

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

March 11, 1997

Supervisors Present: Susan Schmoll, Vice-Chair; Chris Tiffany, Sec/Treas; Matt Livengood, Associate; Stephen Lamphear, Chair, presided

Supervisors Absent: Richard Van Dam, Member

Guests Present: Monte Marti, John Scanlon, Lori Clinton, Eric Nelson

Staff Present: Jack Davis, Joe Henry, Alayne Blickle, Audrey Martin, Kay Lasco

The meeting was called to order at 5:07 p.m.

Minutes of March 4, 1997 approved as corrected.

Minutes of February 26, 1997 approved as amended.

Minutes of February 11, 1997 approved as amended.

Staff presented the financial report. The Board found the report inadequate and directed staff to provide complete reports for January and February before the next business meeting on April 8. Staff will also provide a comprehensive list of all expense checks and an extract of expense checks requiring Board approval for all future financial reports. The Board also requested that financial statements for each month be listed as separate agenda items.

Audrey Martin announced her retirement from the District and discussed her reasons for the decision. Ms. Martin requested the District pay, at her retirement, 207 hours of accrued annual leave. This would be in addition to standard District benefits payable at retirement. Ms. Martin also asked that she receive any pay adjustment that may result from the compensation study now in progress.

District Managers Report:

- On April 8 Judge Robert McBeth will preside at a swearing-in ceremony for the new supervisor to be elected March 18, and the rest of the sitting Board.
- At the same April 8 business meeting Susan Cyr will make a presentation about the Manure Exchange Program.
- The April 1st meeting will be used to complete strategic planning in preparation for the April 23 District Retreat.
- The tax bill for the Totem Lake property has been received. The assessed valuation is \$1,871,000.

- The District has asked United Way to recruit volunteers to establish an URP database.

Tiffany moved. Schmoll seconded the motion to apply for an intern to implement the request to develop an URP database. Motion passed.

Davis provided the Board with the requested information about 501(c)(3) tax exempt status and reviewed the policy issues of establishing a separate fund exclusively for charitable purposes.

Lori Clinton, King County staff, gave the Board an overview of her experience in dealing with a 501(c)(3) tax exempt foundation, and made some suggestions for the Board to consider in making their decision.

Tiffany moved. Schmoll seconded the motion to adopt by resolution Articles of Incorporation for the King Conservation Foundation thus authorizing the King Conservation District to establish a 501(c)(3) tax exempt foundation. Motion passed.

Stephen Lamphear, Susan Schmoll, Chris Tiffany, and Richard Van Dam were named to the initial King Conservation Foundation Board. The appointment of the remainder of the Board of Directors will be decided at the organizing meeting.

Tiffany moved. Schmoll seconded that the Foundation appoint Jack Davis, King Conservation District Manager, to act as the key employee until the organizing meeting. Motion passed.

Monte Marti gave a presentation about the WACD dues structure and its relationship to the operation of the WACD. The dues the Board is being asked to pay will allow the WACD to hire an executive director, and continue to provide WACD direction.

Eric Nelson reported on District related County activities he is involved with. Nelson also mailed ballot and voting information to the names on his mailing list.

Davis reintroduced the telephone discussion. He reviewed the requested facts and figures and previous information presented.

Tiffany moved. Schmoll seconded to authorize the District to purchase a Panasonic DBS 32 Phone system and the ActiveVoice Voicemail System based on the bid provided by Tri-Tec Communications. Motion passed.

The Board directed staff to bring a revised budget back to the Board in May reflecting the changes and additions needed to address the purchase of the telephone system and computer system

Davis reviewed the need for a policy addressing credit card use and a proposed credit card use policy.

Schmoll moved. Tiffany seconded to adopt the proposed Credit Card Use Policy as modified by striking items 9 and 10. Motion passed.

The Board directed staff to report back to them in 6 months with a status report on policy implementation.

Davis presented the petty cash policy discussion the Board previously requested. The Board decided to table the issue of establishing a petty cash fund.

Davis recommended that Susan Schmoll's name be recommended to the State Conservation Commission for re-appointment to a 3 year term.

Stephen Lamphear proposed and the Board concurred that Susan Schmoll be recommended for re-appointed to the Board of Supervisors by Acclimation.

Henry gave the NRCS March Report. He reviewed NRCS related activities and specifically the Proposed Dairy Bill currently in the House Rules Committee. After discussion, the Board agreed to write letters to the bill's sponsor individually. The Board directed staff to share their concerns with the WACD and dairy groups. Staff will provide Board members with the names of the bill's sponsors and co-sponsors.

Tiffany moved. Schmoll seconded the motion the Board adjourn to Executive Session to discuss personnel issues. Motion passed.

The Board adjourned to Executive Session at 8:49 PM.

The Board resumed regular deliberations at 11:07 PM.

The discussion resumed with a review of possible methods for the Board to approve payment of expenses over \$250.00. Staff was directed to ask sewer and water districts for their spending and expense policies and bring back the information at a later meeting.

The meeting adjourned at 11:24 PM.

Sec/Treas

Recording Secretary