

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

November 18, 1997

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

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

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

5 **Guests Present:** Nathan Jacobsen, Chris Soderstrom, Steve Evans, Carroll Boone, Eric Nelson

6 **Staff Present:** Steve Heacock, Joe Henry, Lyle Stoltman, Kay Lasco

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

8 Agenda Confirmation: Acting District Manager Steve Heacock requested changes to the agenda
9 as follows:

- 10 • Item #2 WCC Grants
11 – Add discussion of Car Wash program
12 – Update contract language received regarding the Marra Contract
13 – Present an update on the Wetlands Nursery grant award and block grant
14 proposal
15 – Add a presentation about the final revisions for the proposed Hazardous
16 Waste Reduction grant
- 17 • Add a discussion for hiring approval at Item #4
18 • Present a memo requesting purchase approval
19 • Move Personal Services Contract at Item #4 to Executive Session
20 • Add a letter from Farm Planner Kim Marousek to Executive Session discussion items

21 M/S/P Minutes of October 21 accepted with revisions at lines 26 and 57.

22 M/S/P Minutes of November 4 approved as read.

23 Future Agenda Topics:

- 24 • Evaluation of Coached Farm Planning Class

- 25 • Naming of appointee to the Cedar River Council and corresponding issues for other
26 boards and councils
- 27 • Presentation of a grant request review from the Puget Sound Water Quality Action
28 Team
- 29 • Invasive Weed Discussion
- 30 • 1998 Budget Presentation (recurring until adoption)
- 31 • Application process for grant approval

32 Washington Conservation Commission (WCC) Grants:

33 Hazardous Waste Reduction Competitive Grant — Grant writer Chris Soderstrom
34 presented the final draft of the proposal for Board approval. Discussion: The Board
35 agreed that concerns regarding potential liability issues and the need for a detailed budget
36 had been addressed and reached a consensus to go forward with submitting the grant
37 proposal.

38 M/S/P a motion to approve submission of an Agricultural Hazardous Waste Reduction Grant
39 proposal to the Washington Conservation Commission.

40 Urban Partnership Building — Carroll Boone, URP Coordinator, presented a revised
41 draft of a Conservation Commission competitive grant requesting funds to help pay the
42 salaries for URP program staff. Discussion: The Board questioned the effect District
43 funding of the URP program would have on the federal requirements for single year
44 audits to the District. Ms. Boone agreed to research the question with the State Auditor's
45 office before proceeding. The Board also found that the grant request was overly
46 centered on the URP program and did not adequately reflect the District's involvement or
47 contribution.

48 M/S/P a motion to approve submission of a Capacity Building grant proposal to the Washington
49 Conservation Commission, with instructions for specific revisions to clearly reflect the District's
50 leadership role in the proposed grant, and further to coordinate with the Board Chair for signature
51 of the grant application forms.

52 Ms. Boone was instructed to verify District audit liability as it relates to direct oversight of
53 federal programs by the District.

54 Marra Property — Acting District Manager Steve Heacock reviewed the Marra Property
55 contract history and the contract amendment the Board had previously requested. The reworded
56 section addressing District responsibility and liability will be forwarded to the District's liability
57 carrier for additional review.

58 Wetland Plant Nursery: Regional Water Quality Block Grant — Acting District Manager
59 Heacock discussed this proposal for additional funding for the Wetlands Plant Nursery. The
60 County has awarded a lower than expected grant amount. Discussion: Staff will return at the
61 next Board meeting with a refined budget proposal.

62 Car Wash — The budget presented reflects a higher District match expectation.
63 Discussion: Staff was directed to report on the complete scope of the grant; What we plan to do,
64 how we expect to do it, and how long the grant will run.

65 At this time, the Board altered the agenda with the following actions:

- 66 • Moving the Assessment Discussion to follow the Grant item
- 67 • Moving the Executive Session up to follow the Assessment discussion
- 68 • Moving the Policy Manual items to the final position on the agenda

69 Assessment Update: Dates and times set by the King County Council for the assessment hearings
70 were discussed. The November 7 draft of Ordinance 97-666 was discussed. The Board
71 expressed concerns regarding the process and factors governing a possible outcome.

72 *The Board convened to executive session at 7:45 p.m. to discuss personnel matters.*

73 *The Board reconvened to regular session at 9:53 p.m.*

74 As a result of the Executive Session, the Board moved forward with four (4) actions:

75 1. The Board discussed their actions of the November 4th meeting.

76 M/S/P to clarify the language around the motion of November 4th dismissing the District
77 Manager and the negotiated settlement and events that followed. Subsequent to the November
78 4th action, the Chair spoke with the District Manager's attorney about certain issues pertaining to
79 the dismissal. The Chair then polled the Supervisors in attendance at that meeting and asked for
80 their agreement to offer the dismissed District Manager a fifteen (15) day paid administrative
81 leave, and further to extend an offer of an open position with the District. The three (3)
82 Supervisors in attendance agreed to extend fifteen (15) days of salary, and the offer of a position
83 as a Project Specialist I, Step 6. The Chair communicated the results of his discussions with the
84 others to the dismissed District Manager's attorney, who then accepted the terms of the
85 agreement.

86 2. In the matter regarding the request of former employee Kim Marousek for certain leave
87 benefits consequent to termination from the District employment after five (5) months: The
88 Board agreed there is no policy in place governing payment of accrued leave prior to completion
89 of the six month probationary period, and agree it would be fair and equitable to pay Ms.
90 Marousek for accrued leave per her request.

91 M/S/P a motion that due to a lack of specific language in the Policy and Procedures Manual
92 pertaining to the use and cashing out of leave if an employee terminates from District
93 employment prior to completion of the six month probationary period, Kim Marousek receive
94 payment for leave accrued during her five (5) months of employment.

95 3. The Board addressed the rescinded personal services contract between Alayne Blickle and the
96 District for the Model Horse Farm program. The Board reviewed the contract for a lack of

97 management authority to enter into the agreement and a lack of budget approval. Discussion:
98 The Board restated their commitment to the program and to working with Ms. Blickle.

99 M/S/P a motion to continue funding the Model Horse Farm Program until a presentation is given
100 by staff from which the Board can decide whether to continue funding the program in the 1998
101 budget and further to authorize the creation of a position as a Project Specialist II, Step 3 to
102 provide working direction to the program.

103 Discussion: Staff was instructed to offer the position to Ms. Blickle and was also instructed to
104 develop a budget and program proposal for the Model Horse Farm program. The program work
105 invoiced to date under the void contract with Ms. Blickle will be paid.

106 M/S/P a motion to pay the amount invoiced to date for work and services performed under the
107 voided personal services contract between Alayne Blickle and the District.

108 4. The Board discussed the appointment of an Interim District Manager with Nathan Jacobsen.
109 The discussion resulted in an agreement for Mr. Jacobsen to accept the position of Interim
110 District Manager and authorizing the Chair to enter into negotiations to establish the terms and
111 conditions of a contract. The agreement includes terms that the contract will extend no longer
112 than ninety (90) days, at a salary equivalent to \$50,000 per year, with a provision of benefits the
113 same to those normally provided by District policy.

114 Policy Manual: Supervisor Lamphear led a presentation of the proposed changes to District
115 policies in response to the audit findings and an ongoing review process to update the policy
116 manual. Discussion: Staff was directed to develop procedures for addressing cases of
117 harassment; replace all references of a "District Manager" to "District Executive, however
118 named," introduce preliminary language to address the use and award of personal services
119 contracts. Editorial changes were discussed and agreed upon.

120 M/S/P a motion to approve the proposed changes to the Policy and Procedures Manual as revised.

121 Discussion: As a subset of the policy changes, staff requested authority to purchase a fireproof
122 locking cabinet in order to safeguard important District information and documents.

123 M/S/P a motion to authorize staff to purchase a fireproof-cabinet for no more than \$319.99, plus
124 tax as requested by memo, dated October 30, 1997.

125 The Board restated a request to receive timely and pertinent information about the payment of
126 expenses. Discussion: Staff was instructed to prepare a check process and report format for the
127 next meeting.

128 M/S/P a motion for staff to develop a report and format for use in reviewing and approving
129 District payments made by check.

130 Announcements:

- 131 • Acting Manager Heacock provided information about the pre-purchase of plant stock
132 for use in District projects planned for next spring. The plant materials will be stored
133 at the nursery site on Grady Way.
- 134 • Supervisors Lamphear and Tiffany will be attending the WACD Annual meeting in
135 Spokane November 30-December 3. The meeting regularly scheduled for December
136 2 will be rescheduled to accommodate the planned absences.
- 137 M/S/P a motion to reschedule the regular Board Meeting of December 2 to December 9.
- 138 There being no further business before the Board, the meeting adjourned at 12:12 p.m.

Secretary/Treas

Recording Secretary

Index of Meeting Motions

Motion to approve previous meeting minutes

M-Tiffany/S-Schmoll/P-Unanimous Minutes of October 21 with revisions at lines 26 and 57.

M-Schmoll/S-Brewington/P Unanimous Minutes of November 4 approved as read.

Motion to submit grant proposals and applications

M-Schmoll/S-Tiffany/P-Unanimous a motion to approve submission of an Agricultural Hazardous Waste Reduction Grant proposal to the Washington Conservation Commission..

M-Schmoll/S-Tiffany/P-Majority a motion to approve submission of a Capacity Building grant proposal to the Washington Conservation Commission, with instructions for specific revisions to clearly reflect the District's leadership role in the proposed grant, and further to coordinate with the Board Chair for signature of the grant application forms. Majority-Yes/Abstain-Lamphear.

Motion to clarify a previous action

M-Schmoll/S-Tiffany/P-Unanimous to clarify the language around the motion of November 4th dismissing the District Manager and the negotiated settlement and events that followed. Subsequent to the November 4th action, the Chair spoke with the District Manager's attorney about certain issues pertaining to the dismissal. The Chair then polled the Supervisors in attendance at that meeting and asked for their agreement to offer the dismissed District Manager a fifteen (15) day paid administrative leave, and further to extend an offer of an open position with the District. The three (3) Supervisors in attendance agreed to extend fifteen (15) days of salary, and the offer of a position as a Project Specialist I, Step 6. The Chair communicated the results of his discussions with the others to the dismissed District's Manager attorney, who then accepted the terms of the agreement.

Motion to award payment for accrued benefits

M-Tiffany/S-Brewington/P-Unanimous a motion that due to a lack of specific language in the Policy and Procedures Manual pertaining to the use and cashing out of leave if an employee terminates from District employment prior to completion of the six month probationary period, Kim Marousek receive payment for leave accrued during her five (5) months of employment.

Motion to continue funding the Model Horse Farm program and establishing a staff position

M-Brewington/S-Schmoll/P-Unanimous a motion to continue funding the Model Horse Farm Program until a presentation is given by staff from which the Board can decide whether to continue funding the program in the 1998 budget and further to authorize the creation of a position as a Project Specialist II, Step 3 to provide working direction to the program.

Motion to pay Model Horse Farm expenses

M-Tiffany/S-Brewington/P-Unanimous a motion to pay the amount invoiced to date for work and services performed under the voided personal services contract between Alayne Blickle and the District.

Motion to approve policy changes and additions

M-Tiffany/S-Brewington/P-Unanimous a motion to approve the proposed changes to the Policy and Procedures Manual as revised.

Motion to authorize purchase

M-Tiffany/S-Brewington/P-Unanimous a motion to authorize staff to purchase a fireproof cabinet for no more than \$319.99, plus tax, as requested by memo, dated October 30, 1997.

Motion to formalize the method of reporting expenditures made by check

M-Tiffany/S-Schmoll/P-Unanimous a motion for staff to develop a report and format for use in reviewing and approving District payments made by check.

Motion to reschedule the meeting

M-Schmoll/S-Brewington/P-Unanimous a motion to reschedule the regular Board Meeting of December 2 to December 9.

Motion to adjourn the meeting

M-Tiffany/S-Schmoll/P-Unanimous motion to adjourn the meeting.