

KING CONSERVATION DISTRICT  
Meeting Minutes

May 6, 1997

**Supervisors Present:** Stephen Lamphear, Chair; Susan Schmoll, Vice-Chair; Pat Brewington, Member; Richard Van Dam, Member;

**Supervisors Absent:** Chris Tiffany, Sec/Treas.

**Associate Supervisors:** Matt Livengood, Ted Sullivan, Associate

**Staff Present:** Steve Heacock, Joe Henry, Kay Lasco

**Guests Present:** Laurie Clinton

The meeting was called to order at 5:10 PM. Stephen Lamphear, Chair presided.

Presentation of the April 8<sup>th</sup> meeting minutes was delayed until May 13<sup>th</sup> when all of the supervisors in attendance at that meeting will be available to pass on the minutes.

Stephen Lamphear reported on Jack Davis' status following his health incident. The Board expressed their concern for Jack and also relief at the positive prognosis for his recovery. The Board will send wishes for a speedy recovery.

Lamphear proposed to the Board to appoint Steve Heacock as Acting District Manager during Jack's recovery.

Schmoll moved. Van Dam seconded the appointment of Steve Heacock as Acting District Manager during Jack's recovery. Motion passed.

Acting District Manager Heacock requested additions to the agenda as follows:

- Discussion of request to extend State Conservation Commission Implementation Grant and Competitive Grant
- Addition of a report introducing the need to upgrade the reception area computer station
- Additional personnel items added to the executive session

Steve Heacock reviewed two (2) grant extension requests. The District is requesting the State Conservation Commission extend the Implementation Grant and Competitive Grant through the end of 1997 to provide the District with additional time to complete required reports and submit reimbursement requests.

Van Dam moved. Schmoll seconded a motion that the Board request the State Conservation Commission extend the Implementation Grant and Competitive Grant through 1997 to allow for additional time to prepare and submit necessary paperwork. Motion passed.

Steve Heacock provided the Board with a report detailing an estimated cost of \$1,363 to install a network computer station at the reception desk. Staff was directed to develop a firm proposal and a budget revision for the anticipated costs for Board review and discussion at the May 13<sup>th</sup> meeting.

A review of computer online service providers was distributed for Board consideration at a future meeting.

As directed previously by the Board, Steve Heacock gave a detailed report on the Wetlands Plant Cooperative and how it developed as a District project. Stephen Lamphear reiterated Board concerns that included the lack of Supervisor approval input, the amount of real money funding costs involved, the possible conflict of competing with private nurseries, and that the position to staff the project had not been approved, yet it was already filled.

A discussion on the merits of outside contract workers elicited a suggestion from Matt Livengood that perhaps this position and other similar staffing requirements in the future might be hired to District advantage as contract employees.

Staff was directed to re-examine the grant document to adjust the figures to reflect an appropriate salary structure. Staff will ask King County to resubmit a revised contract agreement for Board approval.

Brewington moved. Schmoll seconded a motion to ratify the grant agreement between King County and the King Conservation District for what is known as the Wetlands Plant Nursery, subject to re-negotiation of points of concern. Motion passed.

Schmoll moved. Brewington seconded a motion to create a position to manage the Wetlands Plant Nursery as a Resource Specialist II, Step 1. Motion passed.

Schmoll offered and Brewington seconded an amended motion to make the new position and salary retroactive to March 3, 1997. Motion passed.

Steve Heacock distributed the names of four current associate supervisors answering the questionnaire expressing an interest in being re-appointed to the position. Those responding included Ralph Backstrom, Ted Sullivan, Allan Thomas, and Matt Livengood. Stephen Lamphear restated the Supervisors desire to appoint the associate supervisors and will continue to accept applications for consideration on an ongoing basis.. Heacock reported that Robert Pfaff expressed an interest in continuing as an associate but time constraints have made it difficult for him to complete the form at this time.

Van Dam moved. Brewington seconded a motion to appoint the four applicants that responded to the questionnaire to the position of Associate Supervisor. Motion passed.

Assessment Planning - A timeline was developed based on the legal publishing requirements as follows:

- June 12 and 19 — Publish Legal notice
- June 24, 25, 26 — Hold hearings
- July 30 — Filing with County

The Board directed staff to edit and develop a mailing list made up from the URP mailing list and newsletter list to be ready for use no later than June 6<sup>th</sup>. Staff will also prepare a flyer describing

District accomplishments and programs and asking for assessment support from those on the list. Staff will ask the People for Puget Sound for the use of their bulk mailing rate to help keep costs down. Regular first class mail will be used if a bulk rate can not be arranged.

The Board decided to hold four (4) meetings around the County as follows:

- Preston
- Seattle - Center for Urban Horticulture
- Kirkland
- Auburn

Staff is directed to arrange for appropriate sites and proceed with the necessary arrangements.

Staff will review and redesign the District slide show to have as a part of the hearing presentation. Written comments on the special assessment proposal will be accepted until 7/15/97.

*The Board convened to executive session at 8:29 PM to discuss personnel matters.*

*The Board reconvened to regular session at 9:55 PM.*

Schmoll moved. Van Dam seconded motion to provide Josh Monaghan with a lump sum medical insurance reimbursement payment of \$608 and that the District pay for his retirement system employee contributions and the District's contributions retroactive to June 25, 1996 in the amount of \$2,597.48. Also to approve the position for Mary E. Castle at \$15.36 an hour as a Resource Special II, Step 1, and approve her health insurance and make retroactive retirement payments, just as Josh. Motion carried

Brewington moved. Schmoll seconded to grant Brandy Reed Leave without Pay and for management to refill the position as needed. Motion passed.

The Board discussed the Foundation and would like to consider additions to the Board from the outside. Timing of the organizational Board meeting was discussed. No decision was made.

General announcements —

- There is a May 1<sup>st</sup> requirement for the Audit
- June 1<sup>st</sup> is the last day to submit Basic Funding Grant requests
- A WGEP Insurance meeting is planned in the office for May 9
- The Board reminded staff that they are anxious to have a calendar of events available.

The meeting adjourned at 10:25 PM.

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Sec/Treas.

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Recording Secretary