

KING CONSERVATION DISTRICT

Board of Supervisors Working Meeting

Meeting Minutes

October 13, 1998

1 **Supervisors Present:** Susan Schmoll, Chair; Kim Marousek, Member; Chris Tiffany, Member;
2 Brooke Barrett, Member

3 **Guests Present:** John Lombard, King County; Stu Trefry, WA Conservation Commission

4 **Staff Present:** Sandi Krenkel, Steve Heacock, Geoff Reed, Rick Blanke

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

6 The meeting was called to order at 5:06 p.m. Susan Schmoll, Chair presided.

7 **Additions to Agenda:**

8 The following items were added to the Agenda: a possible resolution regarding deannexation of
9 municipalities from a conservation district for submittal to the WACD, review of the
10 Memorandum of Understanding with the Snohomish Conservation District regarding the
11 proposed Hedgerow Grant, and a report from the Board's Budget Committee on the 1999 budget
12

13 **Public Comment:**

14 Stu Trefry said that WACD was looking for a site for a signing ceremony on October 19 or 21
15 for the initiation of the Conservation Reserve Enhancement Program. WACD is looking for a
16 riverine site in close proximity to Seattle. Washington State Governor Gary Locke and officials
17 from the U. S. Department of Agriculture are expected to attend.
18

19 **Executive Session:**

20 Susan Schmoll, Chair, called for an Executive Session at 5:10 p.m. She reconvened the regular
21 meeting at 5:50 p.m.
22

23 **Business Out of Executive Session:**

24 Chris Tiffany moved that, due to the District's budgetary constraints and also due to her grant
25 being completed, that Acting Manager Steve Heacock be directed to provide Farah Syed with a
26 30 day notice for termination of employment on October 14, 1998 as stipulated in the District's
27 Policy and Procedures Manual. Kim Marousek seconded the motion. There was no further
28 discussion. The motion passed unanimously.
29

30 Chris Tiffany moved that, due to the District's budgetary constraints and also due to her work
31 with the District being completed, that Acting Manager Steve Heacock be directed to provide
32 Carroll Boone with a 30 day notice for termination of employment on October 14, 1998 as
33 stipulated in the District's Policy and Procedures Manual. Kim Marousek seconded the motion.
34 There was no further discussion. The motion passed unanimously.
35

36 Chris Tiffany moved that the position of Financial Officer be placed in the District's Policy and
37 Procedures Manual by the date of the next regular Board meeting and that a position description

38 and salary range be developed for this position. Kim Marousek seconded the motion. There was
39 no further discussion. The motion passed unanimously.

40

41 **September 22 Board of Supervisors Meeting Minutes:**

42 Chris Tiffany moved for the approval of the minutes as submitted. Kim Marousek seconded the
43 motion. There was no further discussion. The motion passed unanimously.

44

45 **1998 Municipal and Watershed Grant Policy:**

46 Chris Tiffany presented draft Resolution 98-16, which modified items 1, 3, and 5 of draft
47 Resolution 98-08. There was a discussion on the issue of using Watershed funds for the purpose
48 of purchasing active versus passive recreational properties. Chris Tiffany will add language to
49 item 3 of draft Resolution 98-16 to preclude the use of these funds for the purchase of lands for
50 only the purpose of active recreation. Chris Tiffany moved that draft Resolution 98-16, A
51 Resolution of the Board of Supervisors of the King Conservation District Amending the District
52 Policy for Noncompetitive Grant Awards Under the District's Special Assessment be approved
53 pending the addition of the language discussed for item 3. Kim Marousek seconded the motion.
54 There was no further discussion. The motion passed unanimously.

55

56 **Budget Committee:**

57 Chris Tiffany presented a report from the Board's Budget Committee. Members include Sandi
58 Krenkel, Chris Tiffany, Kim Marousek, Steve Heacock, and Lyle Stoltman. The committee met
59 on September 28, defined the methodology to be used for developing the 1999 budget, and
60 discussed the scope of the budget. The proposed date for the draft budget to be submitted to the
61 Board is the November 17 meeting, with a final budget to be ready for the December 15 meeting.
62 John Lombard indicated that King County Council's Budget Committee will probably want to
63 see the KCD's 1999 budget before the planned adoption at the December 15 meeting, to
64 determine the District's intentions for resolving its current financial difficulties.

65

66 **Mail Policy:**

67 Sandi Krenkel reported that the District's handling of money incoming from the U. S. mail do
68 not meet the requirements of the Washington State Auditor's regulations. Sandi Krenkel
69 proposed that the person sorting and opening the mail first remove any money, write a receipt
70 from the Washington Conservation Commission receipt book, give the receipt to the addressee,
71 and give the money to the Financial Officer. There was additional discussion to have the person
72 distributing the mail also Date/Stamp Received all mail not marked as personal or confidential.
73 Brooke Barrett moved that the Mail Policy as amended by having the mail Date/Stamp Received
74 be approved and added to the District Policy and Procedures Manual. Chris Tiffany seconded
75 the motion. After additional discussion, Brooke Barrett's motion was passed unanimously.

76

77 **Memorandum of Understanding with Snohomish Conservation District:**

78 Geoff Reed presented the complete Department of Ecology contract and Attachment 'A' for the
79 MOU with Snohomish County regarding the Hedgerow Grant. After discussion, Chris Tiffany
80 moved that the Chair, upon amending of the MOU to reflect that either party may terminate the
81 MOU without cause with 30 day written notice, be authorized to sign the MOU. Brooke Barrett
82 seconded the motion. There was no additional discussion. The motion was passed unanimously.

83

84 **Treasurer's Report:**

85 Chris Tiffany presented the Treasurer's Report. Repayment of the Farm Loan is to begin in June
86 1999 after Sandi Krenkel was able to negotiate an extension for beginning repayment. Health
87 care premiums will increase approximately 11% on January 1, 1999. Chris Tiffany moved that
88 the Board ratify those checks issued to pay current salaries and obligations. Kim Marousek
89 seconded the motion. There was no additional discussion. The motion was passed unanimously.
90 The Washington Government Entity Pool has been advanced money by the District and the
91 District is receiving interest. Sandi Krenkel will closed the old U. S. Bank checking account at
92 the beginning of 1999 and move any remaining funds to the Seafirst checking account. Sandi
93 Krenkel explained that the U. S. Forest Service (USFS) has stated, in written correspondence,
94 that it will not send the District any reimbursement of URP funds pending resolution of the URP
95 auditing issue. USFS owes the District additional money as its share of the URP coordinator's
96 salary. Sandi Krenkel said that the District did not have sufficient funds available from the
97 assessment funding to reimburse grantees expecting payment through USFS grants. Chris
98 Tiffany moved for the Board to direct the Financial Officer to withhold payments to URP
99 projects funded by USFS moneys pending the release of that money due to the District by the
100 USFS. Kim Marousek seconded the motion. There was no further discussion. The motion passed
101 unanimously.

102
103 **Deannexation:**

104 Steve Heacock submitted proposed Resolution 98-17, for the Washington Association of
105 Conservation Districts to work out a method for cities to deannex themselves from conservation
106 districts. Stu Trefrey said that the WACD was currently working on the issue. After discussion,
107 the language of proposed Resolution 98-17 was modified. Chris Tiffany moved that proposed
108 Resolution 98-17, as amended by discussion, be passed by the Board and forwarded to the
109 WACD. Kim Marousek seconded the motion. There was no further discussion. The motion
110 passed unanimously.

111
112 **Manager's Report:**

113 Steve Heacock, Acting Manager, presented the Manager's Report. District staff and management
114 personnel will make 3 presentations at the Society for Ecological Restoration annual meeting in
115 Tacoma, Washington. The annual District banquet will be held on the night of October 22, 1998.
116 The District and NRCS received an emergency request for technical assistance from King
117 County's Department of Development and Environmental Services for assistance with a
118 landowner project to be implemented under DDES' Fish and Ditch Program. Steve Heacock and
119 Jack Smith (NRCS) responded to the request. The cities of North Bend and Snoqualmie have
120 prepared the appropriate paperwork for joining the District; they need to file the papers with the
121 Washington Conservation Commission and pay the \$5.00 fee to become members. Stu Trefrey
122 said that one of the cities (Snoqualmie) had already done so. Steve Heacock reported that he had
123 begun making telephone contact with member cities to confirm the District performing projects
124 or providing services in the past as part of the cities' share of the assessment funds. The Board
125 directed Steve Heacock to keep a telephone log of all such calls for documentation to present to
126 Mr. David Lawson, Executive Auditor of King County, for his audit work at the District on
127 October 15. Steve Heacock said that he was working on a draft letter which will be sent to the
128 members cities as a follow-up to his telephone calls. Stu Trefrey said that the WACD, on
129 October 12, 1998, had faxed a request to all conservation districts. The request was for districts

130 to submit ideas for future salmon enhancement/protection projects for which they lack funding to
131 the WACD by October 26, 1998.

132

133 **NRCS Report:**

134 Joe Henry presented the NRCS report. He passed out copies of a draft U. S. Department of
135 Agriculture/Environmental Protection Agency action plan to minimize the effects of Animal
136 Feeding Operations on salmonids. Comments on the document are due within 120 days. There
137 will be a public hearing on this issue in Seattle on December 1, 1998. Joe Henry said that private
138 landowners can begin enrolling in the Conservation Enhancement Reserve Program beginning
139 on January 1, 1999 and that stream set-back distances for fences had not been finalized yet. The
140 NRCS and the USFS have signed an agreement with King County for the County to administer
141 the 2 federal agencies' URP funding. The NRCS continues to receive notices of Department of
142 Ecology dairy complaints against King County dairymen.

143

144 **Future Agenda Topics:**

145 Sandi Krenkel said that David Lawson will prepare a report on his findings at the District upon
146 completion of his audit and that District will be provided time to prepare a response. The Board
147 will report on the WACD area meeting on October 15, 1998.

148

149 **Old Business:**

150 Rick Blanke reported the discussion he had with David Lawson on October 13, 1998 regarding
151 the District's agricultural programs. Rick Blanke provided the Board with copies of documents
152 he had given Mr. Lawson. These documents included summaries of District farm technical
153 assistance measures provided, classes taught, and Best Management Practices implemented on
154 small farms through the District between 1996 and 1998.

155

156 Susan Schmoll, Chair, adjourned the meeting at 8:30 p.m.

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160

161 There was discussion on the issue of the District verifying services and cash that it had expended
162 for several cities during the period of 1994 through 1998 to account for these cities' share of the
163 assessment funds. Sandi Krenkel said verification was needed in the proper form to satisfy the
164 requirements of the state auditor's office. Susan Schmoll, Chair, directed Steve Heacock to
165 contact all member cities of the District initially by telephone and with a follow-up letter to
166 obtain the needed verifications. John Lombard volunteered to assist Steve Heacock with
167 developing an effective method of contact and this was accepted by the Board of Supervisors.
168 John Lombard stated that the District needed to present its 1998 budget to the King County
169 Budget Committee at its October 14, 1998 meeting. The budget would need to demonstrate the
170 District's continuing commitment and ability to perform farm planning functions.

171

172 The Board moved into Executive Session at 5:17 pm. The regular meeting was reconvened at
173 5:45 pm.

174

175 Chris Tiffany moved that the Chair be authorized to enter into the settlement agreement
176 discussed in Executive Session. Kim Marousek seconded the motion. After no additional
177 discussion, the motion was passed unanimously.

178
179 The following items were added to the agenda: Board review of the Robert and Janet Baker
180 Department of Ecology interest-free dairy loan; confirmation of the Board minutes for the
181 meetings on June 2, June 16, August 11, and August 18.

182
183 Chris Tiffany moved that the 4 sets of meeting minutes be approved with one motion. Susan
184 Schmoll asked that they be separately approved after discussion on each set. Kim Marousek
185 asked for additional discussion on the August 18 minutes. Chris Tiffany changed her motion to
186 approve the minutes for the June 2, June 16, and August 11 meetings. Kim Marousek seconded
187 the motion and it was passed unanimously. After discussion on the minutes for the August 18
188 meeting, it was decided to table the discussion until later in the meeting. At that later time, after
189 additional discussion, Chris Tiffany moved that the minutes for the August 18, 1998 meeting be
190 approved and Pat Brewington seconded the motion. After no further discussion, the motion was
191 passed unanimously.

192
193 **KCD Policy on the Municipal and Watershed Grants**

194 Steve Heacock passed out a draft KCD Policy and draft Resolution 96-08 but did not request
195 action on these items during the meeting. These items concern the District's policy on King
196 County's use of the Regional Watershed Assessment funds for land purchases and also the
197 timing of the District's fiscal year as stipulated in the assessment authorizing the RWA program
198 funding. John Lombard stated that the cities would not want to have to pass resolutions through
199 their city councils to ask for their share of the assessment funds and Heacock said he would look
200 into changing the wording of the Policy to reflect this. There was discussion on the county use of
201 RWA funds being restricted to land purchases only for improvement or protection of lands for
202 fish and wildlife habitat. John Lombard said that certain purchases would be used for water
203 quality improvement projects in some of the watersheds. Chris Tiffany will draft a revised
204 Resolution on this issue at the October 13, 1998 Board meeting. Pat Brewington also reported
205 that the Snoqualmie River Watershed Forum would like to hear a presentation from the Board at
206 the Forum's October 7, 1998 meeting.

207
208

209 **Conservation Commission Appointed Position on the Board**

210 There was discussion on the Board recommending one of two candidates to the Washington
211 Conservation Commission to fill the currently vacant Board-appointed seat. After discussion, the
212 Board decided to allow the Commission to appoint the candidate.

213

214 **Baker Loan Request**

215 Sandi Krenkel reported that \$120,000 of the \$300,000 under the Department of Ecology Dairy
216 Loan Program has been allocated to projects. Robert and Janet Baker filed an application for a
217 loan of \$30,000 which Joe Henry reported would be used to construct a manure lagoon and
218 purchase equipment for applying manure to fields. The Bakers meet the criteria of the Mt.
219 Rainier National Bank for receiving a loan. Kim Marousek moved that the Bakers be granted the

220 loan under the DOE program. Pat Brewington seconded the motion and it passed unanimously
221 after no additional discussion.

222

223 **Memorandum of Agreement between King Conservation District and Snohomish**
224 **Conservation District**

225 Geoff Reed reported that the District and the Snohomish CD are exploring a project to install and
226 monitor hedgerows under a Department of Ecology grant. Snohomish would supply one full-
227 time person while the District would supply ¼ of a FTE. The District would not be required to
228 supply any matching funds. The grant would pay for the ¼ FTE's salary with no additional
229 payments for overhead, etc. The MOA was presented for informational purposes only. Chris
230 Tiffany suggested that the District's attorney review the MOA's termination clause to exactly
231 determine District liability in case it had to withdraw from the grant. Susan Schmoll suggested
232 that the attorney draft a standard termination clause that the District could utilize in all such
233 grants.

234

235 **Annual District Banquet**

236 Steve Heacock reported that October 20, 21, and 22 are the dates being explored to hold the
237 annual banquet at a currently undetermined location. The staff will recommend award recipients
238 by the October 13 Board meeting.

239

240 **Treasurer's Report**

241 Chris Tiffany report that URP has been advanced \$9000 by the District. The checking account at
242 U.S. Bank will remain open until all checks written on it have cleared. Chris Tiffany moved that
243 the Board ratify all checks written to cover September expenses. Kim Marousek seconded the
244 motion and it passed unanimously after no further discussion.

245

246 **King County Agricultural Commission Grant**

247 Geoff Reed was directed by the Board to prepare a tentative budget for administering this grant
248 for the October 13, 1998 Board meeting. At this time, the Board will review the budget and
249 determine whether it is in the interests of the District to complete the grant application by its
250 deadline of October 27, 1998.

251

252 **NRCS Report**

253 Joe Henry presented the NRCS report (enclosed).

254 **Manager's Report**

255 Steve Heacock reported that the District had been receiving more Department of Ecology
256 warning letters being sent to King County dairy producers. He presented information on the
257 CREP program. The City of Kent is dedicating a natural area in October and welcomes the
258 participation of the Board. WACD nominations for state awards are due in October. There was
259 discussion regarding having the county assessor add parcels within North Bend and Snoqualmie,
260 the new member cities of the District, to the county tax rolls for purposes of the assessment;
261 Heacock reported that this had been done by letter. There was discussion on pursuing additional
262 Commission grant funds under the Information Specialist Grant; Heacock said he would
263 investigate and report his findings.

264

265 **KCD/NRCS/URP Agreement**

266 There was discussion on extending the NCD/NRCS agreement until the end of 1998. An
267 amendment to extend the agreement and allow closing grants was presented. Chris Tiffany
268 moved that Susan Schmoll, Chair, be authorized by the Board to sign the agreement. Pat
269 Brewington seconded the motion. The motion passed unanimously after no further discussion.

270

271 **Future Agenda Topics:**

272 Discussions on the Watershed Grants, Nominations for the annual banquet, initial discussions on
273 the 1999 budget.

274

275 **Old Business:**

276 Kim Marousek had previously volunteered to sit on the Budget committee and was appointed to
277 it.