

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

December 9, 1997

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

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

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

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8 **Guests Present:** Patricia Cosgrove, Eric Nelson, Boone Barker

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10 **Staff Present:** Nathan Jacobsen, Steve Heacock, Lyle Stoltman, Roseanne Roller

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

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14 Agenda Confirmation: The Board agreed to changes in the agenda as follows:

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16 -Add personnel matters as a topic under the Executive Session
17 -Add Bids for Printing Small Farms Brochure under Item #2
18 -Add Disciplinary Policy under Item #3
19 -Strike Policy Manual Revisions - Preview under Item #3
20 -Strike Proposed Changes to Health Care Contributions under Item #5
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22 M/S/P a motion to approve Minutes of November 18, 1997.

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24 No future agenda items were discussed.

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26 Associate Supervisor Ted Sullivan asked for clarification for what reasons the Board of
27 Supervisors may call for an executive session and who is legally entitled to attend.

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29 *The Board convened to executive session at 5:30 p.m. to discuss potential litigation and*
30 *personnel matters.*

31 *The Board reconvened to regular session at 6:40 p.m.*
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33 Stephen Lamphear, Chair, briefed the Board on the status of the assessment request and
34 announced that the public hearing at the County Council Chambers will start at 1:30 p.m. on
35 December 15, 1997. There was some discussion as to when the assessment discussion would

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37 be on the agenda. Eric Nelson advised all attendees to be at the Hearing starting at 1:30 p.m.
38 Matt Livengood, Associate Supervisor, voiced his opinion about the assessment.

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40 M/S/P a motion to authorize the Chair to testify for the Board before the King County
41 Council regarding the assessment on December 15, 1997.

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Grant Proposals:

-Printing Bids for the Small Farms Brochure- Roseanne Roller presented three bids. The Board had several questions and the Interim Manager requested that this issue be tabled until the information requested could be obtained. Eric Nelson advised the Board that the King County Agricultural Commission has allotted \$2,500.00 from their budget to be used for the printing of the brochure. Once the printing is completed, the District needs to request the payment. The Board thanked the Commission for their contribution.

-Naturescaping- No board action was required to revise the Naturescaping budget as the proposed revisions did not require a change to the 1997 District Budget. The Board thanked the staff for bringing this matter to their attention and advised them that in the future they need only include this type of issue as an “information only” item in the packet that is sent to the Board for review prior to the next Board meeting.

-Wetland Plant Cooperative- Staff requested approval to proceed with applying for a grant from the Environmental Protection Agency to partially fund the Wetland Plant Cooperative. The Board voiced concerns about whether the stated objective of job training, within the proposal, meets the District’s goals. Staff requested additional time to evaluate the proposal and to present it again at the next Board meeting. The Board advised the Interim Manager that they approved of the format of presenting proposals and asked him to add a section in the format on how a proposal specifically meets the District’s Strategic Plan.

The Board reviewed a Whistleblower Policy previously submitted by staff and recommended by the State Auditor.

M/S/P a motion to adopt the Whistleblower Policy as presented.

The Board reviewed a proposed revision to the Sick Leave Policy allowing the Manager to develop a procedure to better account for use of sick leave by employees.

M/S/P a motion to revise the Sick Leave Policy as presented.

The proposed Disciplinary Policy was taken under advisement to be acted upon at a later date.

Chris Tiffany, Sec/Treas reported on the State Auditor’s Exit Conference which she and Stephen Lamphear, Chair attended on November 19, 1997. The District received a “clean” audit with some recommendations for improvement from the State Auditor. She reported that Mark Rapozo, Audit Manager, is reviewing the status of Puget Sound Urban Resources Partnership Program (PSURP) with the State Attorney General and will advise the District on what accounting procedures may be required in the future. For the short term, he advised the District to begin to recover the costs of being the fiscal agent for the program. Chris further advised the Board that if the District begins to pay a portion of the salary of the program coordinator, the District may be required to perform an annual audit which will cost the

87 District \$10,000 to \$15,000. On a final note, staff was directed to draft a policy to present to
88 the Board how bank reconciliations will be reviewed as recommended by the Auditor.

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90 The draft 1998 budget was presented by the Staff.

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92 *The Board convened to executive session at 8:25 p.m. to discuss personnel matters.*
93 *The Board reconvened to regular session at 8:53 p.m.*

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95 The Board reviewed the recommendation of the Interim District Manager to dismiss the
96 Business Manager, a probationary employee.

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98 M/S/P a motion to dismiss the Business Manager from employment effective immediately,
99 written notice of which she received, providing for a 15 day appeal process during which she
100 shall receive pay.

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102 Staff was instructed to provide all notification required by law, including COBRA.

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104 There being no further business before the Board, the meeting adjourned at 8:54 p.m.

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107 ~~Secretary/Treas~~ _____ ~~Recording Secretary~~ _____

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109 **Index of Motions**

110

111 M/S/P a motion to approve Minutes of November 18, 1997.

112

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114 Council regarding the assessment on December 15, 1997.

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