

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

January 14, 2008

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

3 **Associate Supervisors Present:** None

4 **Guests Present:** Wendy Barry, District Consultant, Sara Hemphill, District Consultant, John
5 Larsen, WACD Executive Director, Dean Langué, WACD President, Brad Gaolach, WSU
6 Extension

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

8 **NRCS Staff Present:** Paul Rogers, NRCS

9 Chairman Livengood called the meeting to order at 6:03 pm.

10 The agenda was reviewed and introductions were made. No changes were made to the posted
11 agenda.

12 Minutes from the December 4, 2007 Special Session were read.

13 **Lindemulder Moved, Vos Seconded, Passed unanimously a motion to approve the**
14 **December 4, 2007 Board of Supervisors Special Session meeting minutes as read.**

15 Minutes from the December 10, 2007 Board of Supervisors meeting were read.

16 **Lindemulder Moved, Knutsen Seconded, Passed unanimously a motion to approve the**
17 **December 10, 2007 Board of Supervisors meeting as read.**

18 There was no public comment.

19 John Larsen and Dean Langué gave the Board an update on the WACD approach for the current
20 legislative session. This year the focus is on big issues, not asking for dollars for specific needs
21 as in prior years. Productivity with the current dollars needs to be displayed. Washington
22 Conservation Commission surveys are important so that the Commission can better ask the
23 Legislature for funding in the future. Partnerships are important with the Puget Sound
24 Partnership and there is an emphasis on farmland preservation.

25 Larsen said there is nothing out there currently that is detrimental to Districts at this time. Now
26 there is an opportunity to show legislators that we're keeping our promises and getting things
27 done on time and under budget. The elections are possibly an issue, but an effort will be made to
28 keep it muted this year.

29 The WACD Legislative Day is February 21. King County has a lot of legislators so it's
30 important for the KCD to come down and talk with them. Larsen reviewed the role of districts in
31 the Puget Sound Partnership. Discussion ensued about reporting and plans for the Partnership.

32 Rogers gave the NRCS update. The Farm Bill is being discussed right now, and staff is working
33 on getting \$200,000 in contracts signed before the bill is passed so the contracts will be
34 "obligated". Discussion ensued.

35 The process of renegotiating the office lease is ongoing; GSA has been notified to start the
36 process. The District will need to contact the building manager again to reiterate the District's
37 desire to stay in its current space. At the end of September it is expected that unescorted access
38 to NRCS space will become an issue.

39 Hamilton Lucas presented the Finance Report beginning with the list of checks for December.

40 **Knutsen Moved, Lindemulder Seconded, Passed unanimously a motion to approve checks**
41 **# 10573-10679 in the amount of \$ 983,670.81.**

42 The balance sheet and budget tracking report were distributed and reviewed. The year end net
43 income was almost 5% over the yearly budget due to increased income and decreased expenses
44 than the original budget anticipated. Currently the unrestricted fund balance is \$1.9 million and
45 \$6.8 million is in restricted funds.

46 **Lindemulder Moved, Knutsen Seconded, Passed unanimously a motion to accept the**
47 **finance report as presented.**

48 Subcommittee reports:

49 B. Reed gave an update on the grant committee activities and distributed non-competitive grant
50 items to be included in the minutes.

51 Grant Subcommittee amended the *King County Newaukum Basin Characterization Project* grant
52 agreement, revising the budget as submitted.

53 Grant Subcommittee amended the *City of Issaquah 2007 Issaquah Habitat Restoration*
54 *Monitoring and Maintenance Project* grant agreement, revising the budget as submitted.

55 Grant Subcommittee amended the *City of Duvall Coe Clemmons Creek Sediment Study and*
56 *Remediation Alternatives Project* grant agreement, extending the project completion date to
57 December 2008.

58 Grant Subcommittee closed-out the *Seattle Public Utilities Duwamish Chinook Salmon*
59 *Distribution and Habitat Productivity Study Project* grant agreement, documenting scope of
60 work completed as approved, and grant funds expended as approved.

61 Grant Subcommittee closed-out the *City of Issaquah Guano Acres/Johnson Property Acquisition*
62 *Project* grant agreement, documenting scope of work completed as approved, and grant funds
63 expended as approved.

64 Grant Subcommittee closed-out the *City of North Bend Flood Hazard Management Plan Cost*
65 *Benefit Analysis Project* grant agreement, documenting scope of work completed as approved,
66 and grant funds expended as approved.

67 Knutsen commended the City of Issaquah for completing their project on time and under budget.

68 Hemphill distributed a report on the activities of the Outreach Subcommittee. The video is
69 nearing completion; the remaining activity is finalizing design of the cover. She discussed the
70 efforts being made to publicize the upcoming election and approaching non-member cities about
71 District membership, and distributed a meeting schedule for the advisory committee.

72 The Issues Subcommittee has not met recently. Issues surrounding the arena and associated
73 water retention need to be addressed. Mini-plans for permit purposes are also needing attention,
74 as well as “macro” plans for a group of landowners as suggested by the advisory committee.

75 Policy Subcommittee has not met since completing work on the policy manual.

76 Strategic/Special Project Subcommittee has included their work in the 2008 workplan. The
77 initiatives may be revisited in 2009. They are working on something called “Best Available
78 Science and Engineering”.

79 B. Reed presented and discussed the 2008 budget for board review and approval.

80 **Knutsen Moved, Lindemulder Seconded, Passed unanimously a motion to approve the final**
81 **2008 budget as presented.**

82 G. Reed presented a list of contractors for approval by the board. Brad Gaolach of WSU
83 Extension gave a presentation about how the District’s contribution to the program was spent in
84 the prior year. There was discussion about how to handle the \$83,000 under spent amount-
85 should it be carried forward to cover 2008 spending or remain at the District and Extension
86 would receive its expected 2008 allocation as budgeted. Livengood was concerned about going
87 farther into reserves by allowing Extension to receive the funding that was not spent in 2007.
88 Gaolach mentioned that part of the under spending was caused by a contract being approved
89 later in 2007 that expected which caused reimbursement requests from the District to be less than
90 expected. It was emphasized that this year’s contract needed to be back dated to January 1 so that
91 costs could be reimbursed fully.

92 G. Reed requested that the list of contracts be approved in one motion, with the exception of the
93 DVA Vets Conservation Corps, as the project coordinator has resigned. Knutsen asked about the
94 farm planner contract, and discussion ensued about how the contract was working and how much

95 of the money would be spent in 2008. The learning curve for out of county farm planners is steep
96 because King County farm plans are complex due to regulations and permitting processes.

97 **Lindemulder Moved, Knutsen Seconded, Passed unanimously a motion to approve**
98 **contracts as listed subject to holding the DVA contract until a new coordinator is hired.**
99 **Livengood abstains.**

100 Contracts:

101 Public Relations, Communications-Bartlett Group, \$7000/month

102 Outreach- Sustainable Solutions, \$8500/month plus expenses

103 Education- Horses for Clean Water (Alayne Blickle), \$15,000/yr, hourly

104 Publication Development- Good Nature Publishing, \$15,000/yr, hourly

105 DVA- Vets Conservation Corp \$1,000/month (Hold)

106 Liz Clark- Publication Design/Layout \$5,000/yr, hourly

107 Snohomish CD- Farm Plan Assist \$93,600/yr, hourly as needed

108 Skagit CD- CREP assist \$5,000/yr, hourly as needed

109 WSU Extension- Program Partnerships \$152,000/yr, hourly

110 Martha Baskin- Radio Production \$15,000/yr, hourly

111 Stewardship Partners- Advertising/Promotion \$10,000/yr, hourly

112 Katrina Ooms- Spanish translation services \$1,400/yr, hourly

113 G. Reed gave an update on the 2008 Board of Supervisors election. He showed the group a map
114 with the proposed locations of polling places distributed throught the county. An announcement
115 will be made Feb 1 and outreach to increase the number of voters for the March 18 election will
116 begin as well. The required legal notice is in the paper for recruiting both elected and appointed
117 supervisors. B. Reed is meeting with outreach committee about putting election info on the
118 website. Q& A is being created by the outreach committee. Knutsen will mention the elections at
119 the WRIA meetings he attends. Vos has received the paperwork he needs to complete to run in
120 the election.

121 W. Barry gave an update on the reorganization. She directed the board to review the status report
122 she included in the board packets. She is focusing on the business operations review currently
123 and soliciting comments from stakeholders. She will be out of state from Jan 22 to Feb 22.

124 She is working on a cost analysis of District programs for the new Executive Director. Currently
125 her overarching recommendation is collecting data on customer feedback to measure
126 effectiveness of District programs. She stated that the District currently gets a lot done but need
127 better systems to support growth. She will offer proposed reorganization structures when she is
128 done with her analysis.

129 During the board/staff retreat on this coming Thursday, she will present an overview of
130 recommendations and they will be discussed in small groups. The outreach consultants will
131 make a presentation and there will be time for questions and answers. In the afternoon, the topic
132 will be working relationships, roles and expectations. Details of the meal times were discussed.
133 G. Reed asked for authorization to close the office, Livengood directed that the office be closed
134 on the day of the retreat. District Engineer Pete Landry has resigned to take another position, but
135 he is planning on attending the retreat.

136 Livengood updated the group on the Executive Director Search process. The salary survey has
137 not been completed, and the position brochure lists salary as "under review". Suggestions for
138 candidates should be forwarded to Bill Avery.

139 Knutsen said he profited from the Board retreat last week. Barry said she would produce the
140 retreat minutes.

141 Under other business, G. Reed asked who would want to go to the NACD annual meeting in
142 Reno. It is scheduled for the second week in February. He also asked about attendance at the
143 WACD legislative day on February 21 and four people volunteered to go. Hemphill said she had
144 a room reserved so a reception could be held if desired.

145 B. Lindemulder gave an update on the Flood Task force activities. She said there had not been
146 much interest in a proposal for an "Eco Ag preserve" for flood control.

147

148 There being no more business before the Board, the meeting was adjourned at 9:05pm.

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152 _____
Authorized Signature

_____ Date

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Summary of Motions

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