

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

December 10, 2007

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

3 **Associate Supervisors Present:**

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

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

6 **NRCS Staff Present:** Clare Flanagan Lubinda (arrived later)

7 Chairman Livengood called the meeting to order at 6:02 pm.

8 The agenda was reviewed and introductions were made. No changes were made to the posted  
9 agenda.

10 Minutes from the November 14, 2007 meeting were read.

11 Livengood asked for one change at line 76, to say that Lindemulder, Livengood and Barry  
12 interviewed search firms.

13 **Wallace Moved, Lindemulder Seconded, Passed Unanimously a motion to approve the**  
14 **November 14, 2007 Board of Supervisors meeting minutes as read subject to the revision**  
15 **noted above.**

16 Hamilton Lucas presented the finance report and the list of checks for November was reviewed.

17 **Knutsen Moved, Wallace Seconded, Passed Unanimously a motion to approve checks #**  
18 **10494-10572 in the amount of \$ 555,053.43.**

19 The budget tracking report was distributed. 8% of the year remains with 22% of the budget  
20 remaining. The balance sheet was distributed and reviewed. Hamilton Lucas is trying to schedule  
21 the exit interview with the State Auditor.

22 **Wallace Moved, Knutsen Seconded, Passed Unanimously a motion to accept the finance**  
23 **report as presented.**

24 Hamilton Lucas reported that staff overtime payments will be calculated and paid at the end of the  
25 year. The total for the payments is estimated to be \$50 to 70K for overtime worked during the  
26 last three years.

27 Subcommittee reports were presented.

28 B. Reed distributed a list of items to be reflected in the minutes.

29 **Member Jurisdiction & WRIA Forum Grant Items to be reflected in the Minutes:**

30 *The City of Kent Riparian Restoration at the Confluence of Green River and Mill Creek Project*  
31 has been cancelled by the applicant. The award amount of \$70,000 will be returned to the Green-  
32 Duwamish-CPS Watershed Forum account for use by another City of Kent project.

33 *The City of Auburn Mill Creek/15th Street NW Culvert Replacement Project* has been cancelled  
34 by the applicant.

35 Grant Subcommittee amended the *City of Kent Green River Trailhead Improvement Project at*  
36 *Boeing Rock* grant agreement, revising the budget as submitted.

37 Grant Subcommittee amended the *City of Seattle Planning Department Lakeshore Salmon-*  
38 *Friendly Design Guidebook Project* grant agreement, extending the completion date to April 30,  
39 2008 and revising the scope of work as submitted.

40 Grant Subcommittee approved close-out of the *King County US Army Core of Engineers*  
41 *Ecosystem Studies* grant agreement, documenting scope of work completed as approved, and  
42 grant funds expended as approved.

43 Grant Subcommittee approved close-out of the *Seattle Public Utilities Differential Migratory*  
44 *Success of WRIA 8 Juvenile Salmonids* grant agreement, documenting scope of work completed  
45 as approved, and grant funds expended as approved.

46 Grant Subcommittee approved close-out of the *Friends of Madrona Woods, Madrona Park*  
47 *Creek Daylighting and Restoration* grant agreement, documenting scope of work completed as  
48 approved, and grant funds expended as approved.

49 The committee is discussing the WRIA 7 opportunity fund. Discussion ensued about a \$30k cap  
50 versus a \$20k cap for culvert projects.

51 **Wallace Moved, Lindemulder Seconded, Passed Unanimously a motion to increase the cap**  
52 **on total project cost for KCD – Snoqualmie Watershed Forum Opportunity Fund Grants.**

53 Vos thought the cap was high for the project. Discussion ensued.

54 Hemphill distributed a report about the Outreach subcommittee activities and it was discussed.

55 Livengood asked for clarification of the Puget Sound Stewards program and discussion ensued  
56 about how it would be implemented.

57 On the issues subcommittee, Lindemulder met with Josh Monaghan of District staff to work on a  
58 Farm Plan “Lite” to meet the needs of landowners who are seeking a farm plan as part of a  
59 permitting process, as well a figuring out the priorities for staff workloads. More discussion  
60 ensued.

61 The strategic initiatives committee is meeting on Thursday to figure out what to do to support the  
62 WSU Extension programs. They will make a recommendation in January. In the meantime, a  
63 \$152k placeholder will be maintained in the budget.

64 There was no meeting for the policy subcommittee.

65 The Budget committee has produced an updated draft and B. Reed reviewed the changes that  
66 have been made since December 4, 2007. The final budget will be approved in January, and B.  
67 Reed asked for approval of the draft at this time.

68 **Knutsen Moved, Lindemulder Seconded, Passed Unanimously a motion to approve the**  
69 **2008 budget in draft form.**

70 G. Reed presented information about 2008 election. The date will be March 18 from 7am to 7pm  
71 at 10 locations to be finalized next month. He distributed the final proposal from Election Trust  
72 for running the election process, and will forward it on to Steve Owencamp for his review. The  
73 District will need to do the promotion for the election; the Election Trust proposal just covers the  
74 mechanics of holding the election. The goal is to have 3,000 voters. Discussion ensued.

75 WACD is proposing a rule to have all CD elections on one day statewide.

76 **Lindemulder Moved, Wallace Seconded, Passed Unanimously a motion to authorize**  
77 **Livengood to execute a contract with Election Trust for the District Board of Supervisors**  
78 **election on March 18, 2008.**

79 There were 3 consultant contracts ready for review by the board. The scopes of work for each  
80 contract were attached. All the contract amounts were included in the draft budget approved  
81 earlier in the meeting.

82 **Lindemulder Moved, Vos Seconded, Passed Unanimously the contract with Sound**  
83 **Employment Solutions for HR services as presented.**

84 **Knutsen Moved, Lindemulder Seconded, Passed Unanimously the contract with Rick**  
85 **Bright for website administration and support as presented.**

86 **Wallace Moved, Knutsen Seconded, Passed Unanimously the contract with Packet Drivers**  
87 **for District computer network support as presented.**

88 G. Reed said that the contracts for Intergovernmental/Legislative services and PR services will be  
89 reviewed by the contract committee to be reformed for this purpose. The committee consists of  
90 G. Reed, B. Reed, Livengood, Knutsen and possibly Irons.

91 Flanagan-Lubinda gave the NRCS report. The letter from the District regarding the breaking of  
92 the office lease has been forwarded to the State office. She will let us know when a response is

93 received from them. Rick Noble is planning on attending the next District board meeting and is  
94 requesting 10 minutes on the agenda.

95 Barry reviewed the business plan summary for the District using core business descriptions. She  
96 described the process of completing the business plan analysis. There is a need to know where we  
97 are at before we reorganize the district. It should provide a good too for conversation with staff  
98 and board at the retreat planned for January 17<sup>th</sup>.

99 A board only retreat is planned to get clarity on how to work together as a board and how to  
100 work with the new Executive Director.

101 The board and staff retreat will be a joint workshop with the intent to dialog with staff and receive  
102 staff presentations. An effort will be made to align goals with core business elements, and give  
103 form and function to the reorganization of the District.

104 Barry presented her progress report. She noted that she has been participating in staff meetings.  
105 The categories of activities that the non-competitive grant program is funding raise interesting  
106 policy questions for the District. The Business plan will give the Executive Director an idea of  
107 how the District works. Vos asked about hiring 4 new people and how he thought it was  
108 important to give preference to multiskilled people. The Executive Director might want some  
109 input in the hiring process so it might be preferable to wait until the ED position is filled. Wallace  
110 stated his preference for employees who could multitask as well.

111 Knutsen said he had been reviewing consultant contracts and wanted the committee to meet with  
112 Bartlett.

113 There was a discussion about core versus discretionary activities and how the business plan would  
114 help in making policy decisions.

115 Barry said she was getting feedback from board members on retreat dates. January 17 looks the  
116 best for the combined retreat. She will be leaving January 22 for three weeks. More discussion  
117 occurred regarding the scheduling of the two retreats.

118 Lindemulder updated the group on the progress of the flood task force. It is finalizing  
119 recommendations, one of which is to allow Ag buildings on critter pads.

120 G. Reed gave updates from WACD and on the Green Acres Radio program. Vos said he enjoyed  
121 attending the Suburban Cities meeting.

122 There was a discussion on the pizza party held after the latest Advisory Committee meeting.  
123 December 18 will be the Holiday party for the staff at 12:30. The board decided by consensus to  
124 allow staff to take Monday December 24<sup>th</sup> off as it is Christmas Eve.

125 Livengood had an update about the Executive Director recruiting process. Avery and Assoc. has  
126 taken the information that the District provided and is putting together a draft promotional piece.

127 Livengood will receive a draft and he will let everyone have a chance to look at it. Bill Avery will  
128 come to the office on December 27, and Livengood encouraged everyone to make time to meet  
129 with him, as he will be representing the District to candidates.

130 The District office will be a construction zone on Dec 26 and 27 for office cubicle construction. It  
131 was suggested Avery come into the office on the 28<sup>th</sup>. Discussion ensued. G. Reed will be the  
132 contact for the press release announcing the Executive Director hiring process.

133 There being no more business before the Board, the meeting was adjourned at 8:30pm.

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137 \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date

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#### Summary of Motions

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