

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

May 12, 2008

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

Associate Supervisors Present: David Irons

Guests Present: Wendy Barry, Effective Options, Sara Hemphill, Sustainable Solutions, Jeffrey
Possinger, Possinger Law Firm, Brooke Alford, Green/Duwamish Alliance, Lindsey Malone,
Cascade Land Conservancy, Karen Bergeron, WRIA 9

Staff Present: Geoff Reed, Brandy Reed, Jessica Saavedra, Marla Hamilton Lucas, Marcie
Hagen

NRCS Staff Present: Clare Flanagan (arrived later)

Chair Livengood called the meeting to order at 6:00pm. The agenda was reviewed and several
items were added: 1) an initial review of the 2009 Program of Work, 2) a brief executive session
3) contract items for review and 4) surplus computer equipment.

Introductions were made around the table. The minutes from the April 14, 2008 Board of
Supervisors meeting were reviewed.

**Lindemulder Moved; Wallace Seconded; Passed a motion to approve the April 14, 2008
Board of Supervisors meeting minutes as read.**

An opportunity for public comment was opened. There were no comments.

J. Saavedra presented the non-competitive grant applications for the Board's review.

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

**Lindemulder Moved, Knutsen Seconded; Passed unanimously a motion to approve the
Green-Duwamish-CPS Watershed Forum grant application for \$10,000 from 2007
Assessments for the Green-Duwamish Watershed Alliance 2008 Summer Watershed
Conservation Science Program.**

Member Jurisdiction and WRIA Forum Grant Program Policy

**Vos Moved, Lindemulder Seconded; Passed Motion to approve a Member Jurisdiction &
WRIA Forum Grant Program Acquisition Policy regarding the release of grant funds for
acquisition projects which will be added to the Member Jurisdiction & WRIA Forum
Grant Program Policies and Procedures document, subject to getting appropriate revised
wording from District Counsel.**

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

Knutsen Moved, Wallace Seconded; Passed unanimously a motion to approve the Green-Duwamish-CPS Watershed Forum grant application for \$496,023 from 2004-2007 and Returned Assessment funds for the Cascade Land Conservancy Beaconsfield on the Sound-Shoreline Acquisitions Project consistent with the Member Jurisdiction & WRIA Forum Grant Program Acquisition Policy.

King County Member Jurisdiction Grant Application Packet:

Knutsen Moved, Wallace Seconded; Passed a motion to approve the King County Member Jurisdiction grant application for \$264,000 from 2007 and 2008 Assessments for the King County WLRD Agriculture Program 2008, subject to receipt of a list of cost allocations/activities to be undertaken with the grant funding. Vos abstained, as he is a member of the county Ag commission.

Revisions/Agreement Amendments:

Wallace Moved, Vos Seconded; Passed a motion to amend the City of Seattle, Department of Transportation Seattle Central Waterfront Seawall Test Panels Project grant agreement, requesting additional funds in the amount of \$30,000 from Green-Duwamish-CPS Watershed Forum 2006 Assessment funds.

Member Jurisdiction and WRIA Forum Grant Items to be Reflected in the Minutes:

Grant Subcommittee amended the King County WLRD, *Ellis Creek Estuary Restoration and Acquisition Project* grant agreement, revising the budget as submitted.

Grant Subcommittee amended the *Seattle Public Utilities Cedar River Mainstem Chinook Salmon Redd and Carcass Surveys Project* grant agreement, revising the budget as submitted and returning grant funds in the amount of \$1,616.04 to Lake Washington-Cedar-Sammamish Watershed Forum funds.

Livengood asked for feedback on the format of the new Board Action Request proposed by Barry. Lindemulder, Wallace and Irons said they liked it. Saavedra was asked how it would work for the presentation of grant applications to the Board and she said that probably the first time it is used would take a little longer.

Hamilton Lucas presented the Finance Report beginning with the list of checks written in April for approval by the Board.

Wallace Moved; Knutsen Seconded; Passed unanimously a motion to approve check #'s 10908 -10997 in the amount of \$453,399.69.

The balance sheet was reviewed along with the restricted and unrestricted fund balances. The budget tracking report was distributed and reviewed. Some items were detailed and explained. 67% of the year remains with 77% of the budget remaining.

Wallace Moved; Lindemulder seconded; Passed a unanimously a motion to accept the April Finance report as presented.

Hamilton Lucas asked to schedule the yearly required internal “audit”. Discussion ensued and it was decided that Hamilton Lucas would work with Knutsen and Wallace at 10:30 on May 27 to complete the task. Hamilton Lucas presented an award letter to the District from the Washington State Auditor’s office in recognition of 6 years of clean audits.

G. Reed asked the Board to review the long range plan. Review of the plan is required every four years under the Conservation Commission Good Governance Grant. He asked for board input- there is no fiscal impact created by this review but there could be policy impact. Wallace wanted committees to meet and discuss in terms of the District’s reorganization plan. Lindemulder related her experience at Snohomish CD, they had outside parties provide input, and maybe the Advisory Committee should help with the review. It’s also good for the new Executive Director to participate in the process.

G. Reed said that these are good points, but for now it is necessary for the Board to meet the grant requirement. He will take the long range plan to the Advisory and Outreach committees.

B. Reed suggested moving up Hagen’s presentation on the new Landowner Incentive Program. There are two new developments since the last meeting. District Counsel has made changes in the contract, and staff recommended that review of proposed projects take place each month. Proposals would then be forwarded to the board. B. Reed made it clear that the use of this program ties to receiving technical assistance from KCD. The program is not meant to compete with, but compliment the existing King County cost share program. Discussion ensued.

Knutsen Moved, Wallace Seconded, Passed Unanimously a motion to authorize and implement the Landowner Incentive Program as presented.

Subcommittee reports:

Nothing from the Grant Subcommittee. Saavedra provided a schedule of WRIA grants.

Hemphill said she distributed a memo this weekend and the Outreach Subcommittee wants to aggressively pursue the upcoming “Dig It” exhibit. Bartlett and Hemphill will assist Hoffman with this project. Hoffman will also research Puget Sound Access and determine if membership is worth keeping.

Discussion ensued about having a KC Council member be included in video of shoreline workshops for subsequent airing on KC TV.

There are two new candidates for the District Advisory Committee, Glenn Smith and Elizabeth Walker. Livengood asked for clarification of what to approve. The Subcommittee will clarify the “Dig It” project and return to the board with additional information.

Wallace Moved, Knutsen Seconded, Passed Unanimously a Motion to appoint Glen Smith and Elizabeth Walker to the King Conservation District Advisory Committee.

Discussion continued about including a councilperson in the workshop video. Vos wanted to invite Council members Phillips and Constantine to a board meeting. More discussion ensued about the video and it was decided that Wallace would discuss parameters with District consultants.

Knutsen will go on the PARC tour. G. Reed will go to the Small Cities Issues Committee meeting. Federal Way Rotary meets next month.

Issues Subcommittee reported comments were received from NRCS on the streamlined Farm Plan being developed by the District. Additional items from the Field Office Technical guides will need to be added.

No report from the Policy Subcommittee.

Budget Subcommittee reported that WACD has requested all conservation districts provide and 2009-2011 biennium budget request. B. Reed reviewed the Board agenda action request, reported the District currently receives approximately \$250,000 in WCC grant funds per year, and that the WACD 2009 – 2011 biennium budget request must be approved by the Board and submitted by May 30, 2008.

The Board indicated the King CD budget request should be similar to prior year’s requests, and include funding for NRIM and cultural resources work. B. Reed suggested three ways the Board could approve the request in a timely fashion. 1) Approve the WACD budget request based upon the budget request outline presented at this board meeting, 2) authorize the Budget Subcommittee to approve the budget request subsequent to staff revision, or 3) schedule a second board meeting to approve the budget request. B. Reed noted the budget request outline presented at this meeting reflected the scopes of work for past grants received by the WCC and recommended the Board select option 1.

Wallace Moved, Knutsen Seconded, Passed Unanimously a motion to approve the WACD 2009 -2011 Budget Request based upon the budget request outline provided and allowing for some “repackaging” of the budget categories as necessary.

B. Reed introduced the 2009 Program of Work item. The ILA with King County requires that a Program of Work be submitted by August 1st for the subsequent year. She wished to have a discussion about the process and deadlines. Because of the Board meeting schedules, a draft of the 2009 Program of Work would be approved at the June 9th board meeting, and the final draft of the 2009 Program of Work would be approved at the July 14th board meeting. Another

consideration is how and when to engage the District Advisory Committee in the process. She also advocated making the program clearer rather than making major changes for next year. The consensus among the Board Members was 1) to slightly tweak the budget numbers by rounding, 2) add a statement to the Executive Summary about the purpose of the document, and 3) ask the Advisory Committee to review a draft of the document. A discussion ensued regarding the Advisory Committee purpose.

The WRIA letters regarding their progress on creating landowner incentive programs were discussed. Vos was encouraged with the honest effort to respond to the Board's request, but was disappointed with what was actually accomplished by the WRIAs. Wallace suggested the Advisory committee get involved. Discussion ensued. B. Reed suggested a follow-up letter to the WRIAs to push the process along. G. Reed will draft the letter.

Barry gave an update on the reorganization. She distributed an agenda calendar and an update on her activities. She will be doing work sessions with the Board, staff and new ED.

Flanagan gave an update on the NRCS office access issue. She reviewed the AgLearn documents and tests on office/computer security that will need to be completed in hard copy for everyone who has access to the office before June 30, 2008. No news yet on office lease from the NRCS state office.

The board went into Executive Session at 9:40pm to discuss personnel issues.

The board came out of Executive Session at 10:30pm.

Wallace Moved, Lindemulder Seconded, Passed Unanimously a motion to offer Jeffery Possinger the Executive Director position at the King Conservation District.

Wallace Moved, Vos Seconded, Passed Unanimously a motion to authorize the Board Chair to negotiate the terms of employment with Possinger.

B. Reed presented a proposal to fund the 2008 Tukwila Wildlife Festival which had been included in the 2008 Work Plan, but had been inadvertently omitted from the 2008 budget.

Lindemulder Moved, Wallace Seconded, Passed Unanimously a motion to amend the 2008 Budget to include \$1,000 to fund District sponsorship of the Tukwila Backyard Wildlife Festival.

B. Reed presented a \$3,050 contract proposal to hire Peter Landry for assistance with marine shoreline workshops and landowner site visits. Discussion ensued.

Knutsen Moved, Lindemulder Seconded, Passed Unanimously a motion to approve a contract with Peter Landry for services related to the District marine shoreline landowner education and technical assistance program.

B. Reed requested that certain computer equipment be declared surplus.

Knutsen Moved, Wallace Seconded, Passed Unanimously a motion to approve making obsolete computer equipment surplus.

Given the late hour Chair Livengood offered to postpone the election of new Board officers. Discussion ensued nonetheless. Livengood said that he needed to step down as Chair due to inadequate time available on his part to continue as Chair.

Vos Moved, Wallace Seconded, Passed Unanimously a motion to appoint Knutsen as Board Chair.

Knutsen Moved, Wallace Seconded, Passed Unanimously a motion to appoint Vos as Board Vice Chair.

Livengood asked for volunteers for the position of Secretary/Auditor.

Knutsen Moved, Wallace Seconded, Passed Unanimously a motion to appoint Livengood as Board Secretary/Auditor.

All changes were deemed to be effective as of the end of the Board meeting.

There being no more business before the Board, the meeting was adjourned at 10:45pm.

Authorized Signature

Date

Summary of Motions

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Wallace Moved, Vos Seconded, Passed Unanimously a motion to authorize the Board Chair to negotiate the terms of employment with Possinger.

226 **Lindemulder Moved, Wallace Seconded, Passed Unanimously a motion to amend the 2008**
227 **Budget to include \$1,000 to fund District sponsorship of the Tukwila Backyard Wildlife**
228 **Festival.**

229 **Knutsen Moved, Lindemulder Seconded, Passed Unanimously a motion to approve a**
230 **contract with Peter Landry for services related to the District marine shoreline landowner**
231 **education and technical assistance program.**

232 **Knutsen Moved, Wallace Seconded, Passed Unanimously a motion to approve making**
233 **obsolete computer equipment surplus.**

234 **Vos Moved, Wallace Seconded, Passed Unanimously a motion to appoint Knutsen as Board**
235 **Chair.**

236 **Knutsen Moved, Wallace Seconded, Passed Unanimously a motion to appoint Vos as Board**
237 **Vice Chair.**

238 **Knutsen Moved, Wallace Seconded, Passed Unanimously a motion to appoint Livengood as**
239 **Board Secretary/Auditor.**