

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

August 5, 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:** Ted Sullivan

5 **Staff Present:** Jack Davis, Geoff Reed, Josh Monaghan, Kay Lasco

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

7 Agenda Confirmation/Future Agenda Items

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

- 9
- 10 • Add grant approval - Wetlands Nursery
 - 11 • Delete Strategic Plan Update and add a decision regarding the Hulbert contract
 - 12 • Add additional position to Hire Approval Decision
 - 13 • Add a discussion about compensatory time to the Overtime Policy Decision
 - 14 • Move discussion concerning Letters of Support up on the agenda

14 Future Agenda Topics include:

- 15
- Report about the status of the requested review about the Coach Farm Planning Class

16 M/S/P Minutes of July 15th approved with an editorial change.

17 M/S/P Minutes of Special Meeting of July 29th approved as read.

18 Susan Schmoll arrived at this point in the meeting, 5:23 p.m.

19 Jack Davis, District Manager, introduced the Naturescaping grant budget presentation and review.
20 Josh Monaghan, Naturescape Coordinator, presented the Board with the proposed 1998 budget.
21 Discussion: Board reminded staff to bring all grant requests before the Board for review before
22 deciding to approve the project.

23 M/S/P a motion to approve the 1998 Naturescape Project budget and proposal as presented.

24 Geoff Reed presented the Y.E.S. grant program proposal. Discussion: The Board agreed the
25 program fit within District goals.

26 M/S/P a motion to approve the Y.E.S. Program proposal as presented.

27 Jack Davis requested the Board approve the budget for a Washington Conservation Commission
28 Farm Plan Implementation Grant award which will allow adding a farm planner for
29 implementation pursuant to the grant. Discussion: Supervisor Tiffany requested editorial
30 changes to the background statement with Board concurrence.

31 M/S/P a motion to approve the WCC Farm Implementation Grant budget.

32 The Board received background information about the Wetlands Plant Nursery revised budget
33 that included small and large cost items. Discussion: The need to hook-up to Renton water
34 service was revisited and the Board accepted the expenditures presented.

35 A motion was made and seconded to approve expenditures not to exceed \$13,000 for the Wetland
36 Plant Nursery as presented in the memo *Large Expenses for August-December 1997*. Supervisor
37 Schmoll asked for a friendly amendment to add the phrase 'which also reflects small expenses.'
38 The amendment was accepted and the motion then passed unanimously.

39 As previously directed, staff provided the Board with two (2) draft letters for consideration:

- 40 • Rainier Vista Housing: The Board directed staff to gather additional information
41 regarding the use of recreational equipment at the Rainier Vista Housing P-Patch and
42 pursue administrative solution.
- 43 • Muckleshoot Amphitheater: A letter requested by John Bitney expressing
44 environmental concerns about the project will be further revised and reviewed.

45 Spending Approval Decisions

- 46 • Presentation Folder Design: The Board directed staff to return with a set of three (3)
47 or more optional designs for Board review.
- 48 • Jack Davis previewed a proposed tee-shirt design for the Hedgerow project.

49 Geoff Reed proposed that the District purchase design tee-shirts at \$12.00 each as a means of
50 promoting the District.

51 M/S/P a motion to purchase design tee-shirts in a mix of styles and sizes for no more than \$600
52 for Hedgerow Project participants.

53 Jack Davis proposed the Board approve the purchase of a display board for use with
54 Naturescaping and other District presentations to supplement the larger display board currently in
55 use. Discussion: The Featherlite display board was the choice of the Board, based on the
56 recommendation of staff.

57 M/S/P a motion to purchase the Featherlite Tabletop Display board at \$469 plus tax to be paid
58 from the Naturescaping grant budget.

59 Jack Davis submitted a proposal requesting the Board authorize the addition of one new farm
60 plan implementation position with the funding to be provided by the Implementation Grant. He
61 recommends the position be hired as a Resource Technician II category, the same as the current

62 farm plan staffers, not holding supervisory staff. Mr. Davis also proposed hiring a replacement
63 farm planner at the same category level as the previous planner in the position. Discussion: The
64 two farm planners will be hired as Resource Technician II's.

65 M/S/P a motion to authorize the hiring of two (2) Resource Technician II's as described in the
66 hiring proposal.

67 Jack Davis review his proposal to hire the contract receptionist full time into the Clerk Typist
68 category at Level 6, which pays 10.37/hr, plus benefits. The effective hourly rate will be
69 approximately \$13.55/hr, staffing the temporary position currently costs 14.62/hr. Converting to
70 a staff position results in a benefit to the employee and a savings to the District.

71 M/S/P a motion to authorize hiring a Clerk Typist and concurring with the Manager's
72 recommendation to offer the position to Steven Stearns.

73 The Overtime Policy - As previously requested by the Board, Jack Davis submitted a revised
74 overtime policy for Board approval. Discussion: The Board suggested editorial and substantive
75 revisions before accepting the policy proposal.

76 A motion was made and seconded to approve changes to the policy and Procedures Manual as
77 presented by staff. Following discussion Patricia Brewington amended her original motion to
78 include discussed revisions. The motion then passed unanimously.

79 Hulbert Associates - The discussion concerning the cancellation and final payment of the Hulbert
80 Associates contract resumed with a review of the final billing from HAI. The Board instructed
81 the Manager to inform HAI that based on the terms of the contract, the final billing will not be
82 paid.

83 Assessment Workshop - Staff provided the Board with an outline of the program of information
84 and District work programs being prepared for presentation to member cities and the county.
85 Staff was instructed to schedule agenda times at member cities and the county to present the
86 information. The Time frame is now to October; Maple Valley and Covington will be included.

87 Team Training - Jack Davis shared information about a United Way workshop offering training
88 on fundraising techniques for volunteer Boards and staff. Discussion: The Board passed on the
89 program at this time.

90 *The Board convened to executive session at 8:55 p.m. to discuss personnel matters.*
91 *The Board reconvened to regular session at 9:45 p.m.*

92 No action was taken from the discussions held during Executive Session.

93 There being no further business before the Board, the meeting adjourned at 9:46 p.m.

Secretary/Treas

Recording Secretary

Index of Meeting Motions

Motions to approve previous meeting minutes

M-Brewington/S-Tiffany/P-Unanimous Minutes of July 15th approved with an editorial change.

M-Brewington/S-Tiffany/P-Unanimous Minutes of Special Meeting of July 29th approved as read.

Motion to approve Naturescape grant budget

M-Schmoll/S-Brewington/P-Unanimous a motion to approve the 1998 Naturescape Project budget and proposal as presented.

Motion to approve Y.E.S. grant proposal and budget

M-Schmoll/S-Tiffany/P-Unanimous a motion to approve the Y.E.S. Program proposal as presented.

Motion to approve WCC Grant proposal and budget

M-Brewington/S-Tiffany/P-Unanimous a motion to approve the WCC Farm Implementation Grant budget for hiring a Farm Plan Implementer.

Motion to approve Wetlands Plant Nursery expenditures

A motion was made (Tiffany)and seconded (Brewington) to approve expenditures not to exceed \$13,000 for the Wetland Plant Nursery as presented in the Memo *Large Expenses for August-December 1997*. Supervisor Schmoll asked for a friendly amendment to add the phrase 'which also reflects small expenses.' The amendment was accepted and the motion then passed unanimously.

Motion to authorize the purchase of tee shirts for Hedgerow project

M-Tiffany/S-Brewington/P-Unanimous M/S/P a motion to purchase design tee-shirts in a mix of styles and sizes for no more than \$600 for Hedgerow Project participants.

Motion to authorize the purchase of a tabletop display board

M-Tiffany/S-Brewington/P-Unanimous M/S/P a motion to purchase the Featherlite Tabletop Display board at \$469 plus tax to be paid from the Naturescaping grant budget.

Motions to authorize hiring new employees

M-Tiffany/S-Schmoll/P-Unanimous a motion to authorize the hiring of two (2) Resource Technician II's as described in the hiring proposal.

M-Tiffany/S-Schmoll/P-Unanimous a motion to authorize hiring a Clerk Typist and concurring with the Manager's recommendation to offer the position to Steven Stearns.

Motion to adopt policy changes regarding overtime

A motion was made (Brewington) and seconded (Schmoll) to approve changes to the policy and Procedures Manual as presented by staff. Following discussion Patricia Brewington amended her original motion to include discussed revisions. The motion then passed unanimously.

Motion to convene to Executive Session to discuss personnel matters

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

Motion to Adjourn the Meeting

M/S/P to adjourn the meeting.