

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

December 11, 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:** Eric Nelson, Cherry Valley Dairy

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

6 **NRCS Staff Present:** None

7 Meeting called to order at 6:05 PM with Bill Niccolls, Chair, presiding. Introductions were made
8 around the table.

9 Agenda was reviewed and G. Reed mentioned that under New Business he would like to
10 determine 2003's supervisor election date. Prinsen said that he wanted to update the board on a
11 phone call from a Thurston county lawmaker regarding the assessment, again under New
12 Business.

13 The prior months board meeting minutes were reviewed and Sullivan suggested changes: line 45
14 contains what looks like a typo; "at" should be "as". On Line 125, Sullivan requested that the
15 promotional ideas suggested by the materials she distributed be detailed in the minutes, Line 128,
16 129 clarify what activities the board retreat might be piggybacked upon, Line 131-132 clarify
17 what the feasibility study would be for (the proposed small grant program).

18 **Sullivan moved, Wallace seconded, Passed a motion to approve meeting minutes from the**
19 **November board meeting subject to the changes detailed above.**

20 Hamilton Lucas distributed the financial report. The original budget for the year was revised to
21 reclass and adjust some line items. There are no minus expense items in the budget subsequent to
22 this adjustment. The books will be closed at the end of the year and about \$75k will be added to
23 the reserve based on projections. The balance sheet was distributed for review. The 5-year
24 projection will be updated for review at the next meeting. Prinsen said there are currently a lot of
25 property owners that have yet to pay taxes due to King County.

26 **Wallace moved, Prinsen seconded, Passed a motion to approve checks numbered 6872-6922**
27 **in the amount of \$419,243.46 for the month of November 2002 expenses.**

28 A discussion about District vehicles ensued and Hamilton Lucas explained the government
29 vehicle purchasing cooperative and perhaps purchasing some new vehicles at reduced prices.
30 Leasing doesn't seem to be financially prudent passed upon staff analysis. The accident
31 involving the Nissan truck was reported to the Board and the district settled the insurance claim

32 for the totaled truck. Hamilton Lucas reported on the audit process, which is still ongoing as we
33 haven't been able to contact the auditor to tie up some loose ends.

34 **Ahern moved, Wallace seconded, Passed a motion to approve the budget revisions**

35 **Sullivan moved, Wallace seconded, Passed a motion to approve the financial statements**
36 **and the revised budget report.**

37 G. Reed presented the completed Dairy Nutrient Management Plan for board approval. Wallace
38 said that he had reviewed the plan and recommended the board approve it.

39 **Sullivan moved, Prinsen seconded, Passed a motion to approve the Dairy Nutrient**
40 **Management Plan for the Cherry Valley Dairy.**

41 B. Reed presented the Snoqualmie Watershed Forum Agreement Amendment request. The
42 original grant was made to King County, and the amendment is proposing to add activities to the
43 grant because there is money remaining after the original scope of work was completed.

44 The Forum requested that the remaining funds be used to pay for forum staff working with
45 municipalities to determine compliance with the WRIA Near Term Action Agendas. Board
46 members questioned why the Forum did not return the unused funds and apply for a new non-
47 competitive grant. B. Reed said that especially for the amount of money involved, \$35,000, that
48 having the Forum return the funds, execute a new contract and redistribute the funds would be
49 much more work than amending the current contract. Wallace was concerned that the
50 amendment would pay for ongoing staff expenses. Niccolls said that the amendment budget
51 showed the money being transferred from salaries to contracted services. Wallace asked who the
52 contractor might be, as he is concerned about who might be hired to do the work, but was willing
53 to follow B. Reed's recommendation regarding the amendment.

54 **Sullivan moved, Ahern seconded, Passed a motion to amend the 2000 King County Staff**
55 **Support for the Snoqualmie Watershed Forum grant award, approving the revised scope of**
56 **work.**

57 B. Reed presented the Cedar-Lake Washington- Sammamish Watershed Forum non-competitive
58 grant application. The proposed project would be the Pickering Community Farm teaching
59 project. Wallace said that this project is in Issaquah and would tie in with the salmon hatchery
60 and Issaquah Salmon Days and it is as good as anything else that the non-competitive grants are
61 funding. B. Reed said the District had recently donated some wetland plants to the project, and
62 Wallace stated that the farm gets a lot of volunteer activity.

63 **Prinsen moved, Sullivan seconded, Passed a motion to approve the Cedar-Lake**
64 **Washington-Sammamish Watershed Forum non-competitive grant application for \$26,500**
65 **from 2002 Assessments for the City of Issaquah Pickering Farm Community Teaching**
66 **Garden.**

67 B. Reed distributed the draft 2003 Workplan Narrative and Operations Budget for board review.
68 She directed the board's attention to several items that were different from what the board had
69 received in their packets last week. One item was a demonstration project using goats for

70 blackberry plant removal on a project site. Discussion regarding the feasibility of this project
71 ensued. Another item was the inclusion of an urban wildlife workshop. Finally, two items were
72 added under administration, personnel and district inventory administration, and resolution of the
73 exempt versus non-exempt assessment parcel issue regarding state and tribal lands. As a result of
74 the changes, the net income in the budget will be \$116,297, which represents a use of the
75 District's reserve to cover it. Actually, this is still below the amount of reserve that was
76 originally expected to be used in 2003. B. Reed then directed the board's attention to the revised
77 5 year plan and said that although it appeared that the District would be spending some of the
78 reserves, that actually due to under spending over the last two years, the total change in reserves
79 for the 5 year period is expected to be an increase from what was first calculated 2 years ago.

80 Discussion ensued regarding the treatment of accrued interest and its use to pay for District
81 election expenses.

82 Prinsen asked why the 2003 budget is higher than 2002. B.Reed responded that salaries and
83 contract services have increased and G. Reed added that there is less grant income expected due
84 to state budget constraints and the Dairy Waste grant, under which Clare Flanagan is paid. The
85 Dairy Waste grant will expire in June 2003 and the District will absorb Clare's salary as she will
86 begin working with heifer operations. Prinsen asked if the budget included the purchase of a
87 vehicle to replace the Nissan, B. Reed said it did. Prinsen also asked about the inclusion of the
88 ALEA grant, and B. Reed responded that it was excluded because it is a pass through, and would
89 distort both the revenue and expenses in the budget.

90 **Sullivan moved, Wallace seconded, Passed a motion to approve the Draft 2003 Work Plan**
91 **and Operations Budget.**

92 G. Reed distributed the 2003 Personnel Summary Sheet, detailing step increases in salary for
93 District employees. He asked the board to approve the list and said that a performance review is
94 necessary for promotion. Ahern asked about the timing of the raises, and a discussion ensued
95 regarding the timing and dollar amounts of step increases. G. Reed said that the increase is
96 automatic contingent upon a satisfactory review. The review does not have to be outstanding. G.
97 Reed said that with the addition of Tim Wallace, the Agricultural Ditch Assistance Program
98 Engineering Technician, the District was fully staffed for 2003. A discussion ensued regarding
99 promotions and responsibilities.

100 **Sullivan moved, Wallace seconded, Passed a motion to approve the 2003 District salary**
101 **schedule.**

102 G. Reed distributed a list of the District's contractors for 2003. Discussion ensued regarding
103 Packet Drivers, the District's network consultant. B. Reed said that she had discussed with them
104 when it would be appropriate to renegotiate the number of hours and dollar amount in the
105 contract. It appears that when they are able to do more remote monitoring, renegotiation will be
106 needed, as they will be spending fewer hours on site. Wallace asked what they do, and why we
107 need them, B. Reed responded that they mainly help us with hardware issues, but are providing
108 assistance with software too, as the District uses some rather complex programs.

109 Niccolls asked about Triangle Associates and Jagoda Perrich-Anderson. G. Reed said that she
110 would be engaged on an on call basis. Sullivan said that the board should talk about strategic
111 planning at the conclusion of this meeting.

112 There was no NRCS report as Pedro Ramos, District Conservationist, is on leave.

113 Prinsen reviewed the Washington Association of Conservation Districts annual meeting that he
114 attended earlier this month. He said that the two hot issues were the election requirements and
115 the public disclosure requirements. A discussion ensued regarding the public disclosure
116 requirements for board members and upper level government staff.

117 Sullivan expressed an interest in going to the National Association of Conservation Districts
118 convention to be held in Florida this winter. G. Reed said that if she wanted to go she needed to
119 decide by early January. Sullivan felt that it would be more effective if only one person went per
120 year rather than having two people go every couple of years. B. Reed said that approx \$1,000
121 had been included in the draft budget for attendance at this conference.

122 Three District staff (G. Reed, B. Reed and Hamilton Lucas) and Niccolls attended King County
123 Council Chair Cynthia Sullivan's fundraiser in Pioneer Square earlier this week.

124 G. Reed said he needed to set an election date for next year. March 25th, the last Tuesday in
125 March, was chosen. G. Reed felt that three election stations were needed; discussion ensued
126 regarding which areas would be best and G. Reed said the board needed to pass a motion to
127 approve a resolution so he could include it with the paperwork to be sent to the Washington State
128 Conservation Commission.

129 **Sullivan moved, Wallace seconded, Passed a motion to approve a board resolution setting**
130 **Tuesday March 25th 2003 as the Election Day for the Board of Supervisors election.**
131 **Locations will be arranged at a later date.**

132 Prinsen mentioned that he had been contacted by a legislator from the Thurston County area that
133 was looking for information regarding the issues surrounding the election and assessment for
134 those elections. Prinsen said he would find out who the person was before talking to him, and
135 wasn't sure why he called. G. Reed mentioned that Thurston's assessment for District activities
136 had been partially allocated to the newly created Shellfish Protection District by the Thurston
137 County Council.

138 B. Reed mentioned that she needed board members to contact her with meeting attendance
139 information for the Report of Accomplishments.

140 Discussion ensued regarding reporting of meeting expenses by board members for
141 reimbursement and due to several cases where expenses had not been reported for over a year,

142 **Sullivan moved, Ahern seconded, Passed a motion to require board members to report**
143 **their expenses for reimbursement every six months.**

144 There being no more business before the board,

145 **Sullivan moved, Wallace seconded, Passed unanimously a motion to adjourn the meeting at**
146 **8:00 pm.**

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149 _____
Authorized Signature

_____ Date

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151

Summary of Motions

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