

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

Nov. 17, 1999

Special Work Session

1 **Supervisors Present:** Bill Niccolls, Chair; Scott Wallace, Vice-Chair; Lynn Sullivan  
2 Secretary/Treasurer; Nancy Hansen, Member; Max Prinsen, Member

3 **Associate Supervisors Present:** Bruce Harpham

4 **NRCS Present:** Joe Henry

5 **Guests Present:** none

6 **Staff Present:** Geoff Reed, Brandy Reed

7 The meeting was called to order at 5:57 p.m. Bill Niccolls, Chair presided.

8 A discussion ensued regarding the title of the managerial person that is planned to be hired soon.  
9 The merits of manager versus coordinator versus director were discussed.

10 **M(Hansen)/S(Wallace)P a motion to advertise a job position titled district manager with an**  
11 **option to consider calling the position District Coordinator after the position is filled.**

12 A discussion on the Districts revised organizational structure ensued. The Board generally felt it  
13 should be kept simple with names inserted in each of the job categories. Wallace stated he  
14 thought it needed to reflect a strong team approach. The position of bookkeeper was put on the  
15 staff level so that it was clear that the position will report to the District coordinator as well as  
16 communicate with staff.

17 **M(Wallace) S(Hansen) P a motion to approve an amended organizational structure.**

18 The job description for the soon to be hired bookkeeper was discussed.

19 **M(Wallace)S(Hansen)P a motion to approve and advertise the job description calling the**  
20 **position Full Charge Bookkeeper / Admin. Assistant to accurately reflect the duties and**  
21 **responsibilities.**

22 A discussion on the job description for the District Manager ensued. The Board felt like it  
23 needed some additional language before it could be distributed. Geoff Reed agreed to work on it  
24 some more.

25 The salary structure for the District was then reviewed. Interim Co-coordinator Geoff Reed felt  
26 that since the small staff was being asked to assume additional responsibilities it was appropriate  
27 to increase staff grade levels.

28 **M(Wallace) S(Hansen) P a motion to approve the revised staff salary / grade structure as**  
29 **presented.**

30 Sullivan initiated a discussion on various topics including the impacts of I -695 to local  
31 government and the effect it may have on the KCD assessment. She also expressed a need for  
32 someone to update the Districts website. The status of some city contracts were also discussed.

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34 There being no further business before the Board, the meeting adjourned at 8:20 p.m.

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38 Authorized Signature

\_\_\_\_\_ Date

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### Summary of Motions

42 **M(Hansen)/S(Wallace)P a motion to advertise a job position titled district manager with an**  
43 **option to consider calling the position District Coordinator after the position is filled.**

44 **M(Wallace) S(Hansen) P a motion to approve an amended organizational structure.**

45 **M(Wallace)S(Hansen)P a motion to approve and advertise the job description calling the**  
46 **position Full Charge Bookkeeper / Admin. Assistant to accurately reflect the duties and**  
47 **responsibilities.**

48 There being no further business before the Board, the meeting adjourned at 8:20 p.m.