

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

August 18, 1998

1 **Supervisors Present:** Susan Schmoll, Chair Pat Brewington, Vice-Chair, Chris Tiffany,  
2 Secretary-Treasurer, Kim Marousek, Member.

3 **Guests Present:** Patrick Curry

4 **Staff Present:** Lyle Stoltman, Steve Heacock, Sandi Krenkel, Geoff Reed

5 **NRCS:** Joe Henry, District Conservationist

6 The meeting was called to order at 5:14 p.m. Susan Schmoll, Chair presided.

7 **Agenda Confirmation/ Guest Introduction:**

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9 **Public Comment:** none

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11 Schmoll said that the Board wanted to meet with staff to maybe brainstorm and get input from  
12 staff facing issues and also to come up with ideas for a plan of action.

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14 At this point Krenkel was asked to explain the budget. She said that she had been looking at the  
15 1996 budget and noticed that the final line stated there was \$580,000.00 in it. She also noticed  
16 that there was nothing really going out. She continued to say that the amount of assessment  
17 owed to Cities equals approximately \$512,642.74 . We owe a total of approx. \$575,000.00. Of  
18 that around \$30,000.00 could be taken off for the Hylebos Creek project.

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20 It was asked how it happened and Krenkel said that revenues were budgeted and expenditures  
21 were not and the money got spent.

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23 At this point (5:40pm) Mr. Patrick Curry entered the room.

24

25 At this point there was a discussion about restricted funds versus unrestricted funds. Curry then  
26 asked about funding sources and whether it was stable or not. Schmoll stated that there wasn't  
27 stable funding before the assessment. Currently we are starting to collect the first of three years  
28 assessment money.

29

30 After additional discussion about the assessment amounts, accounting, and the need for keeping  
31 better receipts and documentation, Tiffany stated that there is a need to come up with a plan to  
32 pay back the money, possibly over the next few years with assessment money and basically  
33 running the District by grant funding only. But before a plan is developed we need to find out  
34 exactly how much is owed.

35

36 Tiffany went on to say that the District will have to go to the County & if we cant fix problem  
37 they may not be able to fund us. She went on to state that we are looking at putting staff on  
38 grants and to stop using assessment at this time until we find out exactly how much is owed - the  
39 district could be in deep hole and she feels uncomfortable discussing it too much.

40

41 Marousek asked how the City work was tracked. Heacock explained that the cities were visited  
42 and a contract was written. At some point the city would sign it. Usually a city staff person was  
43 designated to work on it. Then it was signed by our Chair and the Mayor of that city.

44

45 Marousek asked if a budget was then developed and Heacock said "not really". Krenkel then  
46 asked how did you know if you used up the money. She went on to say that the problem with  
47 these contracts is that there is no footnote disclosures on budgets, Rappozzo needs to see it in an  
48 format that can be audited. What is relevant is when was the work done?

49

50 Krenkel stated the need for documentation to decrease the \$512,000.00. Heacock explained that  
51 there was documentation for the Federal Way & Peters Creek Projects.

52

53 Krenkel then asked about the other projects that were done. Heacock stated that most others have  
54 been their own projects and they want money for maybe 10-12 other projects.

55

56 Schmoll suggested that we need to capture the money that those other cities haven't requested.  
57 To which Marousek stated that it has already been spent by us on whatever projects.

58

59 Reed questioned if the cities were suppose to come to us first. Marousek then wondered jokingly  
60 if we could say if you don't request it then "tough". Heacock said that then all cities would

61 want their money. Tiffany said it was not unlike the City of Renton who requested their money  
62 in December. We were suppose to hold in trust.

63

64 Tiffany then asked who was responsible for what and what was to be achieved tonight. Schmoll  
65 said it was to let the senior staff know what is going on and to get ideas on what to do. This is a  
66 work session to gather and give information. Curry stepped in to say that this is about position  
67 control. There is a need to budget and follow closely. More control is needed on activities.

68

69 Curry asked how this organization is responding to stated mission statement and objectives.  
70 Heacock replied that we are probably not meeting them. Tiffany stated that we were not misled  
71 by an outside group.

72

73 Krenkel leaves meeting at 6:40 because of a prior engagement.

74

75 Curry told the group that written work plans are definitely necessary. Staff , supervisors, and  
76 Board should update weekly.

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78 Curry added that we need to develop plan to talk and get organization together, in mean time try  
79 to come up with ideas to come up with more money. He wondered if there were contract  
80 opportunities.

81

82 Indirect costs in grants i.e. financial officer, director, overhead, etc.

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84 Curry suggested to use contracted labor instead of FTEs. Also professional service work. He  
85 continued to say that we should put money into CDs so funds are not as easy to get a hold of.

86

87 Marousek asked if he has helped other agencies such as ours. Curry explained that it is all done  
88 by budgeting and coming up with other ways to find funding. Curry suggested that the district do  
89 an asset inventory and hire a marketer to sell services because there are no overhead costs and  
90 staff time will not be used to market. Tiffany pointed out problem arises because there is no  
91 funds to hire marketer. Curry suggested the use of indirect costs.

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93 The discussion then turned to the topic of donations and whether it is in the charter. Also  
94 discussed were possible sources of donations.

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96 **Future Agenda Topics:** none

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98 **Old Business:** none

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101 Being no old business presented, the meeting adjourned at 7:20 PM.

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## **Summary of Motions and Resolutions**

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106 none

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