



## MEETING MINUTES

### Conservation Land Bank Commission Meeting February 18, 2022 Virtual ZOOM Meeting

**Commission Members in Attendance:**

Jim Skoog, District 1, position 1  
Sandi Friel, District 2, position 2  
Brian Wiese, at large, position 4

Mike Pickett, at large, position 5  
David Meiland, at large, position 6  
Christa Campbell, at large, position 7

**Commission Members Absent:** Miles Becker, District 3, position 3

**Land Bank Staff in Attendance:** Shauna Barrows, Charlie Behnke, Lincoln Bormann, Peter Guillozet, Eliza Habegger, Erin Halcomb, Doug McCutchen, Aaron Rock, Kayla Seaforth, Amanda Wedow, Jacob Wagner, Tanja Williamson

**Land Bank Staff Absent:** None

**County Council Liaison:** Absent

**County Manager:** Absent

**Public in Attendance:** 5 individuals over the course of the meeting.

Topic	Key Discussion Points & Agreements
<b>Call to Order</b> 8:32 am	Sandi Friel, Chair, called the meeting to order.
<b>Public Comment</b> 8:32 am	Cyndi Smith shared concerns about transferring the Higgins' property on Lopez Island to the Bureau of Land Management (BLM). Sandi responded this is not the first time the Commission has heard these concerns and noted there is no transfer planned at this time.
<b>Adoption of Minutes</b> 8:36 am	The draft December 17, 2021, minutes were reviewed. There were no corrections. Minutes were approved.

<b>Chair and Commissioner's Report</b> 8:37 am	<p>Sandi welcomed newly appointed commissioner, Mike Pickett. He replaces Doug Strandberg in the at large, position 5. Mike resides on San Juan Island. Sandi thanked Sara Pope and Adam Greene of Oak Knoll Farm for their detailed report regarding haying Zylstra Lake Preserve last year. Sandi also welcomed commissioner, Brian Wiese, back in his re-appointment to the at large, position 4 seat.</p>
<b>Council Liaison</b> 8:40 am	<p>Christine Minney was absent from today's meeting and submitted the following report via email:</p> <p>Council continues to navigate the most appropriate places to utilize American Rescue Plan funding. At this time, we have already allocated over \$200,000 on childcare across the islands, withheld \$500,000 for future pandemic response needs, approved the plan to upgrade infrastructure at the Fairgrounds to benefit the Emergency Operations Center, made interior alterations at various County buildings, performed IT upgrades to make a virtual world more accessible, and have delegated monies to all three islands Family Resource Centers.</p> <p>A few weeks ago, Council approved a supplemental request from the OPAL Community Land Trust on Orcas Island for an additional \$250,000 toward the purchase of a long term rental complex that has 12 modest units in Eastsound. This brings the San Juan County Home Fund contribution to \$1,112,000 for this specific project, which is the cap of 49% per project when using Home funds.</p> <p>The Lodging Tax Advisory Committee (LTAC) met at the end of 2021. In addition to awarding monies, the Committee recommended that Council open a Request for Proposals in early 2022. The due date for this round will be March 4, 2022. There will likely be a second round in the Fall. Council also approved an extension for 2020 lodging tax fund recipients to spend their funds. That extension is until December 31, 2022. One of the LTAC recommendations approved by Council is to fully fund the long anticipated Tourism Master Plan (TMP). In addition to the currently budgeted (2021) \$75k, an additional \$125k (from the 2022 Budget) was added for a total of \$200k to be spent in 2022 for executing the TMP.</p> <p>This past Thursday, Council set a Public Hearing (March 8, 2022 at 9:15 am) to surplus the County drug dog. Due to changes in law regarding use of force, the dog is no longer able to perform its trained duties. Given that the dog is an asset of more than a certain amount, the County must entertain public process to retire Sucia, the Sheriff's Office Canine.</p> <p>Council approved the structure of the Climate and Sustainability Advisory Committee, including the Committee's powers and duties, as well as its composition and membership details. The deadline for applications to serve on the Committee has passed at the time of this report.</p> <p>Thank you, Brian Wiese, for your time and commitment to the Conservation Land Bank Commission. Brian's reappointment to at large, position 4 was official as of January 25, 2022.</p> <p>Thank you and welcome to Mike Pickett who was appointed to the Land Bank Commission at large, position 5 the same day.</p>

<p><b>2021 End of Year Financial Report</b> 8:41 am</p>	<p>The budget figures on these reports reflect the Revised 2021 Budget, approved by the LBC 11/19/21 and approved by the SJC Council on 12/7/2021.</p> <p><b>CONSERVATION AREA FUND:</b> Total Current Assets increased by \$351,990 in the 4<sup>th</sup> quarter of the year, bringing the total to just over \$7.5M. LGIP interest rate has decreased to 0.0966%, compared to 0.1619% at the end of December 2020. Real Property will be reconciled to include 2022 transactions as part of the long-term debt reclassification on the general ledger. 1% REET EOY at \$6,725,012 received is 112.08% of the budgeted amount of \$6M, and 18.32% higher than EOY for 2020. The 4<sup>th</sup> Quarter Transfer to Stewardship was made in December as well as Bond/Loan Repayment in accordance with the budget and repayment schedule. Donations from Private Sources in the amount of \$707,420 for the Barker Property and Spencer Spit Conservation Easement Donation from the 2021 YTD balances against Acquisition Costs. Administration expenditures are 3.04 % of revenue.</p> <p><b>STEWARDSHIP &amp; MANAGEMENT FUND:</b> Cash in the Stewardship &amp; Management Fund increased by \$460,000 over 3<sup>rd</sup> quarter. Sale of Plant Materials surpassed 2020 totals by 101.99%. The 4<sup>th</sup> quarter Site Enhancement and Year End Endowment transfers were made in December from the Conservation Area Fund based on the commission approved Amended 2021 budget. The 2021 YTD Site Enhancement transfer fall short at 91.33% of the County Budget. Property Management and Maintenance was 83.39% of budget.</p> <p>Sandi reminded Commissioners they'll need to meet with Council around the topic of long-term stewardship funding before the next budget process. Jim asked for an explanation for the calculations and questioned the overall formatting of the 2026 Conservation Area Fund projections spreadsheet.</p> <p><b>Action Item:</b> Aaron will work with Jim on this later.</p>
<p><b>Director's Report</b> 8:55 am</p> <p>Lopez Island</p> <p>Orcas Island</p>	<p><b>Higgins Property - Background:</b> The last unprotected parcel on Watmough Bay, this 11.5-acre tract has over 2,000 feet of shoreline on the Bay and Rosario Strait and is a high priority salmon recovery area. The upland area features the oldest house on Lopez dating back to the 1870's and a remnant homestead. This is also likely a significant cultural heritage site for the Coast Salish. <b>Current:</b> Lincoln reported the acquisition closed and assessments are underway. The Land Bank will be seeking two grants: \$500k from the Salmon Recovery Funding Board and \$1M from the Aquatic Lands Enhancement Account (ALEA). Lincoln noted the ALEA grant is a two-year cycle; if the monies were awarded, it wouldn't be until June 2023.</p> <p><b>Glenwood Inn Property – Background:</b> This 58-acre property has 1/3 of a mile of beachfront on the north shore of Orcas. A rudimentary road connects the upland to the beach with a high bluff/cliff running along much of the shoreline. Patos and Sucia Islands are prominently featured from the beach. There is also a public tidelands connection to Point Doughty, a 50-acre Department of Natural Resources (DNR) Natural Area Preserve, that currently has no land access. As a former inn, there are multiple structures including 5 cabins, and a main house and addition. Most of the structures are in poor condition. The property is in an estate situation, with the representative required to sell at top dollar for the 30 or so non-profit</p>

<p>San Juan Island</p> <p>San Juan Island continued</p> <p>Discussion</p>	<p>beneficiaries. An offer was submitted through San Juan Preservation Trust (SJPT), but the seller plans to list the property for \$7.9M. <b>Current:</b> The property is going on the market with a \$7.9M asking price. Commission will discuss next steps in executive session.</p> <p><b>Hauschka Properties – Background:</b> These 40-acre parcels include the top of Cady Mountain adjacent to the Cady Mountain Preserve, and separately, the parcel adjacent to Mount Grant Preserve and the Town of Friday Harbor’s Trout Lake property. <b>Current:</b> Lincoln is still waiting on a survey regarding the access easement through the parcel adjacent to Cady Mountain. On property adjacent to Mt. Grant, he said we are in a “wait and see” period due to the lawsuit the neighbor to the south filed against Public Works and the Hauschka’s regarding the validity of access via Prohaska Road.</p> <p>Lincoln spoke with CanyonTree Properties considering a sale to the National Park Service. Lincoln noted it could be a couple years for that sale to happen.</p> <p>David questioned what happens to the Higgins property if the Land Bank secures the grants but transfers the property to the Bureau of Land Management (BLM). Lincoln noted if the grants are awarded to the Land Bank, it probably precludes a transfer due to grant restrictions. David asked if the BLM were to purchase the property from the Land Bank, would it be at market value? Lincoln said yes, as there would be an appraisal.</p> <p>Sandi questioned why sell the Higgins property to BLM? Lincoln noted a sale would free up funds for other projects, but for now, we are keeping the lines of communication open. Sandi asked if there’s a possibility to co-manage with the Lummi? Lincoln said he will definitely engage with all the tribes.</p> <p>Brian asked about cultural resource management. Doug commented the Land Bank has a great number of properties with significant cultural resources, and staff has experience managing them. He added that staff is also open to growing and learning.</p>
<p><b>Break</b> 9:21 am – 9:31 am</p>	
<p><b>Public Hearing Draft Agricultural Policy</b> 9:31 am</p>	<p>Staff prioritized completing the Coffelt Farm Request for Proposals for today’s meeting. The Public Hearing second draft was not ready at this time; will defer this portion of the agenda to March’s meeting.</p>
<p><b>Stewardship Report</b> 9:33 am</p> <p>Orcas Island</p>	<p>Sandi noted she didn’t receive the full meeting materials packet. Aaron said there were some issues with large files getting emailed and he had to resend some items separately. Sandi found the second email but hadn’t reviewed the material yet. She also questioned why the RFP wasn’t included in the online meeting materials link and Lincoln replied it is a First Draft for Commissioners to review and comment on; a second, revised draft will go out for public review. Peter noted the sub-committee’s work on the Draft RFP and lease template was all informed by (Conservation Agriculture Resource Team) CART-Coffelt recommendations. Sandi thanked staff and Commissioners who participated in the sub-committee. Discussion included</p>

<b>Discussion – DRAFT Coffelt Farm Request for Proposal (RFP)</b> 9:09 am	reimbursement for soil quality testing and including a draft lease with the RFP. Sandi was not ready to vote as she hasn't had a chance to review all documents. It was suggested to review RFP 2 <sup>nd</sup> draft in at February's meeting and the final RFP to go out in March. Christa questioned if other Commissioners had received the full materials packet, and if so, could they discuss and move forward today, with Sandi providing comments later. There was consensus agreement. Sandi then observed the meeting was ahead of schedule, and the public hearing on the 2 <sup>nd</sup> Draft Ag Policy postponed. To keep the process moving she suggested calling a 30-minute break, in which she would review the draft RFP packet meeting materials. The meeting could reconvene at 10am and would be back on schedule. Everyone agreed. Christa pointed out the agenda publicized the public hearing was to begin at 9:40am. Tanja volunteered to monitor the zoom "waiting room" and inform those wanting to participate that the hearing was postponed.
<b>Break</b> 9:30 am – 10:00 am	
<b>Stewardship</b> 9:33 am	<p>There was discussion regarding standardizing the interim plan process to improve transparency and communications with public, as well as provide a predictable path for staff.</p> <p>Sandi asked Amanda if there will be informational signs at the Higgins property. Amanda replied, yes, descriptive signs are currently in the production process.</p>
<b>Discussion –Coffelt Farm Request for Proposal (RFP) Final Draft</b> 9:43 am	<p>There was discussion regarding lease rate pricing, public access areas, insurance requirements, occupancy language. Peter reminded everyone that the Prosecuting Attorney's office will have final review before RFP goes out to public. There was consensus to move forward.</p> <p>Charlie noted the 2022 San Juan Islands Agricultural Summit would be held virtually and in-person next month, March 4<sup>th</sup> &amp; 5<sup>th</sup>. Charlie is participating on the speaker panel for Alternative Models to Farmland Access on March 4<sup>th</sup>.</p>
<b>Outreach/Volunteer Report</b> 10:10 am	<p>Tanja reported she's adding items to the online events calendar, including work with the Great Islands Clean Up (GICU) committee. GICU takes place on April 23 this year. She also mentioned the potential of supply chain issues regarding this year's Annual Report production. Goal is to have the reports in postal boxes by June 1. Sandi asked about Community Conversations schedule. Tanja will double check school district vacations for the month of April and schedule around them. She plans to follow the same format as last year – 3 Wednesday evening Zoom meetings, each highlighting one district.</p>
<b>Future Agenda Items</b> 10:17 am	<p>Lincoln and Sandi are working on retreat agenda with John Howell. Potential topics are stewardship, acquisition priorities, climate resiliency, community priorities (review Pol.is and Confluence Survey results)</p> <p>Jim noted he would like to meet in person again.</p>

	<p>Doug mentioned the Parks, Trails &amp; Natural Areas Plan expires at the end of the year. Lincoln noted that Brandon Cadwell will be taking the lead for the 2023-2028 plan.</p> <p>Brian would like to explore non-traditional uses of Land Bank properties in regards to climate resiliency.</p> <p>Sandi noted the revolving list of future agenda item topics fell off the agenda; she asked that it be re-instated.</p>
	<b><u>Action Item:</u></b> Aaron will research hybrid meeting locations.
<b>Executive Session</b> 10:31 am – 11:00 am	The Land Bank Commission met in executive session in accordance with RCW 42.30.110 (1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
<b>Meeting Adjourned</b> 11:00 am	Chair, Sandi Friel, adjourned the meeting.
<b>NEXT MEETING</b>	The next LBC meeting is scheduled to take place March 18, 2022.