

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

August 14, 2002

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

3 **Associate Supervisors Present:** None

4 **Guests Present:** Bruce Williams, Farm Service Agency, Shiraz Vira, NRCS, Assistant State
5 Conservationist.

6 **Staff Present:** Geoff Reed, Brandy Reed, Marla Hamilton Lucas

7 **NRCS Staff Present:** None

8 Meeting called to order at 6:05 PM with Bill Niccolls, Chair, presiding.

9 Agenda was reviewed; B. Reed added an item for the City of Maple Valley grant revision
10 request to precede the review/approval of KCD grant revision policy. Prinsen added an item
11 regarding the ALEA presentation for Shadow Lake Bog. He also mentioned the Annual Frog
12 Frolic at the Bog on Sunday August 18.

13 Introductions were made around the table.

14 Vira made a presentation to the board about the Resource Conservation and Development
15 program of the NRCS. It is a separate program from field office funding. He distributed a map
16 showing the various areas covered by RC&D councils. There are no councils in the I-5 corridor,
17 and Vira is trying to get the CD's in the corridor interested in forming councils. He is meeting
18 with CD's to determine issues and concerns, and finding that information about the program is
19 being taken out of context. He will figure out a plan for encouraging the formation of councils
20 after he has talked to the I-5 corridor CD's.

21 The RC&D is a voluntary program; councils must include a unit of government along with non-
22 profit organizations. The point of the program is to combine local resources to accomplish local
23 projects. A concern about the program is that it can duplicate what CD's and counties are already
24 doing.

25 The program provides a coordinator to help get the projects identified by the council completed.
26 Ahern asked if Whatcom County (for instance) would be included in a King County area project.
27 Vira said no, that social boundaries are taken into account when councils are formed- regional
28 issues are important. Niccolls asked about how the program is funded, Vira said that it is funded
29 by federal dollars. Washington has been allocated enough to pay for a coordinator for each
30 council. A council must cover several counties. The council must perform outreach to all
31 potential interested groups for membership in a council. The council is very inclusive, no veto
32 power and 1 vote per member organization.

33 Niccolls asked if Vira had talked to the Washington Conservation Commission. Vira responded
34 that the WCC does not have the legal authority to be part of a council.

35 Sullivan mentioned that if King and Snohomish CD's formed a council they could bring in more
36 members later. Vira said that it works better if all the players are involved from the start.

37 Niccolls asked Vira what he would do if he were a staff person for a council; Vira responded that
38 he hoped the councils would not be top down organizations. An example of a project could be a
39 methane digester; the staff coordinator could do the work of applying for grants and permits.
40 Could possibly form a 501-c foundation to bring in donations. The staff person would get the
41 project rolling and then hand it off to others and begin the search for new eligible projects.

42 Prinsen said that the council would make decisions about how the program could be established
43 w/out our participation. He asked when the first council had been established, Vira said in
44 Spokane in 1946.

45 Board members wondered why a council had not been established here, especially since the
46 brochure distributed at the beginning of the meeting depicted urban type activities. There was
47 discussion about urban areas having so many conflicting interests.

48 G. Reed asked if there was any relationship between this program and EQIP. Williams said that
49 the funding was not defined as it is in EQIP.

50 Williams said that he would have the local RD&C coordinator follow up with the Board and
51 describe how the program works. G. Reed said he would talk to Snohomish CD, haven't made
52 plans to talk to Pierce CD. Prinsen said that we have other collaborative projects with both CD's
53 already.

54 Sullivan asked about a list of council participants other than who we usually partner with, and
55 who else have been contacted. Vira said that he has contacted only CD's so far- wants to get all
56 the questions answered and problems addressed before going public in November. Wallace felt
57 that it would be hard for the CD to get involved without duplicating programs. Prinsen felt that it
58 was appropriate to consider the program as counties are being forced to cut back on their
59 programs. Williams said he's seen good examples of projects that were complimentary with
60 other programs.

61 The Board discussed next steps and decided to put the RD&C on the agenda for a subsequent
62 meeting.

63 The minutes were reviewed and the following changes were noted: Change Ahern's arrival time
64 to 6:20, and make sure Ahern replaces Hansen wherever it appears.

65 **Wallace moved, Prinsen seconded, Passed a motion to approve the July 10, 2002 minutes**
66 **subject to the changes noted above.**

67 Hamilton Lucas asked the board if there were any questions regarding the expenses that were
68 included in the board packets.

69 **Wallace moved, Ahern seconded, Passed a motion to approve check numbers 6675-6721 in**
70 **the amount of \$ 718,874.76.**

71 The balance sheet and budget tracking report were distributed and reviewed by the board.
72 Hamilton Lucas noted that a lot of checks were written for assessment distributions to watershed
73 forums and municipalities. The board requested a status report for the grants that the District is
74 currently working on. This report is to include the amount spent and a narrative of
75 accomplishments. It was decided to have the report produced on a quarterly basis.

76 Hamilton Lucas noted that the District has spent 50% of the total budget whereas 68% of the
77 year has passed, so the District is under budget at this time. Promotional items is overspent, and
78 B. Reed explained that the over budget condition is caused by the district buying posters for
79 distribution to volunteers and the City of Bellevue, and the City of Bellevue will be reimbursing
80 the District for their portion of the posters, ultimately reducing the expense.

81 **Wallace moved, Ahern seconded, Passed a motion to approve the July Financial Report as**
82 **presented.**

83 B. Reed presented the King County grant revision request for the *Upper Watershed Culverts*
84 grant. The board had approved the reallocation of these funds to the Tacoma Public Utilities
85 (TPU) *Upper Watershed Culverts Project* in _____. The King County *Upper Watershed Culverts*
86 *Project* grant agreement needs to be amended so that King County can return the grant award to
87 the District and the District can then redistribute the funds to TPU.

88 Prinsen asked if we could contract with TPU, as they do not reside in King County. B. Reed said
89 that the work is being done in King County, even though TPU actually owns the property.
90 Approval of the grant revision request will cancel the King County *Upper Watershed Culverts*
91 *Project* thereby releasing King County from liability for completion of the project. King County
92 will return the grant award to the District, and the District will redistribute the funding to TPU
93 for the TPU *Upper Watershed Culverts Project*. Prinsen asked if it was possible to get a letter
94 from King County stating that the funds are coming out of the assessment, B. Reed said that the
95 dollars are coming from the WRIA, not King County assessment funds.

96 **Ahern moved, Wallace seconded, Passed a motion to approve amendment to the King**
97 **County Upper Watershed Culverts Project grant agreement, canceling the project and**
98 **approving return of the grant award.**

99 B. Reed presented the amendment to the City of Maple Valley *Resource Documentation Project*
100 grant agreement. The original project proposal was to map vegetation on all waterways and
101 wetlands within the incorporated boundaries of the City of Maple Valley at a cost of \$19,177.38.
102 The project has been revised to include only 4 lakes at a cost of \$2,000. The check will be cut for
103 \$2,000.

104 **Wallace moved, Prinsen seconded, Passed a motion to approve amendment of the City of**
105 **Maple Valley Shoreline Resource Documentation grant agreement from \$19,177.38 to**
106 **\$2,000.**

107 B. Reed asked the board to adopt a new Noncompetitive Grant Revision Policy. Based on the
108 District's work with King County on grant agreement amendments and biannual project progress
109 reporting, the District needs to provide additional guidance to grant recipients on grant revisions.
110 District Counsel Eric Frimodt has reviewed the policy presented to the Board previously and
111 here. This policy is designed to cover many revision scenarios and sets approval limits for the
112 board and District staff. Funded entities will have to approve revisions at a management level as
113 well. Prinsen felt that the rules must be distributed to forums and municipalities.

114 **Wallace moved, Prinsen seconded, Passed a motion to approve the King Conservation**
115 **District Municipality and WRIA Forum Noncompetitive Grant Program Grant Revision**
116 **and Agreement Amendment Policy.**

117 B. Reed mentioned that she had not addressed an over budget situation that possibly needed
118 board approval for the Promotional Items budget category during the presentation of the District
119 financial report. Board approval was not deemed necessary at this time.

120 B. Reed mentioned that she had consulted with District Counsel Eric Frimodt on District staff
121 approval authority on noncompetitive grant budget revisions that is currently set at 10% of the
122 original grant award. Frimodt has suggested the Board may want to consider staff approval
123 authority of up to 15% to 25% but with a cap of up to \$25,000. Prinsen said he liked 10% because
124 it was consistent with what other agencies do.

125 **Prinsen moved, Wallace seconded, Passed a motion to have staff approve noncompetitive**
126 **grant budget revisions of 10% of the original grant award but not to exceed \$25,000.**

127 G. Reed updated the board on the Dairy Digester project on the Enumclaw plateau. Nancy
128 Laswell of King County has had a couple of meetings about it, and there is a request for proposal
129 for a contractor to determine feasibility of the project. \$25,000 is needed for the contractor, the
130 District has been asked to put up \$2,500 along with other partners at City Light and King
131 County. G. Reed asked the board if they would be willing to allocate \$2,500 in the 2003 budget
132 for this item. Ahern asked if we should pay, and G. Reed responded that there is a lot of interest
133 in the project, and that we should be involved. An additional \$2,500 for a total of \$5,000 would
134 be ideal.

135 **Prinsen moved, Ahern seconded, Passed a motion to authorize the allocation of up to**
136 **\$5,000 of the District 2003 budget to participate in funding the Dairy Digester Feasibility**
137 **consultant contract.**

138 G. Reed updated the board on developments in strategic planning. The District has received 3
139 proposals for completing the strategic planning process from Jagoda Perrich Anderson. The cost
140 of the proposals ranges from \$5,000 to \$25,000. The inexpensive option would only include
141 visioning and goal setting, and the staff and board would be responsible for completing the plan.
142 The most expensive option would deliver a complete plan from Anderson. Discussion ensued
143 regarding the specifics of the various options.

144 Ahern wondered if the District could start with the low cost option and piggyback on to it as
145 needed to complete the plan, completing the vision and goals first and delay decision on the full
146 plan until a later date. She felt the third option was too expensive and entailed the work of

147 Anderson's staff rather than Anderson herself. Prinsen felt that the District needed to be aware of
148 making itself accountable to yet another plan, not just the annual workplan, and that we needed
149 to be careful about how we spend \$15,000 of the public's money. Ahern felt that \$5,000 spent
150 with a competent facilitator would be well spent. Prinsen agreed, and a discussion ensued.

151 G. Reed felt that the main issue driving the cost of the plans was the amount of interviewing of
152 staff that Anderson said would be necessary. He felt that we could skip ahead because the e-mail
153 correspondence that had been sent around the board and staff had been the equivalent of a
154 written "interview" of the board members. Sullivan disagreed, that we are hiring Anderson for
155 her expertise in bringing out issues in planning so we should let her do her job. Wallace said that
156 when consultants interview, all they seem to be interested in is what you do. Prinsen thought
157 Anderson could help come up with a questionnaire that the board members could fill out and
158 then meet and discuss. More discussion ensued.

159 Prinsen asked if the Advisory Council could be asked about what they thought the District's
160 vision should be.

161 It was decided that the Board would pass a motion to approve a scope of work up to \$5,000.

162 **Wallace moved, Sullivan seconded, Passed a motion to have G. Reed, B. Reed and Sullivan**
163 **work with Anderson to finalize the contract scope of work for development of a District**
164 **Strategic Plan at a cost of up to \$5,000 and to include using Anderson's skills as a**
165 **facilitator.**

166 The comment was made that the Washington Conservation Commission will be putting together
167 a model for strategic planning (as required by RCW) within the next 4-6 months that may have
168 an effect on the plan the District will create.

169 Under Other Business, Prinsen updated the board on the ALEA grant presentation he made in
170 Olympia. He felt it went well. The process will take two years until the funding to complete the
171 purchase of Shadow Lake Bog is available. Prinsen is considering what to do if the purchase
172 closes sooner. The ALEA board may have questions about this issue. Discussion ensued.

173 Sullivan showed the board a copy of the Envirothon Advisor Packet. Camp Waskowitz in North
174 Bend might be a good site for a future Envirothon. Niccolls mentioned that he had set up a
175 meeting with Councilwoman Margaret Pagler and County Executive Ron Sims' staff for
176 September 12 at 3pm. Wallace asked why this meeting was necessary and Niccolls explained
177 that Pagler set up the Salmon Charette design competition and Sims wants to support
178 educational activities. He thought the District could get King County legislative staff to do some
179 of the legwork involved in organizing the Envirothon. He felt that the District didn't have
180 enough resources to pull it off on its own. G. Reed said the meeting should start out as a general
181 meeting and then move on to the Envirothon topic. Ahern said that we should have an agenda
182 item for the next meeting so meeting attendees can be articulate about what the Envirothon is and
183 what assistance is needed. Discussion ensued about whether it was better to contact school
184 districts themselves or to "go to the top" in county government to ensure successful networking.

185 G. Reed discussed the District's Annual Meeting Breakfast. He has coordinated with Puget
186 Sound Fresh to have local foods on the menu. There will be two speakers and he anticipates

187 inviting 50-70 people. The breakfast will be at the Clarion Hotel in Totem Lake on either
188 September 25 or October 2 at 7am.

189 There is a NACD West Regional meeting scheduled for Sept 16 and 17 in Portland Oregon. The
190 Northwest Regional meeting will be at the Plant Materials Center in Bow, Washington on Oct 8.

191 Niccolls mentioned that the Woodland Park Zoo's executive director might be interested in using
192 the District's expertise in designing an exhibit using northwest native grasses.

193

194 **Wallace moved, Prinsen seconded, Passed unanimously a motion to adjourn the meeting at**
195 **8:35 pm.**

196

197

198 _____
Authorized Signature

_____ Date

199

200

Summary of Motions

201

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203 **subject to the changes noted above.**

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218 **of 10% of the original line item not to exceed \$25,000.**

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