

KING CONSERVATION DISTRICT

Meeting Minutes

June 10, 1997

1 **Supervisors Present:** Stephen Lamphear Chair; Susan Schmoll, Vice Chair (5:24 p.m.); Chris
2 Tiffany, Sec/Treas; Pat Brewington, Member (6:21 p.m.)

3 **Supervisors Absent:** Richard Van Dam, Member

4 **Associate Supervisors:** Matt Livengood, Ralph Backstrom

5 **Guests Present:** Stu Trefry, Don Stuart, Eric Nelson, Noelle Richards

6 **Staff Present:** Steve Heacock, Joe Henry, Lyle Stoltman, Bob Roberts, Jack Davis, Kay Lasco

7 The meeting was called to order at 5:18 p.m. without a quorum. Stephen Lamphear, Chair
8 presided. It was agreed to proceed with non-action items, pending a quorum.

9 Agenda Confirmation - Acting Manager Steve Heacock requested changes to the agenda as
10 follows:

- 11
 - Add Coached Farm Class Report - Roberts

12 The meeting was opened for public comment. Associate Supervisor Ralph Backstrom
13 complemented the Board on their work for the District. Mr. Backstrom shared his travel plans
14 during the upcoming summer months.

15 Don Stuart, Washington Association of Conservation Districts (WACD) Executive Director,
16 introduced himself and shared his work plans for the WACD. He thanked all for warm welcome
17 to the organization. Mr. Stuart invited the Board and staff to contact him with any questions, he
18 lives to serve.

19 Susan Schmoll arrived at this point, 5:24 p.m., providing a quorum and the Board proceeded with
20 action items.

21 M/S/P Minutes of May 13 approved as read.

22 M/S/P Minutes of June 3 approved as read.

23 No financial report was presented.

24 Farm Planner Bob Roberts reported on the completion of the Coached Farm Class program. He
25 reviewed the summary provided and fielded questions.

26 Guest Noelle Richards requested and received time to discuss her perspective and impression of
27 the Coached Farm Plan Class program.

28 Eric Nelson, King County, reviewed his activities as they relate to the District in the area of
29 livestock oversight issues with the following report:

- 30 • Discussed the County's RFQ for a farm survey, inviting the District to respond
- 31 • Reported on his progress in preparing a marketing program
- 32 • Reported the farm link and marketing proposals are in the planning stages
- 33 • Shared that the Agricultural Commission is reviewing a right-to-farm issue and is
34 preparing to write an ordinance addressing the identified issues
- 35 • Invited the District to seek County input while developing their strategic plan

36 Stu Trefry, State Conservation Commission, asked for and received the opportunity to impart
37 Commission information.

- 38 • The new commission Directory was distributed
- 39 • A special Meeting is planned for June 26th to decide on the division of the Legislative
40 allocation to Districts
- 41 • He reminded the Board of upcoming deadlines for some commission information
42 requests
- 43 • The Puget Sound Action Team will receive some of the implementation money. The
44 South County Representative is requesting an agenda item with the Commission to
45 discuss the plan and hear Board input
- 46 • The Commission booklet on ethics standards and law has been released and Mr.
47 Trefry offered to hold staff training sessions
- 48 • Mr. Trefry serves on the Urban Resources Partnership with Joe Henry and talked
49 briefly about that involvement

50 Acting District Manager Heacock reintroduced assessment planning with a discussion of the three
51 proposals staff developed.

52 Pat Brewington arrived at this point, 6:21 p.m.

53 Discussion followed on the merits of each proposal. Supervisor Lamphear asked for a motion to
54 set an assessment funding level proposal to provide the District full funding and time frame.

55 M/S to set the assessment funding level to provide the District full funding; discussion followed.
56 An amendment was M/S/P to present the public a full funding assessment proposal at \$2.14,
57 incorporating a city/county share of \$0.71, for maximum the 10 years as allowed by law. The
58 original motion to set the assessment funding level was then passed.

59 As directed, Acting District Manager Heacock presented the Board with changes to the
60 reorganization proposal and provided a general overview of the arrangement. Discussion
61 followed with a direction to staff to develop job descriptions for the proposed reorganized
62 management team.

63 As requested by the Board, staff returned with an In-Charge Policy clarifying short and long term
64 absences from the District by the manager. Discussion followed: A consensus of the Board was
65 that an Acting District Manager is to be confirmed by the Board within 15 calendar days of
66 succession under the policy

67 Susan departed at this point, 8:03 p.m.. Discussion continued as to premium pay for the acting
68 manager, the consensus of the Board was that any premium will be determined on a case-by-case
69 basis. Other editorial changes were discussed and agreed to.

70 M/S/P to adopt the Operations Contingency Plan as presented, with revisions relating to
71 confirmation of an Acting District Manager premium pay and editorial changes discussed.

72 The Board then considered the issue of premium pay for the time Steve Heacock has served as
73 Acting District Manager during Jack Davis' absence.

74 M/S/P to award a 15% premium pay increase to the Acting District Manager Heacock's salary,
75 retroactive to the 1st day he assumed the duties of the position, continuing to the date Jack Davis
76 returns to work full time.

77 District Managers Report:

- 78 • Acting Manager Heacock met with staff on clarifying the District's hiring categories
79 and polices.
- 80 • A new Naturescaping brochure was presented for Board review. The Board
81 suggested that a Business Reply card be added with questions which could be used to
82 evaluate the program.

83 Acting District Manager Heacock requested that a brief presentation on a sprinkler system for the
84 Wetlands nursery and a Department of Neighborhoods request to the District be added as action
85 items at a point later in the meeting.

86 NRCS Report- The Joe Report shared four (4) items:

- 87 • EQIP - Applications have been mailed to dairy farmers
- 88 • Farmland Protection Policy Act (FPPA) - NRCS is providing \$1.92 million to local
89 jurisdictions to implement the act
- 90 • Drainage Ditch maintenance - The County, through the Agricultural Commission has
91 put together a group to review the problems facing property owners in securing the
92 proper permits with the possible development of a maintenance standards policy to
93 expedite the procedure
- 94 • EPA Dairy Farm Inspection - The EPA will begin their Dairy Inspection Program in
95 King County, most likely by this fall or early winter

96 Staff reported that the Farmers Loan Fund program is ready once the District finalizes an account
97 agreement with the Bank of Record, Mt. Rainier National Bank, Enumclaw. Staff recommended
98 the Board establish a bank account with Mt. Rainier National Bank and authorize signatories.

99 M/S/P to establish an account with Mt. Rainier National Bank. Authorized signatories are Chair
100 and Sec/Treas of the Board of Supervisors; District manager and his/her designee.

101 In keeping with the Board's directions, Acting District Manager Heacock informed the Board that
102 an employee who had been hired into an un-authorized position will be reclassified into a
103 temporary project position.

104 Acting Manager Heacock reported the farm brochure is being prepared and ready for printing.
105 Staff is requesting the expenditure of no more than \$1,000 for layout costs.

106 M/S/P the expenditure of an amount not to exceed \$1,000 for layout for the farm brochure.

107 The Board returned to the discussion of hiring authority and practices.

108 M/S/P that no more employees will be authorized until all employment issues are resolved, and
109 directed the District Manager to follow Policy and Procedures Manual policy.

110 A water sprinkler system for the Wetland Nursery was discussed; M/S/P approval for a Wetland
111 Nursery water system expenditure of no more than \$1,000.

112 Acting District Manager Steve Heacock informed the Board that the Seattle Department of
113 Neighborhoods has asked the District to act in a broker capacity for tree purchase for their
114 programs. The District has agreed in principal, dependent a 10% overhead fee payable by DON
115 for services rendered. Board approval was requested.

116 M/S/P a motion to authorize the District to enter into an agreement with the Seattle Department of
117 Neighborhoods to act as broker for the purchase of trees with a 10% consideration to the District
118 for providing the service.

119 The Board then discussed revisions to the 1997 budget. The Board directed to staff to prepare a
120 revised Budget for approval and to include a capital account for the purchase of non-consumables
121 and to reclassify the computer and telephone costs to reflect them as capital expenditures.

122 Acting District Manager Heacock reported the District has been offered the services of two (2)
123 volunteers from the King County Youth and Community Services office. Discussion;
124 Supervision would be provided by Steve Heacock, Violette Burger would act as lead. The Board
125 deferred to a management decision on participation.

126 Supervisor Lamphear directed staff to respond to Eric Nelson's offer regarding County input to
127 the strategic plan.

128 The Board discussed its attendance at the scheduled assessment hearings.

- 129
- Hearings will be held from 7:00-8:30 p.m. An open house period will begin at 6:30.
 - 130 • Pat Brewington and Susan Schmoll will attend the Preston hearing
 - 131 • Stephen Lamphear will attend at Auburn
 - 132 • Stephen and Chris Tiffany will attend at Kirkland
 - 133 • Chris Tiffany and Stephen will hear testimony at the Seattle site.
- 134

135 There being no further business before the Board, the meeting adjourned at 10:09 p.m.

Sec/Treas.

Recording Secretary