ&A, Discussion	Andy Smith, Emily Coleman, Rick Reinlasoder, Patrice Barrentine, and Leann Krainick, Nayab Khan, Darron Marzolf (commission's committee)
6:40	King Conservation District (KCD) <ul style="list-style-type: none">Meet New Executive DirectorDirector's Priorities	Carrie King, KCD Farm Manager and Rosa Méndez-Perez, KCD ED
6:50	Public Comment related to a specific agenda item <i>3 minutes/person</i>	Darron Marzolf
6:55	Updates (approx. 3 min each) <ul style="list-style-type: none">Commission Details<ul style="list-style-type: none">Ag policy and eventsKing County Ag ProgramKing Conservation DistrictLocal Food InitiativeKing-Pierce Farm BureauWSUMeat Processing Update	<ul style="list-style-type: none">Patrice BarrentineRichard MartinCarrie KingMike LufkinLeann KrainickJordan JobePatrice Barrentine and Darron Marzolf
7:25	New Business Preparation for Officer Elections, Forming Selection Committee <ul style="list-style-type: none">Duties of Officers per Policies and ProceduresStart/End Dates of TermHow to nominateSelection Committee Duties, Timeline	Patrice Barrentine on behalf of Chair
7:50	General Public Comment <i>3 minutes/person</i>	Darron Marzolf
7:55	Concerns of Commissioners	Darron Marzolf
8:00	Adjourn	Darron Marzolf

Next Meeting: November 4 (Nov 11th Veterans Day)



King County
Water and Land Resources Division
 Department of Natural Resources and Parks
 King Street Center
 201 South Jackson Street, Suite 5600
 Seattle, WA 98104-3855
206-477-4800 Fax 206-296-0192
 TTY Relay: 711

King County Agriculture Commission
DRAFT Meeting Minutes
Thursday, September 9, 2021 – 6:00 pm to 8:00 pm
Zoom Video Conference Call

Commissioners Present (Y/N)					
Nayab Khan, Chair	Y	Andrew Ely	Y	Shelley Pasco	N
Kevin Scott-Vandenberg, Vice-Chair	Y	Lily Gottlieb-McHale	Y	Henry Wong	Y
Jessi Bloom	Y	Janet Keller	Y		
Roger Calhoun	Y	Darron Marzolf	Y		
Ex Officio Members Present (Y/N)					
Fereshteh Dehkordi, DLS	N	Jordan Jobe, WSU	Y	Carrie King, KCD	Y
County Staff/Representatives Present					
Patrice Barrentine, DNRP	Richard Martin, DNRP		Ted Sullivan, DNRP		
Mike Lufkin, DNRP	Megan Moore, DNRP		Jackie White, KCC (Lambert)		
Guests Present					
M. Baker	Dave Glenn, Sno-Valley Tilth		Leann Krainick, Krainick Dairy		

Meeting Summary

- **Actions: Approval of Agenda and April/May/July 2021 Meeting Minutes**
- **Old Business: Commission, County, and Agriculture Organization Updates**
- **New Business: Pulse of King County Agriculture Sector – 2021 Challenges and Successes**
- **Presentations: Happy 40th Birthday to FPP!**

Meeting called to order by Chair Nayab Khan at 6:09 pm

Roll Call/Announcement of Staff & Public (Nayab Khan)

Roll call of Commissioners and announcement of staff and public guests was done via the Zoom chat function.

Welcome New Commissioners/Meeting Processes/Commissioner Participation (Patrice Barrentine)

Patrice Barrentine reviewed the new Commissioner roster and welcomed and introduced the five newly appointed Commissioners: Jessi Bloom, Andrew Ely, Janet Keller, Shelley Pasco, and Henry Wong. Barrentine briefly reviewed the Commissioner nomination process and in-meeting voting process. Each new Commissioner introduced themselves, followed by prior seated Commissioners.

ACTION: Approval of Meeting Agenda (Nayab Khan)

Kevin Scott-Vandenberg motioned to accept tonight's agenda as written. Darron Marzolf seconded the motion, which carried with unanimous approval.

ACTION: Approval of April/May/July 2021 Meeting Minutes (Nayab Khan)

Darron Marzolf motioned to accept the prior meetings' minutes as written. Kevin Scott-Vandenberg seconded the motion, which carried with unanimous approval.

Public Comment – Related to Specific Agenda Item (Nayab Khan)

There was no public comment given during this period.

Old Business – Updates

- **Commission Details/Policy & Events (Patrice Barrentine):**

- There are many COVID-19 vaccination [pop-up events](#) in King County this month.
- The King County Council (KCC) made several agriculture-related decisions on August 17:
 - 107th Ave. SW on Vashon Island was renamed Mukai Way, in recognition of Mukai Farm and Garden.
 - An ordinance was proposed to establish a commercial property financing program to assess clean energy and resiliency. The proposal includes private sector financing backed by King County government. Agriculture is included.
 - The County’s winery/brewery/distillery (WBD) ordinance has advanced the moratorium on new or expanded WBD establishments for another year.
- The [Tilth Conference](#) is scheduled for November 19-21, planned to be in-person (Lynnwood) as well as virtual. Early discount registration is going on now.
- WSU’s Cultivating Success class on whole-farm planning starts in two weeks. This is a statewide online program, also available in Spanish. Registration is reduced to \$200 due to the class being held on Zoom.
- Business Impact Northwest now offers free support to King County farm and food businesses that source primarily from King County farmers. Henry Wong can be contacted to help get people connected.
- Matt Axe of King Conservation District (KCD) hosts a free “[Wildfire Preparedness for Farms](#)” webinar September 15 at 6:00 pm.
- KCD has named its new Executive Director, Rosa Méndez-Perez, who officially starts later this month.
- Local Food Initiative (LFI) newsletter highlights include an article by LFI intern Jillian Robinson on preparing farms for extreme summer conditions.
- The Surface Water Management Fee [low-income discount](#) application deadline is September 15.
- **King County Agriculture Program (Richard Martin):**
 - Farmer/Wildlife Conflicts: AFI intern Juki Parekh is developing a survey of King County farmers to get a better grasp on this issue and is in the process of compiling her report. A survey link is on [FarmKingCounty](#). Of 35 farms responding so far, 86% report measurable wildlife damage averaging \$11,000 yearly. Damaging wildlife species reported include deer, beavers, waterfowl, mountain lions, and bears. The average responding farmer spends about \$2,500 yearly to mitigate wildlife damage, but more data remains to be collected.
 - Horseneck Farm: Work continues on transitioning 26 acres of farmland near Kent to focus on immigrant refugee farmers and partner with community organizations. Five acres have been transitioned this year, which are being used by farmers from 11 countries. All have reported a positive experience and wish to continue. The biggest challenge is irrigation. A solar system to power a potable water well has successfully produced lots of high-quality water, and solar power is now being looked at as a possibility to power the irrigation system.
 - Infrastructure Needs Assessment: The goal of this is to provide a basic level of infrastructure for farmers to be successful on County farmland. Needs have been prioritized and fundraising is in the works, including several grants that will help towards getting needed resources.
 - Pearson Eddy: This is a long-standing drainage issue on the Snohomish/King county line, with drainage in Snohomish County affecting King County lands. Natural Resources Conservation Service (NRCS) is obtaining new modeling data to explain the impacts of their planned work. Lou Beck in King County DNRP’s Stormwater Services section is also working on this. Further reports will come in future meetings.
- **King Conservation District (Carrie King):**
 - King reported that agriculture drainage work for KCD will set a new record this year and will exceed targeted acreage amounts. KCD has continued most of their site visits through the pandemic.
 - Mike Lufkin gave a brief update on KCD’s Regional Food Systems grant program. The current round is underway, with 25 proposals under review by a committee who meets September 16 to recommend to the KCD board which proposals to fund.
- **Local Food Initiative (Mike Lufkin):**
 - Food Hub: This is a partnership between Kent, the Port of Seattle, and King County to provide infrastructure and soft support services to grow food and farm businesses across the region. A site has been identified for this facility, and a national consultant group is determining a design for long-term viability and sustainability.
 - Hunger Relief Pipeline: Work is underway with hunger relief organizations, such as food banks, to get more local food into the hunger relief sector at fair prices from local farmers. Great progress has been made in the last several years on this effort, not just donations. A site in South Park has been identified for the project. Lufkin explained this is not a co-op, with both this and the food hub project developing around a demand for product and infrastructure. If there is a demand for food banks, there may be an opportunity for farms to come together as a co-op or other institutional market.
- **King-Pierce Farm Bureau (Leann Krainick):** Former Commissioner Leann Krainick sits on the board for KPFB, a policy-focused group working with local/state leaders to create agriculture-friendly policy and legislation. They

meet monthly in Sumner, with an annual meeting at Kelley Farm on November 1. Krainick spoke on KPFB’s “My Fork Supports Farms” initiative, to educate consumers on issues farmers face in getting food to people’s plates. Krainick presented a [MFSF-produced video on YouTube](#), of an Enumclaw dairy worker seriously injured in a rear-end accident on a tractor, intended to encourage the public to be careful of farm vehicles on roads. Hundreds of farmers die in such accidents yearly.

- **Farm Fish Flood 2.0 (Beth leDoux):** There was no update on this topic available.
- **WSU Extension (Jordan Jobe):**
 - WSU has launched a website for [AgAID](#), a multi-institutional research group to develop artificial intelligence (AI) solutions to 21st century challenges in agriculture related to labor, water, weather, and climate change.
 - WSU continues its recycled water project to develop new sources of irrigation water, mainly in the Woodinville area, with shareable results expected in the next few months.
 - WSU’s Puyallup campus has applied to become a long-term agricultural research site for westside diversified organic agriculture, and is hosting a tailgate event October 2 with local dairy products.

New Business: Pulse of KC Agriculture Sector – 2021 Challenges & Successes (Commissioners)

Kevin Scott-Vandenberghe introduced this segment for Commissioners to share a snapshot of COVID-19 impacts to their farming activities and what they are focusing on. Patrice Barrentine added that hearing each other’s struggles can be useful in helping find solutions. The following Commissioners shared anecdotes:

- **Kevin Scott-Vandenberghe:** Scott-Vandenberghe likened the pandemic to a “big stroke” for the world in that it created new pathways to find, and changed the face of everything. Scott-Vandenberghe runs the Portage Bay Grange and added that logistics are in a huge state of flux. It is difficult to get feed into the store due to problems in the supply chain: getting trucks in, as well as many goods sitting on container ships off the coast.
- **Nayab Khan:** The Khans’ you-pick farm has seen mostly positive impacts from the pandemic, due to an increased demand for local products from Seattle and other urban customers. One negative impact has been a logistical difficulty in getting supplies, which the Khans work around by focusing on buying local products.
- **Jessi Bloom:** While there have been successes, such as more people interested in you-pick options and a successful online plant sale, there have also been challenges. An agritourism grant helped defray marketing costs but many infrastructure costs are not being recouped. Many perennial crops were damaged in the summer’s heatwaves. Finding land is an ongoing barrier to farming; many people are buying as much land as possible, and many young farmers find it hard to lease land and grow perennials. Construction is booming, but finding labor is a challenge.
- **Andrew Ely:** While VIVA Farms has seen a large increase in aspiring student farmers (up to 36 from 18), many of them are concerned about committing to full-time farming, including potentially losing benefits.
- **Darron Marzolf:** Things are working overall, with successes and struggles every day. Labor is not currently an issue. Marzolf’s market seeks expansion with its USDA slaughter facility, and grants are being sought to make this more widely available. Weather has extended the slaughter season, due to farmers not having enough hay for their animals. There is a bottleneck in processing, with many slaughter facilities booked out through next year.

Presentation: Happy 40th Birthday, Farmland Preservation Program! (Ted Sullivan)

Ted Sullivan reviewed a history of the County’s Farmland Preservation Program (FPP), which sees its 40th anniversary this year. Executive Constantine met with FPP farmers for a conversation on values, views, and what FPP means to them, as well as to link past protection efforts with new agriculture protection strategies. Sullivan’s presentation included several [FarmKingCounty](#) videos showing perspectives of several FPP farmers, and a map of FPP acreage over the past 40 years. 16,000 acres have been preserved in FPP and there is a goal in the next 25 years to preserve 13,000 more. Leann Krainick added that FPP is funded through sources like the Conservation Futures Tax. Krainick said the cap needs to be raised on that levy to raise funding, as land will be cheaper the sooner it is acquired, but such a proposal can only occur at the state level and will not happen this year due to COVID-19. ([Link to presentation.](#))

Public Comment – General (Nayab Khan)

There was no public comment given during this period.

Concerns of Commissioners (Nayab Khan)

Roger Calhoon advised all Commissioners to refresh their first aid training/kits, as farming is a hazardous occupation.

Meeting adjourned at 8:03 pm

Next Meeting

October 14, 2021, 6:00 pm to 8:00 pm (Zoom Video Conference Call)



Meetings, Conferences, Events and Key Dates

REGARDING KING COUNTY
AGRICULTURE

OCTOBER 2021

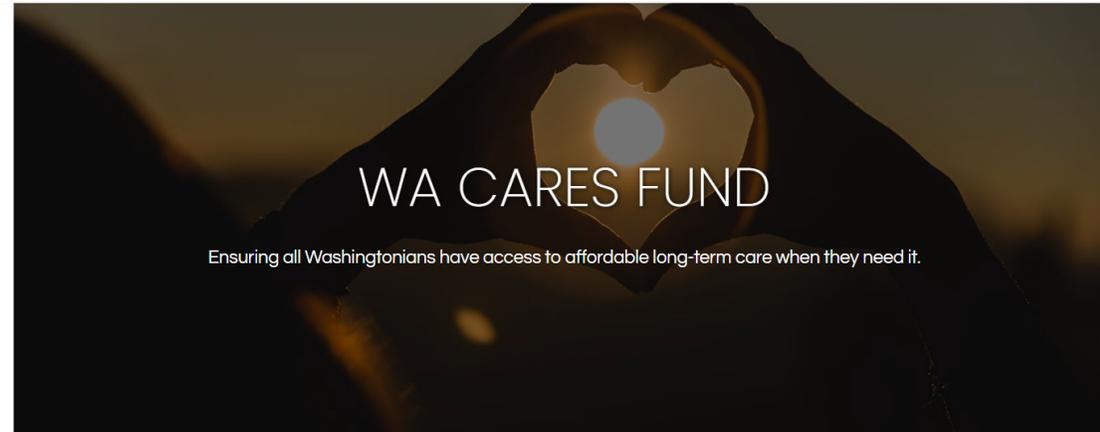
WA's new Long-term Care Program

<https://wacaresfund.wa.gov/>

- **Requirements**
- **Options**
- **Key dates**
- **Responsibility as Employer**

WA Cares Fund

Home
About the WA Cares Fund
Why WA Cares?
WA Cares Benefits
Earning Your Benefits
Applying for Benefits
Self-Employed Opt-In
Exemptions
Employer Information
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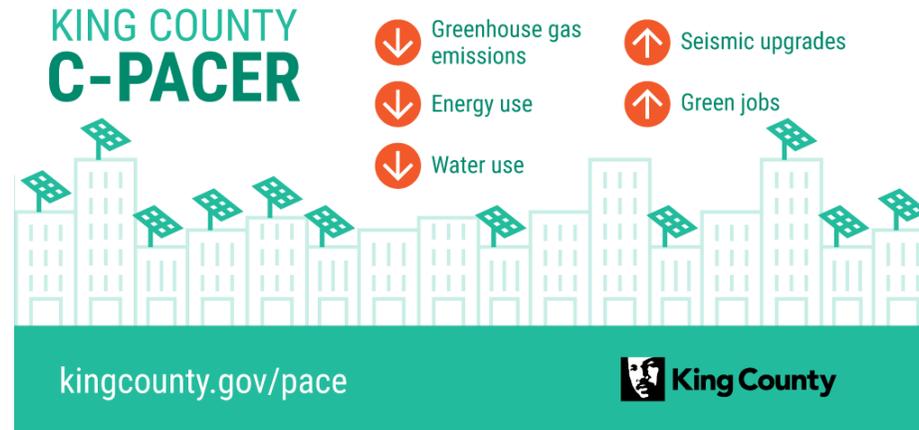
A BOLD STEP

The Washington State Legislature established a long-term care insurance benefit for all eligible workers to address the future long-term care crisis.

King County Events and Public Meetings

- <https://www.kingcounty.gov/about/news/events.aspx>
- Covid-19 Vaccination Pop-ups around the County
 - <https://kingcounty.gov/depts/health/covid-19/vaccine/schedule.aspx>
 - Veteran's Day Holiday – observed Nov 11
- Council Meetings every Tuesday, 1pm
- Mobility and Environment Committee meets monthly on the fourth Wednesday at 9:30am
 - October 27th Taking up C-Pacer Program
 - Nov 24th meeting Cancelled

C-PACER Ordinance Goes to Council



Executive Constantine transmitted the Commercial Property Assessed Clean Energy + Resiliency (C-PACER) ordinance to the King County Council in August. C-PACER is an innovative financing mechanism to help commercial, industrial, agricultural, and multi-family buildings become more efficient and resilient. If passed by Council, more than 4,000 buildings in King County would soon be eligible for the program.

The Mobility and Environment Committee is slated to take up the legislation on October 27th.



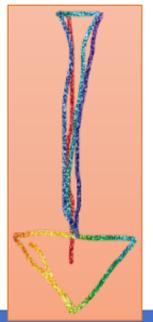
New \$20
Million Climate
Equity Capital
Pool Proposed

On September 30, Executive Constantine transmitted his \$617 million mid-biennial proposed supplemental budget, which includes **\$20 million of Climate Equity bond funds for projects to support frontline communities disproportionately affected by climate change and increase opportunities for those communities to benefit from emissions reductions and energy efficiency.** Through a six-month process, the Climate Equity Community Task Force crafted the goals of this Climate Equity funding, developed criteria for project proposals, and, ultimately, selected project proposals for the mid-biennial budget process. The projects include:

- White Center Community Hub funding, which will have a significant solar array and provide holistic support to frontline communities disproportionately affected by climate change.
- Grants to enhance green building components of affordable housing projects.
- Parks solar lighting to improve safety, walkability, and gathering spaces in underinvested areas.
- Environmental investments for income-qualified homes, including home energy retrofits and onsite sewage system repairs and replacements.
- ADA pedestrian improvements in White Center to boost walkability and transit access.
- **Infrastructure to improve opportunities for BIPOC farmers to grow and harvest culturally relevant foods in King County.**

Please note, all projects are subject to Council approval, which is expected in late November.

Commission Nomination Process



1

Ag Commission selects and forwards nomination to

ESJ Review completed!

2

Department of Natural Resources and Parks (DNRP) Director for review and approval; upon approval nomination is forwarded to

WLRD Director and DNRP Director have approved recommendation!

3

King County Executive for review and approval; *All nominees must complete financial disclosure forms within 2 weeks of this step*; upon approval nomination is forwarded to

Financial disclosure forms!

4

King County Council-when Clerk receives the nomination, nominee can begin participating as a voting member and then

Approved by Exec and transmitted to Council Aug 5, can vote as of Sept 4

5

King County Council brings forward the confirming legislation for each nominee in their district first to committee and then full council to complete the process

Welcome and Congratulations!

Council Legislation
regarding
Commissioner
Appointments

King County Council

October 12, 2021

Confirmed to date

Reappointments

Motion No. [2021-0293](#): **Darron Marzolf**

Motion No. [2021-0294](#): **Roger Calhoon**

Agriculture Commissioners

A MOTION confirming the executive's appointment of Andrew Ely, who resides in council district one, to the King County agriculture commission.

Motion No. [2021-0296](#): **Andrew Ely**

Sponsors: Rod Dembowski

Sept 28: Do Pass – Local Services Committee

Oct 12: [Council Mtg Consent Agenda](#) Vote?

Motion No. [2021-0300](#)

A MOTION confirming the executive's appointment of **Janet Keller**, who resides in council district three, to the King County agriculture commission.

Sponsors: Kathy Lambert

Oct 12: Introduced and Referred to Local Services Committee

Oct 26: Local Services Committee Vote

Agriculture Commissioners

Council Legislation
regarding
Commissioner
Appointments

Motion No. [2021-0299](#)

A MOTION confirming the executive's appointment of **Jessica Bloom**, who resides in council district three, to the King County agriculture commission.

Sponsors: Kathy Lambert

Sept 7: Introduced and Referred to Local Services Committee

Oct 26: Local Services Vote

Motion No. [2021-0297](#)

A MOTION confirming the executive's appointment of **Shelley Pasco**, who resides in council district five, to the King County agriculture commission.

Sponsors: Dave Upthegrove

Aug 17: Introduced and Referred to Local Services Committee



Events

TILTH CONFERENCE
[HTTP://WWW.TILTHALLIANCE.ORG/
SPECIAL_EVENTS/CONFERENCE](http://www.tilthalliance.org/special_events/conference)

WA FARM BUREAU
<https://wfbannualmeeting.com/>



Fall Agritourism

- Muddy Boots, Duval
- Jubilee Farm, Carnation
- Remlinger Farms, Carnation
- Oxbow Farm and Conservation Center, Carnation
- Baxter Barn, Fall City
- Fall City Farms, Fall City
- Fox Hollow Farm, Issaquah
- Carpinito Brothers, Kent
- Mosby Farms, Auburn
- Thomasson Family Farm, Enumclaw

Virtual Town Hall



You're Invited!



Join King County Executive Constantine and King County – Cities Climate Collaboration (K4C) Elected Officials at a virtual Town Hall, Tuesday, October 19th from 6-7pm. Leaders will discuss K4C actions build climate equity and climate resilience into long-term planning.

The event will include presentations, a panel discussion, and Question & Answer opportunities for attendees.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81773590223?pwd=OUhEQjRBeW5FVVVjaGVad0pzejhoZz09>

Passcode: 644147

LOCAL FOOD

Initiative News



KING COUNTY Department of Natural Resources and Parks

[Horseneck Farm: Preserved for agriculture, now increasing access for diverse growers](#)

Rainy Day Bees partners with local farms, other hive hosts, in creative approach to local honey production

[King County Farmland Leasing Program accepting proposals: Due Oct 17](#)

Exploration of Kent Food Hub begins



Sign up
for our
newsletter



USDA

Updates from the USDA

- **Organic Certification Cost Share Program:** Receive up to 50% of the certification costs to obtain or renew National Organic Program Certification. Application due Nov. 2.
- **Pandemic Response and Safety Grant Program:** Grants provided to food processors, distributors, farmers markets, and producers to respond to coronavirus, including for measures to protect workers against COVID-19. Application due Nov. 8.

- **Register to be counted in the 2022 Census of Agriculture:** Conducted by the USDA once every five years, this census looks at land use and ownership, operator characteristics, production practices, income, and expenditures.



Climate-Smart Agriculture and Forestry Partnership Initiative: Request for Information [Federal Register, Docket ID: USDA-2021-0010](#) due November 1, 2021

Will support pilots that create new market opportunities for commodities produced using climate-smart practices and position U.S. farmers, ranchers, and forest landowners as leaders in addressing climate change. The pilots will invest in the science, monitoring and verification to measure the benefits of these climate smart practices.

USDA is seeking input specifically on:

- The current state of climate-smart commodity markets,
- Systems for quantification,
- Options and criteria for evaluation,
- Use of information collected,
- Potential protocols,
- Options for review and verification,
- Inclusion of historically underserved communities.

Please share your thoughts with Patrice or Richard so that we can include them should DNRP decide to submit comments.

Events

Business Impact NW



Free for King County farm businesses and King County food business that source primarily from King County farmers.

One-on-One Business Coaching, On-Demand Trainings, Live Classes, and Events

King County DNRP WLRD Events



Coming up in October

Coming up in October

- [October is Flood Awareness Month \(RFMS\)](#)
- 10/18 - [Webinar: Edible Fish and Chinook Causal Model, Water Quality Benefits Evaluation Toolkit \(STS\)](#)

September ICYMI...

- [Puget Sound Starts Here \(SWS\)](#)
- [2021 Salmon SEEson \(WRIA\)](#)
- [The Lones Levee Setback and Restoration Project \(ERES\)](#); the [Timberlane Village Repair Project \(RFMS\)](#); and the [Fairwood Crest Fish Barrier Removal Project \(SWS\)](#) are all complete or nearing completion shortly.
- 9/7 - [King County braces for more wildfires in rural areas \[Snoqualmie Valley Record\]](#)
- 9/8 - [Wildfire risk is increasing, take these steps to prepare your home \(RRSS/KCD\)](#)
- 9/15 - [Reducing Nitrogen in Puget Sound Where it Matters \(KCEL\)](#)
- 9/19 - [Climate change shrinking seafood availability \(nbcnews.com\)](#) (Featuring Lauren Urgensen, WRIA8)

September ICYMI...



Preparing for Officer Elections, Forming Selection Committee

Policies and Procedures

Elections and Terms of Officers

- ◇ 5.3.1.1. Officers shall be elected from the entire Commission at its first regular meeting in **October**, 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 Staff liaison.
- ◇ 5.3.1.3. Officers shall **assume office in January** and serve through the **calendar year**.

Nominations of Officers:

◇5.3.2.1. Current Chair shall seek nominations from all Commissioners at least one month prior to officer elections. Chair shall call for additional nominees from the floor prior to a motion for officer elections.

- A commissioner may nominate another commissioner or self-nominate oneself.
- Commissioners may also reach out to the staff liaison and/or executive committee with a nomination.
- The staff liaison will confirm all known nominations before Nov's vote.

Duties of Officers:

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 take nominations from Commissioners for seats on various committees.
- ⌚ Shall be responsible for official Commission communications.

Vice Chair:

- ⌚ Shall act on behalf of the Chair when Chair is unable to perform official duties
- ⌚ Participate in agenda planning with Chair and staff liaison when necessary.

From
Commission's
Policy and
Procedures

From
Commission's
Policy and
Procedures

Executive Committee

- ◆ Membership. The Executive Committee shall be composed of officers of the Commission.
- ◆ Officers of the commission shall include a Chair, a Vice Chair, and a Past Chair.
- ◆ Meetings. The Executive Committee shall meet as required to perform its duties.
- ◆ Reports. The Executive Committee shall report as needed to the Commission and give full information on its proceedings, if any.
- ◆ Responsibilities. The Executive Committee shall monitor work of the Commission with assistance of the Staff liaison. The Executive Committee shall be responsible to the Commission and reports to it.

Additional Duties of Executive Committee

- ◇ Maintain Commission focus on mission statements.
- ◇ Maintain Commission focus on goals and objectives.
- ◇ Communicate Commission priorities to the Staff liaison.
- ◇ Consider community input in setting priorities.
- ◇ Make recommendations consistent with existing policies, programs, laws and regulations.
- ◇ Review proposals falling outside regular committee guidelines.
- ◇ Prepare correspondence on advocacy issues with assistance from staff liaison.
- ◇ Run the commission meetings. If no executive committee member is present to run a meeting, the chair will appoint a commissioner to run the meeting.

From
Commission's
Policy and
Procedures

Any nominations?

From
Commission's
Policy and
Procedures

Committees

1. The Commission shall have standing and ad hoc committees.
2. Committees may be appointed at the discretion of the Commission and the Chair.

Standing Committees:

1. Membership: Commission Chair shall call for nominations to serve on committees and the full Commission will approve committee membership
2. Meetings shall be held as needed.
3. As needed, each committee shall report monthly to the Commission and give full information on its proceedings.
4. Each committee shall operate under policy guidelines adopted by the Commission. These guidelines shall be reviewed and approved as needed.

Selection Committee (Ad Hoc)

- ◆ Reviews needs of commission membership per charter legislation and adopts commission membership priorities for each recruitment
- ◆ Generates outreach list of organizations and individuals
- ◆ Reviews applications
- ◆ Conducts interviews
- ◆ Makes recommendation of nominees to DNRP
- ◆ Reports progress to Commission
- ◆ Staff liaison coordinates all elements for committee

Timeline

01

OCTOBER
RECRUITMENT

02

NOVEMBER
REVIEW
APPLICATIONS AND
SCHEDULE
INTERVIEWS AS
NEEDED

03

DECEMBER
MAKE
RECOMMENDATION
TO DNRP

Other details

- ◇ Estimated time commitment: 5-15 hours
- ◇ Need 2-3 commissioners; max 5
- ◇ 5-6 seats open; committee will decide how many seats to fill

Any volunteers?

King County Agriculture Commission Policies and Procedures
Adopted 1995
Latest revision adopted 1.9.20
(highlighted text shows revisions adopted in January 2020)

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

2.2. The MISSION STATEMENT as developed by the King County Agriculture Commission is:

The King County Agriculture Commission, working with citizens, agricultural producers, and public officials shall actively influence regional policy to preserve and enhance agricultural land; support and promote a viable agricultural community; and educate the public about the benefits of local agricultural products.

3.0. REFERENCES:

- 3.1. King County Ordinance 11417 establishes the King County Agriculture Commission purpose and provides guidelines for its powers, duties, operations and membership.
- 3.2. King County Code 2.98 (Rules) requires each County governmental agency to prepare a set of internal rules for its operation consistent with the spirit of the law contained in RCW 42.17 (Public Records) and in RCW 42.30 (Open Public Meetings).
- 3.3. King County Code 3.04 (employee Code of Ethics) deals with ethical behavior and conflict of interest of county officials and employees, including members of boards and commissions and private consultants.
- 3.4. Revised Code of Washington 42.17 (Public Records) requires public agencies to make available to the public their procedures, documents and indexes for inspection and copying.
- 3.5. Revised Code of Washington 42.30 (Open Public Meetings) requires that all meetings of the governing body of a public agency be open to the public with few exceptions. Staff liaison shall give legal public notice for all Commission meetings.

4.0. DEFINITIONS:

4.1. Agriculture: For the purpose of the Commission deliberations commercial agriculture shall be defined as those activities defined in the Revised Code of Washington (RCW) 7.48.310 and that meet the income criteria set forth in King County's Code (including Current Use Tax program (based on RCW 84.34), Farmers Market Receipts, or Schedule F.

5.0. POLICIES & PROCEDURES:

5.1. Commissioners:

5.1.1. The Commission shall consist of the fifteen residents of King County serving without compensation; following the initial staggering of the Commissioner's terms, appointments are for a three-year term.

5.1.2. Responsibility/Duties:

5.1.2.1. Establish annual and long-term objectives

5.1.2.2. Work with staff on accomplishing annual goals and objectives of the Commission

5.1.2.3. Determine the committee structure to carry out policies and programs

5.1.2.4. Selection of new commissioners

5.1.2.5. Attend meetings of the Commission, its committees and meetings of other organizations when appropriate

- 5.1.2.6. Present and interpret Commission policies, actions, programs and resources to the public, agricultural organizations, interested individuals, and elected officials.
- 5.1.2.7. Represent ag interests in policy work such as Farm, Fish, Flood, DNRP hiring, or other county committee work, etc.
- 5.1.2.8. Recommend removal of sitting Commissioners for cause to the Commission if needed
- 5.1.2.9.

5.1.3. Reimbursement

- 5.1.3.1. Commissioners may be reimbursed for out of pocket expenses associated with Commission meetings by submitting a claim for expense form to the King County Water and Land Resources Division.
- 5.1.3.2. Eligible expenses are limited to parking, mileage, ferry expense and other meeting related expenses approved by the Staff liaison in advance.

5.1.4. Orientation and Training Manual:

- 5.1.4.1. The Commissioner training and orientation manual should include the following information:
 - Ordinance 11417 creating the King County Agriculture Commission
 - County Organization Charts
 - Committee Job Descriptions
 - Commission Roster
 - Council District Map
 - Guide to applicable Programs for previous or current year
 - Claim for Expense form
 - Applicable Comprehensive Plan Policies and Maps of APD
 - KCC 21.A.04; 21A.08
 - Ordinance 4341, establishing Farmland Preservation Program (FPP) and copy of FPP deed restrictions.
 - Robert's Rules of Order
 - Glossary of KC Ag and KC acronyms
 - How to bring topics to Commission

5.1.5. Commissioner Selection and Appointment

5.1.6. Commissioner Dismissal:

- 5.1.6.1. Absences from meetings should be reported to the Staff liaison in advance of the meeting from which a Commissioner will be absent.
- 5.1.6.2. If a Commissioner will be absent for three consecutive meetings, the Commissioner should contact the chair to explain the circumstances.
- 5.1.6.3. A Commissioner who has been absent for three consecutive meetings or more than 50% in a twelve-month period can be terminated after receiving a warning letter from the Staff liaison and the Chair.

5.1.7. Commissioner Reappointment:

- 5.1.7.1. Commissioners may reapply for a second term. Commissioners are limited to two terms.
- 5.1.7.2. Requests for reappointment shall be submitted in writing to the Chair by December 1 of the last year of first term, for forwarding to the County Executive.
- 5.1.7.3. Requests for reappointment shall be considered based on the record of the Commissioner's previous term, including assessment of attendance and consistent participation; factors of geographic diversity and representation shall also be taken into account.
- 5.1.7.4. The Staff liaison will forward the Commission's recommendation to the County Executive, who has the ultimate responsibility for reappointment.

5.2. Operations:

- 5.2.1. Quorum: 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.
- 5.2.3. Official Actions
 - 5.2.3.1. All official actions shall include, but are not limited to:

- Advising King County Council and King County Executive on matters pertaining to agriculture policy and programs.

5.2.4. Agenda:

- 5.2.4.1. The Staff liaison shall prepare formal monthly meeting agendas for the full Commission in consultation with the Chair and Vice-Chair.
- 5.2.4.2. The Agenda is to be communicated to Commissioners at least five working days prior to the regular monthly meeting.

5.2.5. Conduct of Meetings:

- 5.2.5.1. Meetings shall be conducted according to Robert's Rules of Order.
- 5.2.5.2. At the discretion of the Chair, staff and visitors may address the Commission to participate in discussions. Depending upon the number of visitors wishing to speak, the Chair may limit the time for comment to a reasonable period, but not less than three minutes.
- 5.2.5.3. Special meetings of the Commission may be called with proper notice to the public and Commissioners three working days prior to a special meeting.

5.3 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 October, 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 Staff liaison.
- 5.3.1.3. Officers shall assume office in January and serve through the calendar year.

5.3.2. Nominations:

- 5.3.2.1. Current Chair shall seek nominations from all Commissioners at least one month prior to officer elections. Chair shall call for additional nominees from the floor prior to a motion for officer elections.

5.3.3. Unscheduled Vacancies: 5.3.3.1 In the event of an unscheduled vacancy in the roster of Commission officers, the remaining Executive

- Committee member may call for nominations and full Commission approval to fill such vacancy. 5.3.3.2 Remaining Executive Committee member may recommend to the full Commission that the vacant position on the Executive Committee remain unfilled, pending seating of a recently elected Executive Committee

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 take nominations from Commissioners for seats on various committees.
- Shall be responsible for official Commission communications.

5.3.4.2. Vice Chair:

- Shall act on behalf of the Chair when Chair is unable to perform official duties
- Participate in agenda planning with Chair and staff liaison when necessary.

5.4. Committees:

5.3.1. The Commission shall have standing and ad hoc committees.

5.3.2. Committees may be appointed at the discretion of the Commission and the Chair.

5.3.3. Executive Committee:

- 5.4.4.1. Membership. The Executive Committee shall be composed of officers of the Commission.
- 5.4.4.2. Officers of the commission shall include a Chair, a Vice Chair, and a Past Chair.
- 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 Staff liaison. The Executive Committee shall be responsible to the Commission and reports to it.

5.4.5. Additional Duties.

The Executive Committee shall:

- Maintain Commission focus on mission statements.
- Maintain Commission focus on goals and objectives.
- Communicate Commission priorities to the Staff liaison.
- Consider community input in setting priorities.
- Make recommendations consistent with existing policies, programs, laws and regulations.
- Review proposals falling outside regular committee guidelines.
- Prepare correspondence on advocacy issues with assistance from staff liaison.
- Run the commission meetings. If no executive committee member is present to run a meeting, the chair will appoint a commissioner to run the meeting.

5.5. Standing Committees:

- 5.3.1. Membership: Commission Chair shall call for nominations to serve on committees and the full Commission will approve committee membership
- 5.3.2. Meetings shall be held as needed.
- 5.3.3. As needed, each committee shall report monthly to the Commission and give full information on its proceedings.
- 5.3.4. Each committee shall operate under policy guidelines adopted by the Commission. These guidelines shall be reviewed and approved as needed.

5.6. Agriculture Commission Code of Ethics

- 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 unusually 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. Confidentiality of Records
 - 5.7.3.1. 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.
 - 5.7.3.2. 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. Media Relations:

- 5.7.1. Necessity and Purpose:
 - 5.7.1.1. 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.
 - 5.7.1.2. When public media representatives ask commissioners or staff members for information and interviews, these guidelines shall provide help in formulating responses.
- 5.7.2. Notify staff liaison immediately when commissioner is interviewed by media
- 5.7.3. 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.
- 5.7.4. 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.
- 5.7.5. No Commissioner or staff member shall make a unilateral commitment on behalf of the Commission.
- 5.7.6. "Off the record" commentary should be avoided.
- 5.7.7. No Commissioner or staff member shall make disparaging remarks about any individual or organization.
- 5.7.8. 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.

- 5.7.9. 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.
- 5.7.10. In order that the Commission shall be informed of the extent and topics of media contacts concerning its business, commissioners and staff members shall report all media contacts and the substance thereof to the Chair and the Staff liaison respectively in a timely manner.