

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

July 15, 1997

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

3 **Supervisors Absent:** Richard Van Dam, Member; Pat Brewington, Member

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

5 **Guests Present:** Noelle Richards, Jill Jensen, John Bitney, Eric Nelson

6 **Staff Present:** Jack Davis, Joe Henry, Kay Lasco

7 The meeting was called to order at 5:09 p.m. Stephen Lamphear, Chair presided.

8 Supervisor Lamphear welcomed the guests and led introductions of the Board, staff, and guests.

9 Agenda Confirmation

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

- 11 • Add presentation of May and June financial statements following presentation of the
12 minutes
- 13 • Delete Training Request and add a report concerning grant requests
- 14 • Delete Reorganization and Hiring Classification Decision due to Executive Session
15 for Personnel Matters.

16 M/S/P Minutes of July 1st approved as revised.

17 The Board reviewed the May and June financial statements. Staff was directed to include time
18 elapse analysis of expense and revenue accounts relative to budget authorization.

19 Due to on-going discussions Supervisor Lamphear suggested the Board consider the need for a
20 special meeting to discuss the assessment; a consensus was reached to discuss the idea as part of
21 the Assessment Discussion.

22 Future Agenda Topics:

- 23 • Report on about the status of the strategic plan
- 24 • Board review of status of Hulbert & Associates contract for compensation study.
- 25 • Presentation on the Dairy Waste Grant application
- 26 John Bitney, representing the group Citizens for Safety and Environment, spoke to the Board
27 about the group's opposition to the Muckleshoot Tribe Amphitheater project. Mr. Bitney detailed
28 various impacts of the project and requested that the Board comment to the lead agency, the BIA,
29 and other participating agencies regarding potential water quality and environmental issues.
- 30 The Board thanked Mr. Bitney for his presentation; staff was directed to review Mr. Bitney's
31 request and draft comments for Board review at the next regular meeting.
- 32 Eric Nelson presented a King County Livestock and Agricultural Commission activity report:
- 33 • Agricultural Survey: King County has selected a consultant and work is scheduled
34 to begin by mid-September. Mr. Nelson requested the survey results and information
35 developed from the King County Agricultural Survey be included in the next District
36 newsletter.
- 37 • Livestock Oversight Committee: The next committee agenda includes a discussion
38 of the enforcement of the King County Livestock Ordinance and the Muckleshoot
39 amphitheater project proposal.
- 40 • Agricultural Commission: Mr. Nelson invited the Board to the next meeting, which
41 features a tour of agricultural production areas.
- 42 • Dairy Mock Inspections: King County is developing an inspection program modeled
43 after established programs to help farmers prepare for the EPA Dairy Inspection
44 Program.
- 45 • Mr. Nelson distributed the new King County brochure *King County Agriculture: Get*
46 *Involved, Stay Involved*.
- 47 The District Manager presented a proposed overtime policy. The Board discussed the mechanics
48 of the proposal and directed staff to return at the August 5th meeting with a policy clarifying the
49 use and authorization of overtime. Staff will also include a policy for payment of overtime as it
50 relates to voluntary and involuntary separation from employment.
- 51 As previously directed, staff presented a revised travel rate policy incorporating the IRS mileage
52 reimbursement rules and Conservation Commission adopted rates. The Board discussed the need
53 to update District policy when using private vehicles when conducting District business and the
54 appropriate rates for travel reimbursement.
- 55 M/S/P a motion to adopt as District policy the travel rate reimbursement schedule for use of
56 personal vehicles issued by the State Conservation Commission, except that \$.05/mile less will be
57 paid for personal preference use of personal vehicles.
- 58 In the interest of time, the Board deferred the Purchase Request item to a future meeting.

The Board's consideration of the District's Special Assessment resumed with a review of issues discussed at the July 1 meeting, including the need to strengthen the King County-District partnership. The Board discussed a number of strategic options and came to a consensus on the need for further discussions with county and member city partners. Supervisor Lamphear suggested holding a Special Meeting on July 29, in order to provide time for those discussions.

M/S/P a motion to hold a Special Meeting on July 29th at 5:00 p.m., at the District office, to consider an Assessment proposal. The staff was directed to provide legal notice.

The District Manager reviewed grant staffing needs and requested the Board to authorize hiring several temporary employees to meet existing obligations. Mr. Davis acknowledged the Board's concerns about prior hiring practices and explained that appropriate administrative changes had been made. He requested the Board to allow the hiring of temporary employees for grant projects.

M/S/P a motion authorizing the District Manager to hire necessary temporary employees.

The District Manager reviewed changes to the proposed Professional Services Contract format. The Board accepted the format with the addition of provisions for record keeping, auditing, legal venue, contract termination, and a non-discrimination clause. Mr. Lamphear presented a contract to use as a model for the additional items. Staff was directed to notify the Board of any contract agreements the District enters into. Staff will also develop an RFQ policy for selecting professional services contractors.

The District Manager presented two grant proposal requests for Board review. Y.E.S. and the Hamm Creek Restoration Project. The Board discussed the merits of each proposal.

- Y.E.S. - Staff was directed to proceed with filing the Y.E.S. application and return at the August meeting with additional information for Board review.
- Hamm Creek Restoration - The Board deferred acceptance of the proposed agreement until revisions are made and approved with legal advice concerning hazardous waste liability and possible delays for permits.

Supervisor Lamphear engaged the Board in a discussion of oversight issues raised during the grant proposal presentation. Staff was directed to establish a grant application process and procedure guideline policy, including Board review and acceptance of all grant applications.

NRCS Monthly Report - Joe Henry, District Conservationist

- EQIP update - the cost share program committee has received and reviewed five (5) applications from King County farmers. Successful applicants will receive federal funds to assist them in conservation implementation plans.
- Ditch Sediment Removal update - Program participants are devising a process to help expedite the permitting process for ditch sediment removal on King County farms.
- URP - The grant review and award process is underway. The first round selection is scheduled for July 21.
- DOE Dairy Inspection - The first scheduled mock inspection was delayed due to scheduling conflicts, there is no immediate re-scheduling planned.

98 District Manager's Report - Jack Davis

- 99 • Mr. Davis reviewed the Conservation Commission's determinations for 1998 grant
100 program allocations.
- 101 • The Department of Ecology Hedgerow Project grant was not re-funded; a Coached
102 Farm Planning Class grant request was not awarded.
- 103 • The Conservation Commission officially confirmed the results of the March
104 Supervisor election.
- 105 • Mr. Davis shared a news article featuring René Skaggs, Farm Planner.
106

107 *The Board convened to executive session at 9:50 p.m. to discuss personnel matters.*

108 *The Board reconvened to regular session at 1:03 a.m.*

109 In accordance with prior Board directions, the District Manager presented a proposed revised
110 salary schedule. Based on internal review of comparable jobs and duties he recommended salary
111 increases for staff classifications Resource Specialist II and Resource Specialist III, retroactive to
112 January 1, 1997. The Board's previous decision to review salaries and the budget set aside for
113 retroactive salary increases was discussed. The District Manager proposed that retroactive
114 increases apply only to current staff and those on approved leave of absence in the two job
115 classes.

116 M/S/P a motion to adopt a revised salary schedule for job classes of Resource Specialist II and
117 Resource Specialist III, retroactive to January 1, 1997, as presented, and to pay resulting
118 retroactive wages from January 1, 1997 to June 30, 1997, to all affected current employees and
119 those on approved leave of absence, other than those paid at an hourly rate, which retroactive
120 payment shall be in a lump sum with the next regular paycheck, according to individual grade and
121 step within grade.

122 There being no further business before the Board, the meeting adjourned at 1:10 a.m.

Secretary/Treas

Recording Secretary

Index of Meeting Motions

Motion to Accept Minutes of July 1st

M-Schmoll/S-Tiffany/P-Unanimous Minutes of July 1st approved as revised.

Motion to change the travel rate reimbursement schedule for personal vehicle use

M-Tiffany/S-Schmoll/P-Unanimous a motion to adopt as District policy the travel rate reimbursement schedule for use of personal vehicles issued by the State Conservation Commission, except that \$.05/mile less will be paid for personal preference use of personal vehicles.

Motion to hold a Special Meeting on July 29th

M-Tiffany/S-Schmoll/P-Unanimous a motion to hold a Special Meeting on July 29th at 5:00 p.m., at the District office, to consider an Assessment proposal. The staff was directed to provide legal notice.

Motion to lift temporary employee hiring freeze

M-Tiffany/S-Schmoll/P-Unanimous a motion authorizing the District Manager to hire necessary temporary employees.

Motion to convene to Executive Session to discuss personnel matters

M-Tiffany/S-Schmoll/P-Unanimous a motion to convene to Executive Session

Motion to award retroactive pay

M/S/P a motion to adopt a revised salary schedule for job classes of Resource Specialist II and Resource Specialist III, retroactive to January 1, 1997, as presented, and to pay resulting retroactive wages from January 1, 1997 to June 30, 1997, to all affected current employees and those on approved leave of absence, other than those paid at an hourly rate, which retroactive payment shall be in a lump sum with the next regular paycheck, according to individual grade and step within grade.

Motion to Adjourn the Meeting

M/S/P to adjourn the meeting.