

**DRAFT Snohomish Basin Policy Development Committee**  
**November 16, 2017 Meeting Summary**  
Conf Rm 3358, Admin West Bldg, 9:30-12:00

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1. Agenda Overview and Introductions

- The meeting was called to order at 9:34 a.m.
- Introductions were made; in attendance were:
  - Gretchen Glaub (Snohomish County)
  - Alexa Ramos (Snohomish County)
  - Elissa Ostergaard (Snoqualmie Forum)
  - Cindy Dittbrenner (Snohomish Conservation District)
  - Paul Crane (City of Everett)
  - Jim Miller (City of Everett)

2. Ongoing Business

- Gretchen passed out the Forum guidelines, letter of support policy, public disclosure form, conflict of interest, and member list for review.
  - There as much discussion about how to recruit for new Forum members. The Snoqualmie Forum recently did outreach for one of their citizen seats. Elissa passed around their membership guidelines. There is no term limit for jurisdictions. Snoqualmie staff have been providing a bridge between the Snoqualmie basin cities and the Snohomish Forum hence why they do not attend the Snohomish Forum meetings. There was discussion about how to increase attendance at meetings. Having meatier topics on the agenda was suggested. The group considered holding a joint Snoqualmie-Snohomish Forum meeting. Giving a 5-minute presentation to city councils on the benefits of participating in the Forum could also help with recruitment. Maybe we should reach out to Snohomish County Tomorrow. Gretchen said she will send out a survey to get a pulse read from members on preferences on meeting time, frequency, and topics. The increased integration with the LIO was also discussed. Since we may find ourselves dealing with new topics there may be a need to bring new people to the table. The group talked about the member solicitation and criteria that could be used to determine whether someone is a good fit. The group also considered whether any Forum seats should be removed.
  - It was noted that education and outreach has been a gap in our recovery plan. Perhaps we could submit an NTA to develop an outreach strategy.

- The schedule was reviewed. The group chose to keep the November Forum meeting date and only meet in October and/or December if needed. The May PDC meeting will only be held if needed as well. The PDC only really needs to meet before Forum meetings.
3. December Forum Meeting Agenda
    - Agenda items include: reallocation of return PSAR funds, Status & Trends update, letter of support policy (as related to Fbd pre application deadline Feb. 16th), and new SRC representative
      - There was discussion about the Water Trail Coalition plan being released for feedback by Dec. 7<sup>th</sup>. The PDC discussed whether someone should present on the topic; maybe Annique or Skip could give the talk.
  4. Capital Funding/PSAR Return Funds
    - January is looking like the target we can hope for an agreed upon budget.
    - The Forum approved giving the \$7K left over money from this round to the Cherry Creek Project to help with their cost overrun. There are some hurdles that need to be worked through with RCO based on the cost increase. Next steps are to decide what to do with the PSAR return \$200K funds. Gretchen has asked the alternates to re-scope their projects and send her the most up to date information.
  5. 4 YWP Update
    - This is being updated per regional requirements. Aiming to have staff update HWS via the Smartsheet project list. As for the narrative, what are some things affecting your work? Comments included: funding, capacity, multi-benefit focus, multiple planning efforts distracts from implementation, regional game is always changing, lack of capital budget, unclear state/federal landscape, emerging threats (temp., WQ, climate change), record low chum numbers, population pressure, loss of institutional knowledge. What can the region do to help? We were asked to explain how climate change relates to our projects but we need support to do this beyond just a generic, vague answer (especially for smaller agencies).
    - Gretchen passed out copied of the scope of work for review. Blank means we do it, but don't have designated money for it. There are also NTA placeholder ideas for the monitoring plan. What about culverts? Or a knotweed strategy? The scope of work capital funding has been extended to March for Gretchen and Morgan's positions.
  6. Review Next Steps and Adjourn
    - Meeting adjourned at 12:00 p.m.