

KING CONSERVATION DISTRICT

Meeting Minutes

June 3, 1997

1 **Supervisors Present:** Stephen Lamphear, Chair; Susan Schmoll, Vice Chair; Chris Tiffany,
2 Sec/Treas.; Richard Van Dam, Member; Pat Brewington, Member

3 **Associate Supervisors:** Matt Livengood

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

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

6 Agenda Confirmation

7 Acting Manager Steve Heacock requested changes to the agenda as follows:

- 8 • Strike Financial Report
- 9 • Strike NRCS Report
- 10 • Reading of May 13 minutes held over to June 10 meeting

11 There was no public in attendance.

12 Future Agenda topics

- 13 • Presentation by Bob Roberts about the Coached Farm Plan Class

14 Acting Manager Heacock presented the amended budget packet for Board consideration. The
15 Board will review the information and return to the June 10th meeting with discussion points.

16 Acting District Manager Heacock re-introduced the proposed re-organization and management
17 arrangement. The report included job and position descriptions for a proposed management
18 arrangement. Discussion netted a consensus on the organizational chart form and structure. Staff
19 was directed to return with Board ideas and comments integrated into the job/position
20 descriptions and return to the June 10 meeting for continuing discussion.

21 As directed by the Board, staff presented an In-Charge policy to address routine and exceptional
22 absences of the District Manager. Discussion followed; staff will add a section that provides the
23 Manager the opportunity to designate an in-charge employee in routine situations; the policy will
24 include a mechanism for the District Manager to notify the Board in anticipation of absences of
25 more than one (1) week in duration.

26 Acting Manager Heacock was directed to return to the June 10 meeting with a premium pay
27 policy, addressing the current circumstance.

28 In regards to the In-Charge Policy and appointment of an Acting Manager, the Board discussed
29 a return-to-duty policy and concluded as follows: A return to duty must be at full-time; in order

30 to, and before returning to a full managerial position, the Manager returning to duty must notify
31 the Board Chair. Staff was directed to return with a recommended policy for transitional
32 authority and also to review the return-to-duty policy of other like entities for direction.

33 The contract agreement discussion was tabled in the interest of time, and the anticipated receipt
34 of additional information.

35 The Board resumed the discussion setting the Special Assessment level. Acting Manager
36 Heacock reported on the discussion he had with Metropolitan King County Council electeds at
37 the Regional Task Force Meeting in regards to District funding needs. In general, the electeds
38 expressed positive inclinations to support the assessment at a level that would include County
39 needs. The Board directed staff to develop a full funding level for District operations from
40 which an assessment proposal will be developed for Board approval.

41 Acting District Managers Report:

- 42 • Heacock reported that the staff has completed their segment of the strategic plan
43 process with the addition of a new 'link' category. An RFQ for professionals to write
44 the plan based on our input is scheduled for release June 4. The target completion
45 date is July 15.
- 46 • The District received an RFP from King County addressing a farm survey proposal.
47 Steve and Geoff Reed will attend a scoping meeting to investigate our potential
48 participation.
- 49 • Staff is working on the Conservation Commission's Dairy Waste Needs Assessment
50 report.
- 51 • Staff has been working on developing a web page for the District. Steve shared a
52 draft of the web structure.
- 53 • The Watershed Symposium Conference is scheduled for June 17 - Steve will be
54 attending.

55 *Moved, seconded, passed: The Board convened to executive session at 8:29 PM to discuss*
56 *personnel matters.*

57 *The Board regular session reconvened at 9:07 PM.*

58 The Acting District Manager proposed that Josh Monaghan be awarded appropriate retroactive
59 sick, personal, and vacation time. Employee Monaghan as been paid one (1) hour of week for
60 each hour over 30, making the proposed comp time award .5 per hour worked over 30. Acting
61 Manager Heacock recommended the 40 hour cap be waived for comp time accrual, with the
62 accrued hours awarded to expire if not used by September 30, 1997.

63 Brewington moved. Schmoll seconded a motion awarding Josh Monaghan appropriate
64 retroactive sick, personal and vacation time as provided for in the District Policy and Procedures
65 Manual, under the terms recommended by the Acting District Manager. Motion passed.

66 With regard to District overtime, Acting Manager Heacock was instructed to adhere to the
67 District overtime policy.

- 68 Tiffany moved. Van Dam seconded a motion instructing staff to present at each meeting an
69 Overtime Report for Board review. The report will contain the date, employee name, hours
70 approved, an authorizing signature and explanation for the allowance. Motion passed.
- 71 Acting Manager Heacock informed the Board that the City of Renton water hook-up fee for the
72 Wetlands Plant Nursery is \$600. The Board directed staff to investigate the monthly costs of the
73 service and possible alternatives for water provision to the site.
74
- 75 There being no further business before the Board, the meeting adjourned at 9:15 PM.

Sec/Treas.

Recording Secretary