

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

December 11, 2006

1 **Supervisors Present:** Matt Livengood, Chair, Scott Wallace, Vice-Chair, Bill Knutsen, Secretary/
2 Auditor, Bobbi Lindemulder, Member, Bob Vos, Member

3 **Associate Supervisors Present:** Tony Zraggen

4 **Guests Present:** Sara Hemphill, District Consultant

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

6 **NRCS Staff Present:** None

7 Chairman Livengood called the meeting to order at 6:08pm.

8 The agenda was reviewed and as there were no grant applications to review, that item was
9 dropped from the published agenda. It was decided to have the assessment discussion before the
10 budget discussion.

11 Minutes from the November 13, 2006 board meeting was reviewed.

12 **Knutsen Moved, Lindemulder Seconded, Passed Unanimously a motion to approve the**
13 **November 13, 2006 Board of Supervisors meeting minutes as read.**

14 Hamilton Lucas presented the financial report for November. The monthly expenses and deposits
15 were reviewed. She reported that the state audit is completed and an exit conference is to be
16 scheduled sometime in January 2007. Knutsen and Wallace said they would like to attend.

17 **Knutsen Moved, Wallace Seconded, Passed Unanimously a motion to approve checks**
18 **numbered 9633-9674 in the amount of \$ 478,792.69 .**

19 The Balance sheet and the Budget Tracking report were distributed for review. 41% of the budget
20 remains with 8% of the year remaining. \$1.8 million is in the unrestricted fund and \$6.4 million is
21 in restricted funds at the end of November.

22 **Wallace Moved, Knutsen Seconded, Passed Unanimously a Motion to approve the**
23 **November 2006 Finance Report.**

24 Discussion ensued regarding the approval of the 3 year assessment proposal by the King County
25 Council earlier in the day. Livengood and Wallace expressed their thanks to board and staff
26 members for all the hard work in getting the proposal approved.

27 District Counsel Eric Frimodt was put on the speakerphone at this time to discuss the proposed
28 assessment Interlocal Agreement with the Board.

29 **Wallace Moved, Knutsen Seconded, Passed Unanimously a motion to authorize Livengood**
30 **to sign the Interlocal Agreement approved by the King County Council subject to the**
31 **changes made at the Council and District Counsel's review and approval of the final**
32 **document.**

33 B. Reed presented the proposed draft Workplan. G. Reed suggested that the Program of Work
34 needed to be discussed in relationship to the Work plan. As the county's schedule for submission
35 of the Work Plan / Program of Work didn't fit with the District's needs, the Program of Work is a
36 hybrid and offers a broad overview of the use of assessment funds only. The budget and
37 Workplan includes activities funded by all revenue sources including assessments.

38 In 2007, the Program of Work for 2008 will be submitted to the County on August 1st, along with
39 a report of progress. Vos suggested adding "assessment" to the title to make it clear what the
40 program of work covers. Livengood concurred. Discussion ensued about further changes in
41 language in subsequent year's reports. The timing of reporting of allocations of assessments to
42 jurisdictions was changed to July 31 and November 30.

43 **Knutsen Moved, Lindemulder Seconded, Passed Unanimously a motion to approve the**
44 **Program of Work for 2007 as amended.**

45 It was noted that Livengood needed to sign the ILA before December 22nd, as he will be out of
46 town for the holidays.

47 There was a 5 minute break.

48 B. Reed reviewed the 2007 Budget with the Board. She said that this draft needed to be approved
49 tonight, with the final being approved at the first 2007 Board meeting on January 8. She said that
50 there will need to be a process to come up with recommendations for Strategic Initiatives for the
51 Board to approve. Wallace said the Intergovernmental line item needs to be increased for the
52 upcoming legislative and advisory committee work; expectations will be high for the District. It
53 was proposed to move \$100,000 from the Strategic Initiatives budget item to the
54 Intergovernmental item.

55 **Lindemulder Moved, Knutsen Seconded, Passed Unanimously a motion to adopt the**
56 **revised draft 2007 Workplan and Budget.**

57 The grant sub-committee will work on choosing the Strategic Indicatives that the District will
58 work on.

59 G. Reed directed the board to the resolution for Board election contained in their packets.
60 Discussion ensued regarding the proposed polling places.

61 **Vos Moved, Wallace Seconded, Passed Unanimously a motion to approve Resolution 2006-**
62 **04 with suggested revisions.**

63 G. Reed will send the election information to the Washington Conservation Commission as
64 required.

65 Wallace gave a report on the recent WACD meeting. Max and Erin Prinsen received a wildlife
66 award at the meeting. New supervisors were presented with certificates signed by the state
67 governor. Discussion of the meeting ensued.

68 Wallace encouraged new supervisors to go to the NACD meeting in February, especially now that
69 the District has more funds available for such uses.

70 Livengood presented an additional item. On November 28 the NRCS office was closed due to a
71 weather event. If the office closes, then the District closes as well. He requested that the board
72 grant all staff 8 hours of admin leave as a result. For the employees that came in, this time could
73 be used in the future.

74 **Wallace Moved, Knutsen Seconded, Passed Unanimously a motion to grant 8 hours of**
75 **administrative leave to each District staff member.**

76 Discussion ensued about an issues/policy committee. G. Reed said that its first task could be
77 review of the personnel manual. Knutsen suggested it was time to put together a job description
78 for the grant administrator position.

79

80 **There being no more business before the Board, the meeting was adjourned at 8:27pm.**

81

82

83

84 _____
Authorized Signature

_____ Date

85

86

Summary of Motions

87 **Knutsen Moved, Lindemulder Seconded, Passed Unanimously a motion to approve the**
88 **November 13, 2006 Board of Supervisors meeting minutes as read.**

89 **Knutsen Moved, Wallace Seconded, Passed Unanimously a motion to approve checks**
90 **numbered 9633-9674 in the amount of \$ 478,792.69 .**

91 **Wallace Moved, Knutsen Seconded, Passed Unanimously a Motion to approve the**
92 **November 2006 Finance Report.**

93 **Wallace Moved, Knutsen Seconded, Passed Unanimously a motion to authorize Livengood**
94 **to sign the Interlocal Agreement approved by the King County Council subject to the**
95 **changes made at the Council and District Counsel's review and approval of the final**
96 **document.**

97 **Knutsen Moved, Lindemulder Seconded, Passed Unanimously a motion to approve the**
98 **Program of Work for 2007 as amended.**

99 **Vos Moved, Wallace Seconded, Passed Unanimously a motion to approve Resolution 2006-**
100 **04 with suggested revisions.**

101 **Wallace Moved, Knutsen Seconded, Passed Unanimously a motion to grant 8 hours of**
102 **administrative leave to each District staff member.**