

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

September 10, 2007

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

3 **Associate Supervisors Present:** Tony Zggragen

4 **Guests Present:** Wendy Barry, Effective Options

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

6 **NRCS Staff Present:** None

7 Chair Livengood called the meeting to order at 6:02 pm. The agenda was reviewed G. Reed had a
8 couple of contract proposals to add and B. Reed wanted to change the 7:45 agenda item to
9 review view rather than review and approve. Livengood said that there will be a second Board
10 meeting this month and that a couple of items included for the 7:45 review and approve item
11 could be addressed at that point. G. Reed will advertise the meeting to be held on Monday Sept.
12 27 at 6pm.

13 G. Reed said that the scheduled November board meeting falls on Veterans Day which is a
14 holiday. It was decided to have the meeting on Wednesday Nov. 14. Lindemulder suggested a
15 second meeting in October because there would be more grants from WRIA 8.

16 Introductions were dispensed with.

17 Livengood said Randy Spencer of WDFW was killed this weekend on the job and a moment of
18 silence was held. Spencer had taught some classes for the District.

19 Wallace Moved, Lindemulder Seconded, Passed unanimously a motion to approve the meeting
20 minutes from the August 13, 2007 meeting as read.

21 Wallace Moved, Knutsen Seconded, Passed unanimously a motion to approve the meeting
22 minutes from the August 27, 2007 meeting as read.

23 There was no public comment.

24 **Knutsen Moved, Wallace Seconded; Passed unanimously a motion to approve the Green-**
25 **Duwamish-CPS Watershed Forum grant application for \$109,141.00 from 2006**
26 **Assessments for the King County WRIA 9 Project Implementation 2008 Project.**

27 The Snoqualmie Watershed Forum grant application for \$50,000.00 from 2007 Assessments for
28 the *Stewardship Partners Snoqualmie Restoration and Maintenance Crew 2008 Project* reviewed
29 was sent back to the grant applicant for the development of two separate grant applications.

30 **Vos Moved, Knutsen Seconded; Passed unanimously a motion to approve the City of Kent**
31 **Parks Member Jurisdiction grant application for \$13,372.69 from 2005 Assessments for the**
32 **City of Kent Parks Arbor Heights 360° Planting Project.**

33 Hamilton Lucas presented the finance report. The budget tracking report will be presented at the
34 special board meeting on Sept 24. The list of expenses for August was reviewed and the Board
35 asked when the new truck would arrive.

36 **Lindemulder Moved, Knutsen Seconded, Passed unanimously a motion to approve checks**
37 **numbered 10288 thru 10356 in the total amount of \$**

38 Hamilton Lucas report that the fraudulent charges on the District credit card had been reversed by
39 the card issuer without the District being liable for any of the charges. Discussion ensued on the
40 upcoming 08 budget process which will begin in October.

41 B. Reed presented the revised Employee Manual. The manual had been last revised in 2005. She
42 summarized the major changes and noted that she was not asking the Board for approval at this
43 time to allow the District Human Resources contractor to review the manual. She wished to
44 postpone the adoption of the manual until the 24th. Discussion ensued about how to use
45 compensatory time to avoid banking it. In general, the policies of the District are being aligned
46 with the corresponding state policies. Wallace requested that legal counsel review the manual. It
47 was noted that the schedule for the grievance procedure needed to fit with the board meeting
48 schedule.

49 A discussion of job classification was next with Kathy Webber of Inslee Best participating by
50 phone. All employees are classified as nonexempt and therefore are eligible for overtime
51 compensation. Classification of employees as exempt would require an analysis of their job duties
52 by a qualified consultant to determine whether their positions are eligible for classification as
53 exempt from overtime compensation. Her recommendation was to adopt a classification scheme
54 and classify employees as nonexempt salary. B. Reed said she has found a contractor to do the
55 analysis of job duties should the District desire to conduct such an analysis. Wage and hour law
56 requires the employee to have the option to be paid for overtime worked. The District had not
57 had this option prior to June of 2007. It was decided to continue the discussion in executive
58 session at the September 24 meeting.

59 It was decided to address the 8:45 agenda item ahead of the subcommittee reports so as to allow
60 Barry to leave the meeting. Barry discussed her task list, which includes building a process to
61 allow board and staff to work together. There were no questions from the board for her so the
62 process will move forward with defining the working relationship. Wallace complained that
63 progress on reorganization was going too slowly. Barry answered questions about timeline and
64 other matters- her focus is on smaller organizations. She emphasized that if you don't have staff
65 buyoff on the process of reorganization you don't have anything.

66 Subcommittee reports were presented.

67 Grant Subcommittee- Knutsen gave an update on the Nature Vision proposal for the Watershed
68 Festival.

69 Outreach Subcommittee- Hemphill is out of town. There is a plan for distributing the video using
70 various presentation strategies for various groups. The Advisory committee will be tentatively
71 meeting on October 4 and will be showcasing city projects.

72 The Issues Subcommittee has been working on Farm Plan Policy, Large Woody Debris policy and
73 dealing with Elk eating large amounts of pasture and hay is the next issue. Lindemulder expressed
74 concern for setting a precedent in helping farmers with this issue and felt that the State should be
75 involved. There was a discussion about farm plans and what farms they should be done for,
76 especially time consuming ones that require a lot of farm planner support for special permits. The
77 Alluvial fan issue will need an outside consulting engineer to move it forward.

78 The Policy Subcommittee is working on the employee manual which was reviewed earlier in the
79 meeting.

80 The Strategic Initiatives subcommittee had a meeting to review ideas that had been coming in. G.
81 Reed mentioned that he was happy with the flyers that had been produced. He also asked the
82 Board to approve a \$3,500 contract to produce Green A.C.R.E. radio, which will consist of 7 half
83 hour shows with host Martha Baskin.

84 **Knutsen moved Wallace Seconded Passed unanimously a motion to approve a contract**
85 **with Martha Baskin to produce 7 radio shows for broadcast on KBCS.**

86 Budget Subcommittee will have a phone sometime in the near future. Livengood will replace Vos
87 on the committee.

88 In other business, a request was made to use Snohomish CD farm planners to help with the
89 planning workload up to \$25,000.

90 **Wallace Moved, Vos Seconded, Passed a motion to partner with Snohomish CD for farm**
91 **planning services. Lindemulder abstained.**

92 Vos said that the long term farm planning workload needed to be addressed.

93 B. Reed mentioned that the District gets the Chinook Book for \$11 instead of the usual \$20.

94 The meeting was adjourned at 8:55pm.

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97 _____
Authorized Signature

Date

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Summary of Motions

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