

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

October 8, 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:** None

4 **Guests Present:** Wendy Barry, Effective Options, Sara Hemphill, Sustainable Solutions, Linda
5 Vane, King County, Kathy Creahan, King County, Scott Thomas, City of Burien, Jan Gluck,
6 Environmental Science, Mary Jorgensen, WRIA 8, Karen Bergeron WRIA 9, Barb Bruell,
7 Environmental Science Center.

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

9 **NRCS Staff Present:** None

10 Chair Livengood called the meeting to order at 6:01 pm. Lindemulder wanted to add an item for
11 approval of a resolution to be presented to the NW Area meeting. Introductions were made.

12 **Knutsen Moved, Wallace Seconded, Passed unanimously a motion to approve the**
13 **September 10, 2007 meeting minutes as read subject to removing Matt Dunnahoe and**
14 **adding Geoff Reed to list of staff attending the meeting.**

15 **Lindemulder Moved, Knutsen Seconded, Passed unanimously a motion to approve the**
16 **September 24, 2007 meeting minutes as read.**

17 Karen Bergeron expressed her thanks to the District for its sponsorship of the Harvest Festival
18 during the public comment period.

19 B. Reed reviewed the six grants received under the Natural Resources Stewardship program. The
20 grant committee advanced all six projects with a do pass recommendation.

21 **Conservation Partnerships Grants – Natural Resources Stewardship Network**

22 **Lindemulder Moved, Knutsen Seconded; Passed unanimously a motion to approve funding**
23 **the 2007 KCD - KC NRSN Conservation Partnerships Grants Program in the amount of**
24 **\$39,960 for following six (6) grant projects – *Urban Wildlife Tree Project, Community Fruit***
25 **Trees Project, *Vashon Youth Forestry Corps, National Public Lands Days in Lake Fenwick***
26 **Park, *Jenkins Creek Park Restoration Project, and Restoration Plantings on Hillside Ravine***
27 **in Commons Park.**

28 **City of Issaquah Grant Application Packet:**

29 **Wallace Moved, Knutsen Seconded; Passed a unanimously motion to approve the City of**
30 **Issaquah Member Jurisdiction grant application for \$9,200 from 2005 and 2006**

31 **Assessments for the City of Issaquah 2007 Issaquah Habitat Restoration Monitoring and**
32 **Maintenance Project.**

33 **King County Grant Application Packet:**

34 **Lindemulder Moved, Vos Seconded; Passed unanimously a motion to approve the King**
35 **County Member Jurisdiction grant application for \$274,000 from 2006 and 2007**
36 **Assessments for the King County Agriculture Program 2007.**

37 **Lake Washington-Cedar-Sammamish Watershed Forum (WRIA 8) Grant Application**
38 **Packet:**

39 **Knutsen Moved, Wallace Seconded; Passed unanimously a motion to approve the Lake**
40 **Washington-Cedar-Sammamish Watershed Forum grant application for \$20,000 from**
41 **2007 Assessments for the King County Cedar River Habitat Restoration Stewardship 2007**
42 **Project.**

43 **Green-Duwamish-CPS Watershed Forum (WRIA 9) Grant Application Packet:**

44 **Wallace Moved, Knutsen Seconded; Passed unanimously a motion to approve the Green-**
45 **Duwamish-CPS Watershed Forum grant application for \$150,000 from 2006 Assessments**
46 **for the City of Burien Seahurst Park North Shoreline Restoration, Schematic Design Project.**

47 **Knutsen Moved, Wallace Seconded; Passed unanimously a motion to approve the Green-**
48 **Duwamish-CPS Watershed Forum grant application for \$30,000 from 2006 Assessments**
49 **for the Environmental Science Center Watershed Restoration Education Project.**

50 **Revisions/Agreement Amendments:**

51 **Wallace Moved, Knutsen Seconded; Passed unanimously a motion to amend the City of**
52 **Auburn Olson Stream Restoration Project grant agreement, revising the revising the scope**
53 **of work as detailed and returning grant funds in the amount of \$2,381.42.**

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

55 Grant Subcommittee amended the *Snoqualmie Tribe Snoqualmie Hills Project* grant agreement,
56 revising the budget as detailed.

57 Hamilton Lucas presented the expenses for September as part of the Finance Report.

58 **Knutsen Moved, Wallace Seconded, passed unanimously a motion to approve checks**
59 **number 10537-10423 in the amount of \$201,351.58**

60 The balance sheet was distributed and reviewed. The budget tracking report was distributed and
61 reviewed. 43% of the total budget remains with 25% of the year remaining.

62 **Wallace Moved, Lindemulder Seconded, passed unanimously a motion to accept finance**
63 **report as presented.**

64 Hamilton Lucas distributed a review of the 2007 operations budget and projected income
65 statement. Net revenue as of the end of the year should be higher than originally expected. Some
66 expenses will be reduced as well resulting in \$210,461 net estimate of income by 12/31/07.
67 Discussion ensued on some possible strategic initiatives that may be funded next year. Specifically
68 alluvial fan management and landowner cost-share were mentioned by Board members.

69 B. Reed addressed the additions and changes to the employee handbook since the last Board
70 meeting. She wanted to have the Board approve and adopt the manual at tonight's meeting
71 subject to any remaining changes. There is a new section on drug testing and revisions to military
72 leave. There was extended discussion about who should be considered a relative for sick leave,
73 bereavement leave and leave sharing. The sub committee had not been able to recommend an
74 action for the board to take on this matter.

75 It was decided to use the definition of relative in the Washington Family Care Act for sick leave
76 with some extensions for certain parenting situations for bereavement leave. Sick leave donation
77 will be available in the same situations as for sick leave.

78 **Knutsen Moved, Wallace Seconded, Passed unanimously a motion to approve the October**
79 **2007 version of the Employee Handbook subject to the changes as discussed regarding drug**
80 **testing, military leave and definitions of relatives for application of sick leave.**

81 The Board went into Executive Session at 8:00 pm to discuss personnel matters.

82 The Board came out of Executive Session at 8:40pm. District Counsel Eric Frimodt gave a brief
83 overview of the final report in the Campagna matter. There was no evidence of age or gender
84 discrimination. Frimodt will be addressing some of the findings in the report with management.

85 Barry gave an update on the District reorganization process. She has completed most of the
86 interviews and has some minor follow-up to do, as well as completing the final 2 interviews of
87 associate supervisors. The question she is now addressing is how the district will go about hiring
88 a new executive director. She distributed a handout with 3 options for the Board to consider. She
89 recommended hiring a search firm so as to allow the Board to focus on determining the hiring
90 criteria and to reduce the amount of administrative work the Board would have to do during the
91 process. There was a concern about when the process would become subject to public scrutiny.
92 Wallace related his experience with the Harborview board and hiring a hospital administrator.

93 Barry expects to have a job description for the District Manager/ Executive Director by the end of
94 October and will discuss it at the November 4th meeting. It is not necessary to have the job
95 description completed before hiring the recruiter. The subcommittee could solicit proposals and
96 the full board makes the final decision on which recruiting firm to hire. Barry will be available to
97 assist subcommittee with the request for proposal process. Board members were requested to
98 identify recruiting firms for Barry to contact.

99 B. Reed reported on status of contract development for a market based review of pay levels at the
100 District. G. Reed said that associate membership in the Suburban Cities Association would be
101 available to the District for \$1,000.

102 **Knutsen Moved, Wallace Seconded passed unanimously a motion to authorize the District**
103 **to join the Suburban Cities Association as an associate member at a cost of \$1,000.**

104 Washington Association of Conservation Districts NW Area meeting is on Oct 17. Knutsen,
105 Livengood and B. Reed are scheduled to attend. Counsel will be asked if it is possible for 3 board
106 members to attend, in which case Wallace would like to attend. G. Reed notified the board that
107 the WACD annual meeting is in Vancouver WA this year. Lindemulder presented a draft
108 resolution for the NW Area meeting. The resolution proposes that state technical assistance
109 funding for CDs to serve urban /suburban as well as rural areas natural resource concerns.

110 **Wallace moved, Knutsen seconded, passed unanimously a motion to submit to WACD**
111 **urban and coastal committee a draft resolution to seek state technical assistance funding**
112 **for urban, suburban and rural audiences to address natural resource concerns.**

113 Livengood proposed a second October board meeting on the 22nd at 6pm. He reminded everyone
114 that the November 12 board meeting has been rescheduled to 6pm on the 14th due to the holiday.

115 Hemphill reported on the Advisory Committee meeting on October 4th. This was the 3rd meeting
116 of the committee, and Bellevue, Renton and Auburn made presentations on their projects funded
117 through the KCD non-competitive grant program. The Advisory committee decided to form
118 several subcommittees: 1) to draft a statement of purpose of the committee. 2) To focus on 2009
119 special assessment budget. 3) To undertake outreach efforts to raise KCD profile for the
120 upcoming election, and 4) interjurisdictional communication regarding the District non-
121 competitive grant program.

122 Hemphill recommended that District board and staff members participate on these subcommittees.
123 Wallace emphasized that the District should help facilitate cross jurisdiction communication
124 around the District non-competitive grant program. G. Reed volunteered to be on subcommittees
125 3&4. Hemphill asked Knutsen to participate on the special assessment subcommittee, Knutsen
126 agreed. B. Reed volunteered herself and Saavedra to assist the interjurisdictional communications
127 subcommittee.

128 **Knutsen Moved, Wallace Seconded, passed unanimously a motion to adjourn.**

129 The meeting was adjourned at 9:41pm.

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133 Authorized Signature Date

134

135 **Summary of Motions**

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