

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

February 17, 1998

Supervisors Present: Stephen Lamphear, Chair; Susan Schmoll, Member; Chris Tiffany, Sec/Treasurer; Pat Brewington, Member

Supervisors Absent: Richard Van Dam , Vice Chair

Guests Present: Matt Livengood.

Staff Present: Nathan Jacobsen, Lyle Stoltman, Steve Heacock.

NRCS Present: Joe Henry

The meeting was called to order at 5:08 p.m. Stephen Lamphear, Chair presided.

Lyle Stoltman introduced Steve Bury, new staff member.

It was announced the Board would hold an Executive session to discuss actual and potential litigation, and that no action would be taken in open session on this matter. Additionally, discussion of continued employment of the interim manager, which will then be taken up in the open session.

The Board convened to executive session at 5:13 p.m.

The board reconvened to regular session at 5:50 p.m.

Agenda Confirmation: The Board agreed to change the agenda as follows:

- Addition of the interim manager contract re-negotiation action to take place after the Public Comment.

The meeting was opened to Item 1, minutes for January 20, 1998.

M/S a motion to accept the minutes, with one minor change from page 3, line 98, 99 to read:

M/S/P a motion to ratify check numbers 3920-3960 totaling \$76,188.23 for the period dating 1/7/98 to 1/20/98 for payment of the obligations of the District.

M/S/P to accept the change to the 1/20/98 minutes.

A discussion ensued regarding the detail of the meeting minutes, the responsibilities of the Secretary/Treasurer for keeping the minutes and the timeliness of the minutes for review by the Board of Supervisors. Supervisor Tiffany reiterated the procedure she was expecting other Supervisors to use when reviewing and commenting on the minutes.

M/S/P a motion to table approval of the minutes of 1/20/98 to the March 3rd Board Meeting with suggested language changes to be provided in writing to the Secretary/Treasurer.

The minutes of February 3, 1998 were reviewed. Supervisor Brewington recommended editorial changes on line 65 to read: "some progress had been made" instead of "no progress" and add "with the possibility of using a consultant to assist the committee." after the end of the last sentence. The Secretary/Treasurer accepted these changes.

M/S/P a motion to approve the minutes of 2/3/98.

Future Agenda Topics were suggested by Supervisor Tiffany to include: a recommendation for a committee to be formed for the required internal audit; an RFP (Request for Proposal) process/policy to be developed for hiring contract personnel.

Nathan Jacobsen asked that the Board of Supervisors review the enclosed Information Grant Proposal for action at the March 3rd Board Meeting.

The meeting was opened up for public comment. No comments were made.

Chairman Lamphear reported on negotiations to extend the employment contract with Nathan Jacobsen for Manager Services. He recommended the Board agree to a 60 day contract extension including additional terms of: a carry-over of unused leave; two days additional leave per month for a total of four additional days; a guaranteed five-day block of leave in April to coincide with school spring break using either accumulated leave or leave without pay; benefits to remain, unaltered. The Board of Supervisors agreed to develop a schedule for permanent filling of the District Manager position.

M/S/P a motion authorizing the Chair execute a contract amendment with the Interim Manager, as negotiated.

Chairman Lamphear deferred the discussion of the Annual Work Plan to the Interim Manager.

Nathan Jacobsen introduced the 1998 Work Plan as a draft document, explaining the five major program levels and project details. Nathan requested that the Board of Supervisors provide their comments for major changes prior to the distribution of the draft to the public for their input. A lengthy discussion ensued regarding project level possibilities. Supervisor Brewington recommended a possible project assisting forest/wood-lot owners with planning issues. Chairman Lamphear informed the group that the KCD Board of Supervisors was invited to be an ex-officio member of the King County Forestry Commission, and that this may be an opportunity to provide input to the District regarding possibilities for future projects and programs in forestry. Supervisor Schmoll, Work Plan Committee Chair, suggested that any new projects should be at a pilot-level and reminded the group that the Work Plan is still in draft form, and that there will be opportunities for minor program and project changes prior to the final Work Plan adoption. Chairman Lamphear asked for a motion from the Board to hold a public hearing on the 1998 Work Plan by March 3rd, as the Conservation Commission requires Work Plan completion from all Conservation Districts by April 1st.

M/S/P a motion to hold a public hearing pursuant to RCW 89.08.220(7) on March 3rd at 5:00 at the King County DDES Hearing Room for the purposes of collecting public

comment on the KCD 1998 Draft Work Plan, with notification and news releases to the general public and distribution to KCD stakeholders.

Interim manager Nathan Jacobsen introduced the final contract for the Conservation Commission Grant for Dairy Implementation to the Board of Supervisors for final approval.

M/S/P a motion authorizing the Chair to accept and sign the Dairy Implementation grant contract, as presented.

Chairman Lamphear introduced a policy and procedure discussion regarding Municipal and Watershed grants for 1998. A discussion occurred with concerns from all Board of Supervisor members regarding land purchase possibilities by the watershed forums and cities, and the liability, maintenance, management and ownership issues that would be involved. Supervisor Tiffany also mentioned that many studies have been proposed for funding, and that the State RCW requires that any District funded studies must include Federal and State agency involvement. The Assessment ordinance also requires that all Municipal and watershed projects and activities must meet the objectives of the District. Chairman Lamphear recommended that the legislative bodies of each member city and the chair of each watershed forum would be the proper signatory for project approval decisions. Additionally, the District management team should be responsible for approval of Municipal and Watershed grant requests, with an appeal process available through the Board. The staff was directed to prepare draft grant request forms for Board approval, which, along with a draft policy, would then be distributed to the Municipal legislative bodies and Watershed forums for comment. Final form approval for the KCD Board of Supervisors would then occur by April 1st, 1998.

Nathan Jacobsen informed the Board of Supervisors that the Board Retreat has been scheduled for February 28th from 9:00 A M to 3:00 P M at the Silver Cloud Inn, Stratus Room. Stu Trefry Area Representative for the Conservation Commission will facilitate the meeting. Lunch will be provided. The retreat will be announced to the public, but no District business will be conducted.

The Treasurers Report was presented by the Interim manager

M/S/P a motion to ratify check numbers 4007 - 4015 totaling \$3,452.35 for the period dating 2/6/98 to 2/17/98 for the payment of obligations of the District.

Joe Henry, District Conservationist provided the Board of Supervisors with the February NRCS report. He reported a new chief to NRCS, Perlie Reed; new EQUIP and WHIP program updates; Keller's stream pipe crossing approval; Governor and NRCS Engineering manual agreement; EPA dairy inspection update notes one letter of warning out of three inspections.

Committee Reports were introduced by the Interim Manager. The Election Committee Chair, Supervisor Schmoll, reported that the election stations are all lined up. Carnation Farms station will be in the business office; the next step will be to look for volunteers to staff the polling stations.

Supervisor Brewington reported that the District Manager Search Committee has interviewed several Management Consulting firms over the phone and is awaiting acknowledgment from

104 several others regarding possible search assistance. The committee hopes to commence
105 interviews next week.

106 **M/S/P a motion to authorize the Executive Search Committee Chair to incur costs for**
107 **consultant services not to exceed \$750.00.**

108 There being no further business before the Board, the meeting adjourned at 7:17 p.m.

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111 Authorized Signature, Title Date

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113 **Index of Motions**

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