

# KING CONSERVATION DISTRICT

## Board of Supervisors Meeting Minutes

May 14, 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:** Max Prinsen, David Irons

4 **Guests Present:** Sara Hemphill, District Consultant, Claire Dykeman, King County Ag, Nancy  
5 Hutto, King County Ag Commission, Steve Evans, King County Ag Commission, Karen  
6 Bergeron, WRIA 9, Josh Kahn, WRIA 9

7 **Staff Present:** Geoff Reed, Brandy Reed, Marla Hamilton Lucas, Jessica Paige, Jessica Saavedra,  
8 Roseanne Campagna

9 **NRCS Staff Present:** None

10 Chair Livengood called the meeting to order at 6:00 pm.

11 Agenda was reviewed, introductions made. It was decided to move the discussion on contracts to  
12 the spot directly after the finance report. Vos mentioned that he wanted to present information  
13 from a permit meeting in Enumclaw.

14 Minutes from the April 8, 2007 board meeting were reviewed.

15 **Wallace Moved, Lindemulder Seconded, Passed Unanimously a motion to approve the**  
16 **April 8, 2007 Board of Supervisors meeting minutes as read subject to correction of several**  
17 **typographical errors.**

18 Nancy Hutto, a beekeeper and member of the King County Agriculture Commission gave a  
19 presentation on the work of the Commission. She thanked the Conservation District for its  
20 support of the farm program portion of the Critical Areas Ordinance, in her opinion it was the  
21 best situation for farmers in the state of Washington. The Commission funds the Harvest Festival,  
22 two full time employees in the Farm Program among other things. Other items discussed were  
23 flooding, runoff, critter pads and loss of flood water storage due to lack of ditch maintenance. G.  
24 Reed asked about having regular meetings with the Commission to review activities and  
25 coordination.

26 Livengood mentioned that a new agenda item has been added for public comment. He asked for  
27 public comment at this time. There was none.

28 Campagna gave a presentation to the board about the various efforts around programmatic  
29 outreach in existence at the District. She wanted the board to know about these activities so that  
30 duplication and overlap could be avoided as the board moves forward with its current  
31 programmatic outreach efforts. Vos brought up coordination between Campagna and Bartlett and  
32 thinks it is not going well. Campagna presented the staff event calendar and explained how it  
33 worked. Vos suggested Campagna make a list of what she thought Bartlett should be doing in

other and related outreach efforts. Campagna distributed a list of outreach presentations and meetings. Lindemulder wanted to see the videos that Campagna has put together on various District activities. Discussion ensued regarding putting the videos on the website. Knutsen said that the navigation on the site was cumbersome, and discussion ensued about how the staff is working on increasing the usability of the site in response to greater technical resources on the part of the users of the website. Wallace made a comment regarding covering the suburban cities and county as part of the outreach, and said that Campagna needed to attend the Outreach Subcommittee meetings. Discussion ensued regarding the difficulty of setting up a meeting with Bartlett for discussion of the programmatic outreach program.

B. Reed presented the Non-Competitive Grant Applications

**Green-Duwamish-CPS Watershed Forum Grant Application Packet:**

**Wallace Moved, Knutsen Seconded; Passed unanimously a motion to approve the Green-Duwamish-CPS Watershed Forum/King County DNRP grant application for \$50,000 from 2006 Assessments for the *Flaming Geyser Restoration – Feasibility Analysis and Conceptual Design 2007 Project*. In the event that the restoration project is not implemented, the awarded grant funds are to be returned to the KCD.**

**Knutsen Moved, Wallace Seconded; Passed Unanimously a motion to approve the Green-Duwamish-CPS Watershed Forum/King County DNRP grant application for \$20,000 from 2006 Assessments for the *Newaukum Creek Riparian Planting 2007 Project* contingent upon revised application indicating compliance with the KCD Maintenance and Monitoring policy (3 yrs and 90% survival).**

**Revisions/Agreement Amendments:**

**Wallace Moved, Knutsen Seconded; Passed unanimously a motion to amend the City of Bellevue Stream Team Stewardship and Enhancement Project grant agreement, extending the completion date to June 30, 2007, revising the budget as submitted and approving return of grant funds in the amount of \$11,505.52 and interest and material sales income in the amount of \$8,212.04.**

**Wallace Moved, Knutsen Seconded; Passed unanimously a motion to amend the City of Bellevue Beaver Management Project grant agreement, extending the completion date to June 30, 2007, revising the budget as submitted and approving return of grant funds in the amount of \$10,662.07.**

**Lindemulder Moved, Vos Seconded; Passed unanimously a motion to amend the City of Seattle Salmon Bay Natural Area Acquisition Project Phase II grant agreement, changing project title to *Salmon Bay Natural Area Restoration Phase I Project*; extending the project completion date to 12/31/07; revising the scope of work as submitted; revising the budget as submitted; and awarding additional grant funds in the amount of \$113,000 from City of**

**Seattle allocation of 2006 Assessments contingent upon confirmation from WRIA 8 of their approval of the scope of work change.**

**Noncompetitive Grant Items to be Reflected in the Minutes:**

Grant Subcommittee amended *City of Snoqualmie Riverfront Property Acquisition Project* grant agreement, extending the project completion date to Fall 2008.

Hamilton Lucas presented the expenses for April 2007. Lindemulder asked about the food expenses for the Advisory Committee meeting and whether that expense would be incurred at each subsequent meeting. Wallace explained the rationale for the expense.

**Lindemulder Moved, Knutsen Seconded, Passed Unanimously a motion to approve the April checks numbered No. 9991-10070 in the amount of \$127,887.53.**

The budget tracking report was distributed for review. Significant line items were detailed such as wages/benefits which are under budget for the year. 66% of the year remains with 75% of the total expense budget remaining. Irons asked about joining a buying co-op (KCDA) to reduce purchasing expenses for office supplies. Inter-government relations are over budget and some capital budget purchases are coming in under budget. Irons asked about website expenses and discussion ensued on current and future website related expenses.

The balance sheet was distributed with a \$1.4 million in unrestricted funds and \$5.9 million in restricted funds. A large deposit is expected soon from the assessment collections. Irons asked about accrual vs. cash accounting and Hamilton Lucas explained why the District is required to use cash basis accounting.

**Knutsen Moved, Wallace Seconded, Passed Unanimously a motion to accept the April 2007 Financial Report as presented.**

Hamilton Lucas reported on work on the employee handbook and payroll issues. The policy subcommittee has reviewed the issue and recommends an overtime policy that will allow employees to work up to 40 hours of overtime per year with management approval or they can choose a one to one compensatory time exchange. The budget allows for some overtime pay if an employee chooses to be paid overtime rather than compensatory time.

A five minute break was taken. The chair reconvened the meeting at 8:10. G. Reed reviewed a PCD Contract proposal for an Ag plastics recycling program. District Counsel has been consulted on the related legal issues and the contract has been tabled in the interim.

The Outreach Subcommittee has proposed that the District hire Kemp Communications to produce a high quality video for the District under a contract not to exceed \$17,000. The contract was presented to the board for review and discussion. The specifications for the project will need to be fleshed out. There was a separate contract for \$2,900 that would cover media training for key staff and board members. The proposed video would be a 10 minute showcase of District

105 activities. There was discussion regarding Subcommittee and staff involvement. Livengood would  
106 like an outline of the script for his review.

107 **Wallace Moved, Lindemulder Seconded, Passed a motion to approve a contract with Kemp**  
108 **Communications for production of a video about the District's activities. The contract**  
109 **amount is not to exceed \$17,000.**

110 **Wallace Moved, Lindemulder Seconded, Passed a motion to approve a contract with Kemp**  
111 **Communications to conduct media training with 4-5 District staff/board. The contract is**  
112 **not to exceed \$2,900.**

113 Hemphill distributed a budget for the first Advisory Committee meeting. There was a discussion  
114 about needing outside administrative support for meetings and is the expense to be paid separately  
115 by the District or to be paid for by Hemphill. Discussion ensued.

116 **Lindemulder Moved, Vos Seconded Passed a motion to pay for the extra administrative**  
117 **help for the first Advisory Committee meeting in the amount of \$297 and to allow for**  
118 **administrative expenses for subsequent meetings to be paid for by the District up to \$300.**

119 The board gave B. Reed and G. Reed the authority to make staff available to provide  
120 administrative assistance for future Advisory Committee meetings rather than hiring outside  
121 contractors for this service. More discussion occurred.

122 **Subcommittee Reports:**

123 B. Reed summarized the Grant Subcommittee activities. Currently there are 15 applications for  
124 the KCD-WRIA 7 Opportunity Fund. Seven applications are more accurately described as "intent  
125 to apply" notices rather than completed grant application. KCD and WRIA 7 staff will work with  
126 these applicants to ensure a grant application is completed by July 3<sup>rd</sup>. Following the July 3<sup>rd</sup>  
127 deadline, WRIA Forum technical review committee and the WRIA Forum will rank and approve  
128 the Opportunity Fund applications for consideration by the District Board. The Board will have  
129 the opportunity to review and approve Opportunity Fund grants in August. A discussion ensued.

130 G. Reed talked about Seattle Urban Nature and how they could undertake effectiveness reviews  
131 of the projects funded under the non-competitive grant program. B. Reed recommended this  
132 effort be developed through the Grant Subcommittee.

133 Hemphill gave the Outreach Subcommittee update. The next Advisory Committee meeting is  
134 scheduled for May 22. The main issue with the Advisory Committee is helping them understand  
135 why they are involved. Discussion ensued, and it was decided to finalize at the Wednesday  
136 meeting of the Outreach Subcommittee what would be presented to the Advisory Committee.  
137 Issues surrounding the District election were discussed.

138 G. Reed went to a bill signing in Olympia earlier in the day and said that the Washington  
139 Conservation Commission got the budget they requested, which means more money (and more

work) for the Districts. He showed off the pen he received from the signing of the Veterans Conservation Corps bill.

The Issues Subcommittee has not yet seen the draft equestrian arena policy as prepared by District staff so there has been no comment on it yet. The main issue is that King County needs to be responsible for the actual siting of Ag buildings, be they used for horses or other livestock. DDES will need to organize the policy regarding these buildings into a manual.

The Employee handbook will be coming out soon for review in its final form. Next is a review of the Conservation Commission policies manual and use those policies as templates for District policies that would be included in a District policy manual. The Employee handbook is anticipated to be ready for Board approval by July. Staff has moved forward with June implementation of the overtime policy which will be reflected in the revised employee handbook.

The Strategic Initiatives Subcommittee has ranked the list of activities that were suggested that the District get involved in. The top choices are dealing with Hazardous Waste, Plastic Recycling and Firewise. G. Reed is working on these.

Currently there is no activity on the Budget Subcommittee, as the 2007 budget has been approved and no revisions are planned at this time. Activity on this Subcommittee will begin when 2008 Work Plan and Budget efforts get underway.

B. Reed distributed a draft copy of the 2008 Program of Work. Extensive discussion ensued regarding the level of financing for the 2008 Supervisor Election and how the funding would flow out of the current allocations of the assessment. It was decided to let the Advisory Committee review the elections issue to make a recommendation to the Board.

Vos reported on the agricultural permits workshop he attended. He was very pleased with District staff participation in the workshop. Knutsen reported on Shared Strategy Salmon Habitat Restoration Conference. The Nooksack Salmon Enhancement Group and Kittitas County's work stood out. Lindemulder reported on the WACD Officers and Directors Meeting in Ellensburg.

**There being no more business before the Board, the meeting was adjourned at 10:30pm.**

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Authorized Signature

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Date

### Summary of Motions

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