

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

January 8, 2007

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, David Irons, Max Prinsen

4 **Guests Present:** Lynn Anderson, Chuck Pillon, 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 6:00pm.

8 The agenda was reviewed. As there were no grant applications to review, it was decided to  
9 discuss several points that had been discussed during the grant subcommittee meeting. A guest  
10 presentation would be worked in to the meeting when the presenter arrived.

11 Knutsen wanted to expand on the upcoming Legislative Day in Olympia.

12 C. Pillon arrived and made a half hour presentation to the group about Large Woody Debris  
13 installations in area rivers.

14 Minutes from the December 11, 2006 board meeting were reviewed.

15 **Wallace Moved, Lindemulder Seconded, Passed Unanimously a motion to approve the**  
16 **December 11, 2006 Board of Supervisors meeting minutes as read.**

17 The Grant Program Subcommittee had met with representatives of the City of Redmond to  
18 discuss the board's concerns about their Salmon Friendly Water Conservation Demonstration  
19 Garden grant application. Redmond staff will revise the application a resubmit as per discussions  
20 with the Subcommittee.

21 Perry Falcone and Yvette Lizzee-Smith of WRIA 7 met with the Grant Program Subcommittee to  
22 discuss the proposed KCD-WRIA Watershed Forum Opportunity Fund proposal. B. Reed said  
23 that the Board needed to determine the percentage of match from the District. The WRIA is  
24 meeting on December 16. Discussion ensued about how far to go with the program in WRIA 7.  
25 Livengood asked the group to set a limit for the WRIA match. Wallace suggested for smaller  
26 projects to be funded out of Strategic Initiatives the limit be \$100,000 for the WRIA 7 Watershed  
27 Forum Opportunity Fund.

28 **Knutsen Moved, Wallace Seconded, Passed unanimously a motion to cap the proposed**  
29 **dollar for dollar match at \$100,000 and to match 100% of what the WRIA 7 Watershed**  
30 **Forum contribution up to this limit.**

31 B. Reed stated that there needed to be a discussion of the criteria for funding and that the  
32 Subcommittee needs to iron out the details. Staff was directed to help the subcommittee to create  
33 the specific criteria for the program by January 16, 2007.

34 Next for discussion was the Conservation Partnerships Grant Program. The KCD provided  
35 \$80,000 to fund grants in partnership with King County's Wild Places in City Spaces grant  
36 program and the Natural Resources Stewardship Network grant program. The Subcommittee  
37 reviewed and identified grants for co-funding. B. Reed reviewed the specific grants to be funded  
38 with 2006 funds. The Board was requested to direct the Chair to sign the agreement with King  
39 County to transfer funding for the listed grants. The Board directed Livengood to sign the  
40 agreement for a total amount of \$73,400 that would fund 6 grants.

41 There was discussion about continuing Conservation Partnerships Grant Program into 2007 and  
42 the consensus was to provide funding out of Strategic Initiatives budget. B. Reed stated that the  
43 grants were part of the Conservation Partnerships initiative, and asked the board to continue  
44 coming up with ideas for the initiative.

45 Hamilton Lucas presented the financial report for December. The monthly expenses and deposits  
46 were reviewed.

47 **Lindemulder Moved, Knutsen Seconded, Passed Unanimously a motion to approve checks**  
48 **numbered 9675-9757 in the amount of \$ 1,429,528.06.**

49 The Balance Sheet through the end of 2006 was distributed and reviewed. \$1.8 million is in  
50 unrestricted funds and \$5.4 million is in the restricted (assessment liability) fund.

51 The Budget Tracking report was distributed and reviewed. Individual line items were further  
52 explained. As of year end, total spending was 36% under the planned annual budget. Interest  
53 income has been higher than forecast, additionally some capital budget items were not spent and  
54 hiring staff was postponed due to the uncertainty surrounding the approval of the new assessment.

55 **Wallace Moved, Lindemulder Seconded, Passed Unanimously a Motion to approve the**  
56 **December 2006 Finance Report.**

57 Knutsen and Wallace will attend the State Auditor exit conference for the 2006 audit when it is  
58 scheduled.

59 Discussion turned to the 2007 Budget. So far the Intergovernmental Services and Strategic  
60 Initiatives have not been well defined, so it was suggested to put off the final approval of the  
61 budget until the February or March board meeting. The staff will need to work with board  
62 subcommittees to finalize these budget items and the District will operate under the Draft Work  
63 Plan and Budget approved on December 11, 2006. Livengood would like to see the final by the  
64 February meeting.

65 Wallace said the Outreach Subcommittee needs to address the intergovernmental services as there  
66 will be a lot of expenses what with the Bartlett Group and Hemphill being under contract, plus  
67 promises during the assessment approval process to communicate with other entities. It was  
68 suggested the Budget Subcommittee deal with the intergovernmental and strategic items. G. Reed  
69 suggested that there should be a Strategic Initiatives Subcommittee. Another suggestion was a  
70 planning subcommittee to assess short and long term goals for District activities.

71 It was decided to finalize the 2007 budget at the February board meeting.

72 Next was the review of the hiring plan and job descriptions as included in the board packets. G.  
73 Reed asked if any of the board members wanted to be involved in interviewing for the Farm  
74 Planner or Grant Program Administrator positions. Vos and Lindemulder volunteered for the  
75 Farm Planner position, Knutsen volunteered for the Grant Program Administrator position.  
76 Discussion ensued regarding the job description for the Grant Program Administrator position.  
77 The next position that would be open would be a Volunteer Coordinator/Stream & Wetland  
78 Restoration Assistant; however, the hiring process for this position has not yet started.

79 A list of 2007 Consultant Contracts was presented for approval by G.Reed. Wallace proposed  
80 renewing Bartlett and Hemphill for the first 6 months of 2007. Discussion ensued.

81 **Knutsen Moved, Wallace Seconded, Passed Unanimously a motion to approve negotiating**  
82 **a contract for services with Bartlett and Hemphill for the first six months of 2007.**

83 G. Reed asked for assistance in determining scopes of work for the Bartlett and Hemphill  
84 contracts. Hemphill said her contract already ran through June 2007 and that she has completed  
85 her scope of work. Wallace and Hemphill are to create a scope of work for Bartlett.

86 Next for approval was a contract with Horses for Clean Water, providing educational consulting  
87 for the District's workshop program.

88 **Wallace Moved, Lindemulder Seconded, Passed unanimously a motion to authorize**  
89 **negotiating a contract with Horses for Clean Water for 2007. Livengood recused himself.**

90 G. Reed will talk to Good Nature Publishing regarding their contract and report at the next board  
91 meeting.

92 B. Reed presented the other contracts on the list. The contract with King County GIS for the  
93 Natural Resources Inventory and Monitoring project was \$42,000. King County is still finding  
94 and compiling data sets, so an estimate of Phase 2 costs is in the budget along with the carryover  
95 from 2006 for the current contract with King County. There is no new contract at this time, but  
96 there will be later in the year.

97 The District is using a Washington Department of Ecology Conservation Corps work crew to  
98 help implement stream and wetland restoration projects, coordinate volunteer events, and work at  
99 the Wetland Plant Cooperative. This crew is cost-shared with the federal government through the

100 AmeriCorps program and costs the District approximately \$80,000. The crew is assigned to the  
101 District from October 2006 through April 2007. Funding for this contract is included in the 2007  
102 budget. There is no new contract to sign at this time for the October 2007 through April 2008  
103 season.

104 \$5,000 has been budgeted for a review of the Employee handbook. Littler Mendelson will do the  
105 review and the start date has not yet been determined. The contract, when it is completed will be  
106 brought to the board for signature. Ongoing contracts include The Packet Drivers IT contract,  
107 KCD web page maintenance contract with Rick Bright, and the Horses for Clean Water contract.  
108 These are to be signed now. The other contracts presented will be available for signature at a later  
109 date.

110 Livengood distributed Hemphill's proposal for the KCD Advisory Committee and discussion was  
111 held. Hemphill would organize the Committee along with the appropriate subcommittee. G. Reed  
112 suggested the Outreach Subcommittee. He will be the staff for this Subcommittee. Discussion  
113 ensued. A report on progress will be given at the February board meeting.

114 There was discussion on creating and staffing board subcommittees. The committees selected  
115 were: Budget, Outreach, Grant Program, Strategic Initiatives, Natural Resources and Issues, and  
116 Policies. A list of the final committee members was prepared subsequent to the meeting.

117 Livengood presented Prinsen with the Statewide Wildlife Steward of the Year award given at the  
118 WACD meeting in December.

119 Hemphill said that the WACD Legislative Day will be on March 20. She distributed an update and  
120 talked about organizing a couple of coffees for legislators.

121 G. Reed gave the Election update. The polling locations have been listed on the website and  
122 Bartlett has a press release.

123 **There being no more business before the Board, the meeting was adjourned at 9:22pm.**

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Authorized Signature

\_\_\_\_\_ Date

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**Summary of Motions**

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