

KING CONSERVATION DISTRICT

Meeting Minutes

July 1, 1997

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

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

4 **Associate Supervisors:** Matt Livengood

5 **Guests Present:** Ron Shavlik, Catherine Hovanic, Doug Steinbarger, Mike Sellars, Noelle
6 Richards

7 **Staff Present:** Jack Davis, Steve Heacock, Joe Henry, Bob Roberts, Kay Lasco

8 The meeting was called to order at 5:13 p.m. Stephen Lamphear, Chair presided.

9 Supervisor Lamphear welcomed the guests and led introductions of the Board and staff. Mr.
10 Lamphear announced that the meeting schedule will be adjusted with the arrival of Mike Sellars
11 from the Attorney Generals Office for the Executive Session on personnel matters.

12 Agenda Confirmation

13 District Manager Jack Davis requested changes to the agenda as follows:

- 14 • Strike NRCS Report at 7:40 p.m.; reschedule to July 15
15 • Strike District Manager Report at 7:50 p.m.; reschedule to July 15
16 • Supervisor Chris Tiffany requested the addition of a line item to discuss the Coached
17 Farm Planning Class
18 • Staff requested the Financial Report scheduled for 5:20 p.m. be stricken and removed
19 to July 15

20 M/S/P Minutes of June 10th approved as read.

21 The Board discussed the written presentation of meeting motions and directed staff to write lead-
22 in sentences to frame each motion for the sake of clarity. At Board direction, staff will also
23 provide a summary of the motions from the meeting on the last page of the meeting minutes to
24 comply with Conservation Commission requirements.

25 Future Agenda Topics include:

- 26 • Supervisor Lamphear requested staff to provide an update regarding the deferred
27 compensation corrections to the 1990 W-2 forms of employees that received
28 consideration when joining the state retirement system.
- 29 • Staff will develop and present a policy regarding the use of Independent or Contract
30 Employees and Independent or Contract Employee Contracts.

31 The Board discussed changing or retaining the current meeting schedule of the first and second
32 Tuesday of each month ended. Supervisor Lamphear proposed a meeting schedule of the first and
33 third Tuesdays of each month.

34 M/S/P a motion to set a new regular meeting schedule beginning JULY 15 to the first and third
35 Tuesday of each month. The Board directed staff to notify the media and regular attendees to the
36 meetings of the change in meeting day.

37 Steve Heacock reviewed a request for leave without pay from recently hired Farm Planner Kim
38 Marousek. As a condition of accepting employment, Ms. Marousek requested the District grant
39 her leave without pay to participate in a pre-planned vacation; the District agreed, making that
40 agreement part of her Summary of Employment terms. Recognizing the policy requiring Board
41 approval for all leave without pay requests in excess of five (5) days, Mr. Heacock asked the
42 Board to accept the agreement and award the requested leave.

43 M/S/P a motion for the Board to award leave-without-pay to Kim Marousek as agreed to as a
44 condition of employment.

45 Staff advised the Board of the new Washington state travel rates and asked for adoption by
46 reference. A discussion of the mileage rates, specifically for Supervisors, followed; staff was
47 directed to develop a policy incorporating the IRS mileage rules to address the travel rates as paid
48 to Supervisors specifically and all others generally.

49 Catherine Hovanic, Native Plant Society, presented an informative report on the Native Plant
50 Society's Native Plant Stewardship Program and requested Board consideration of in-kind
51 donations to the program. The Board expressed interest and thanked Ms. Hovanic for the
52 presentation.

53 Steve Heacock reintroduced the reorganization discussion with a modified organization chart and
54 an explanation of the proposed reorganized structure and classifications. Discussion followed
55 about the how the classifications were developed and the reasoning for developing the structure
56 and job descriptions.

57 At this time, Jack Davis gave his comments on the plan and offered the Board his services as
58 Operations Manager. Mr. Davis asked that the recruitment process begin for the position of the
59 General Manager as soon as possible.

60 In response, Supervisor Lamphear indicated a decision should be scheduled for the July 15th
61 meeting. The Board will appoint the other new positions at that same meeting.

62 Assistant Attorney General Mike Sellars arrived at this point.

63 *The Board convened to executive session at 6:46 p.m. to discuss personnel matters.*

64 *The Board reconvened to regular session at 7:37 p.m.*

65 No action was taken from the executive session. Information provided by Assistant Attorney
66 General Sellers included an admonition to no longer use the Employee Agreement currently in
67 use and to supersede it with some form of letter of appointment. As a part of the reorganization,
68 all jobs should be re-offered using the new form.

69 Steve Heacock began the review of the draft compensation survey by reporting that the contract
70 with Hulbert and Associates has been terminated, due to a failure by the firm to meet the
71 deadlines, and agreed-to work products. Mr. Heacock set out the salary and classification
72 proposal developed in committee. Supervisors were asked to take the draft proposal under
73 consideration and a final proposal will accompany the reorganization decision at the July 15
74 meeting.

75 Steve Heacock introduced a discussion of the summer temporary positions for the Wetlands
76 Nursery. Discussion followed with a Board direction to staff to develop a companion policy to
77 accompany the request for inclusion of Temporary/Project, Part-time, and Temporary Part-time
78 employees in the classification schedule.

79 As directed, Steve Heacock reported on the progress of retaining a person to write the strategic
80 plan. A staff committee is working with a possible candidate to have a draft plan in place by the
81 end of July.

82 The Board discussed the status of the strategic planning process and identified two (2) issues:
83 what is the time line for completion, and how best to gather comments. The Board directed staff
84 to identify a lead to develop a proposal and procedure of how the strategic plan will look and be
85 compiled for presentation at the July 15th meeting.

86 Supervisor Lamphear reported on a meeting concerning the District assessment with Louise
87 Miller. Also attending were Eric Nelson, Jim Kramer, Nancy Hanson, Steve Heacock and Jack
88 Davis.

89 As an addition to Supervisor Lamphear's report, Jack Davis reported the District's assessment
90 was the topic of a Watershed Forum meeting he attended.

91 The Board continued a discussion of the assessment and possible strategies; a consensus was
92 reached on the importance of cooperator support. Discussion: at Board direction staff will
93 analyze and perform a financial analysis in terms of programs and services provided by
94 assessment funds

95 Supervisor Chris Tiffany initiated a discussion of the Coached Farm Planning Class presented at a
96 prior meeting. Staff was directed to perform an additional analysis and evaluation of the Coached
97 Farm Planning class in conjunction with King County staff, with emphasis on the objective of the
98 grant and the benefits to participants.

99 Jack Davis advised the Board that the City of Redmond requested project assistance using
100 assessment monies.

101 There being no further business before the Board, the meeting adjourned at 10:50 p.m.

Secretary/Treas

Recording Secretary

Index of Meeting Motions

Motion to Approve minutes of June 10

M- Tiffany/S-Brewington/P-Unanimous Minutes of June 10 Approved as read.

Motion to Change Meeting Schedule

M- Tiffany/S-Schmoll/P-Unanimous a motion to set a new meeting schedule beginning July 15th to the first and third Tuesday of each month.

Motion to Award Leave without Pay

M- Tiffany/S-Schmoll/P-Unanimous a motion for the Board to award leave without pay to Kim Marousek agreed to as a condition of employment.