

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

October 27, 2008

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

3 **Associate Supervisors Present:** None

4 **Guests Present:** Barbara Heavy, Associate Supervisor applicant, Sara Hemphill, KCD  
5 Consultant, Mark To, Washington Partners Inc.

6 **Staff Present:** Jeffrey Possinger, Brandy Reed, Jessica Saavedra, Marla Hamilton-Lucas, Susan  
7 Wermus

8 **NRCS Staff Present:** None

9 Chair Knutsen called the meeting to order at 6:00pm.

10 The agenda was reviewed. There were no changes made to the agenda.

11 **Lindemulder Moved, Livengood Seconded, Passed unanimously a motion to approve the**  
12 **meeting agenda. (5 ayes, 0 nays)**

13 **Wallace Moved, Lindemulder Seconded, Passed unanimously a motion to approve the**  
14 **consent agenda. (5 ayes, 0 nays)**

15 Possinger provided his Executive Director's report. He began by informing the Board that  
16 Unico has accepted the majority of KCD lease requests for the new office space. For example,  
17 Unico agreed to allow KCD to affix a sign to the outside of the building facing I-405. Unico  
18 owns the building where KCD is planning to move in January 2009. The details of the lease  
19 negotiations will be shared in the Executive Session portion of tonight's Board meeting.

20 Possinger, along with additional KCD staff members, attended the King County Council  
21 Committee of the Whole Salmon Recovery Meeting today. King County budget challenges were  
22 a major topic discussed. The Council sees the KCD as a vital organization in meeting  
23 conservation goals in King County. Funding for some programs has been eliminated, such as the  
24 budget for the Rural Stewardship Planning Program. Possinger met with David Dicks, Executive  
25 Director for the Puget Sound Partnership, for a brief moment at the meeting. Mr. Dicks showed  
26 interest in continuing conversations with KCD in the future.

27 Possinger is scheduled to meet with the DDES Senior Management Team on Wednesday  
28 October 29<sup>th</sup>. Possinger suggested that KCD develop and adopt Associate Board of Supervisor  
29 guidelines and expectations. Possinger met with John Bodin regarding 2009 KCD Board of  
30 Supervisor elections. KCD's attorney, Eric Frimodt, will work closely with Possinger on this  
31 matter and the cost of the 2009 elections is expected to be less than in previous years.

*"Promoting sustainable uses of natural resources  
through responsible stewardship"*

32 Possinger acknowledged the recent Employee of the Year award given to Bobbi Lindemulder by  
33 the WACD. Possinger also acknowledged that KCD staff member, Jay Mirro, recently reached  
34 the career milestone of 200 farm plans completed.

35 Knutsen did not have a Chair report. He opened up the floor to reports from the full Board and  
36 Livengood and Lindemulder did not have reports to share.

37 Vos stressed that the Advisory Committee should look closely at the upcoming election since the  
38 ratio of money spent to votes cast in the last election was not cost effective. He hopes that the  
39 Board will have more input on this matter in the future.

40 Wallace explained that he discussed a revised motion with Frimodt and he is ready to approve  
41 the Stillwater Wildlife Area Floodplain Restoration Project [AI 08-87] at the next Board  
42 meeting. He would like to see a group of appropriate experts to review the Wild Fish  
43 Conservancy proposed model.

44 Knutsen opened up the floor for Board Subcommittee reports. There were no Subcommittee  
45 reports at this time. Hemphill may give a report once she arrives.

46 Knutsen opened up the floor for Staff reports.

47 Possinger and Hamilton-Lucas detailed the status of the 2009 budgeting process. Possinger  
48 passed around handouts. Possinger and Hamilton-Lucas have been working very closely to  
49 develop a budget infrastructure that will allow for more checks and balances within key budget  
50 areas. Quickbooks has some limitations but it is believed that Quickbooks will be able to meet  
51 the District's needs after some adjustments have been made, the system has been tested, and the  
52 system has been populated with accurate information. Possinger and Hamilton – Lucas have  
53 used the farm planning team's budget as a test scenario for the new structure. The plan is for  
54 each work team to have a degree of ownership and involvement with their corresponding budget  
55 area. Each program will have its own budget, which will roll up into the full work team's  
56 budget, which will roll up into the District's budget as a whole. With the new structure in place,  
57 a chain of accountability will be transparent and financial reporting to the Board will be more  
58 comprehensive and useful. The structure will also allow for more informed decision-making  
59 regarding new projects, will act as a tool kit for prioritization, and will be useful for auditing  
60 purposes. Budget windows for years beyond 2009 will be built into the new structure to  
61 accommodate for multi-year programs. Within the next several weeks, the budget will be  
62 presented to the Board. Hamilton-Lucas added that the Administration portion of the 2009  
63 budget will look high due to the addition of increased rental payments.

64 Hemphill provided the Outreach Subcommittee report. She informed the Board that she, Steve  
65 Ohlenkamp, Barry Bartlett, and Possinger met last week to discuss moving forward with the  
66 Special Assessment strategy. A professional communication tool will be created to give to  
67 legislators on this matter. She believes that the King County budget will provide KCD with  
68 opportunities. She requested that a letter from Knutsen be developed to give to the Advisory  
69 Committee at the upcoming Advisory Committee meeting.

70 Possinger added that synchronizing the Board decision-making process with the Advisory  
71 Committee process, so that one can work in conjunction with another. Possinger plans to engage  
72 the Advisory Committee in a much more meaningful way going forward. For example, the  
73 Advisory Committee could serve as a major KCD advocacy entity.

74 The next item on the agenda was Resolution 08-003 regarding public comment guidelines.  
75 Possinger explained to the Board that some slight changes in language had been made from the  
76 last Board meeting on these guidelines.

77 **Lindemulder Moved, Livengood Seconded, Passed unanimously a motion to approve**  
78 **Resolution 08-003 regarding public comment guidelines as detailed in Exhibit A. (5 ayes, 0**  
79 **nays) [AI 08-91]**

80 The next item on the agenda was the 2008 Work Plan Status Report. Possinger reported that  
81 programs that did not have FTEs attached to it have been put on hold until the end of the year so  
82 that a full program / FTE analysis can be completed. He reported that the Green Valley Farm  
83 property will not be purchased by KCD and Green ACRE Radio will not receive additional  
84 funding for 2008. Additional funding for the Puget Sound Caucus DVD will not be provided  
85 until clear expectations have been laid out. The Dig It program has also been put on hold  
86 because the program continued to grow in financial expectation even though clear programmatic  
87 expectations of the KCD had not yet been laid out. Possinger added that Steve Ohlenkamp  
88 shared a video he made of the exhibit and it was not as impressive as originally hoped. WCC  
89 will not provide funding to help support the Dig It program. It is unclear who the lead for the  
90 project is and who is responsible for what. The Smithsonian has not yet secured a national  
91 partner. Possinger recommended that the project continue to be on hold and not killed. KCD  
92 must reevaluate its role and see what the organization can afford in order to ensure that the cost  
93 justifies a KCD commitment. Possinger reiterated the necessity of having complete information  
94 in order to make financial and programmatic commitments.

95 The Board took a 10 minute break at 7:50 pm.

96 The Board attention turned to the next item on the agenda, Strategic Planning.

97 Possinger passed around three handouts and began his presentation. Possinger began with the  
98 KCD mission and what it means in practice: KCD assists landowners and land occupiers to be  
99 better natural resource managers of their own land. He added that KCD is essentially an  
100 organization of consultants who assist landowners in utilizing best management practices. We  
101 are trusted by our clients and we are primarily a service organization. Possinger stressed that the  
102 special assessment is an important part of our funding but that we need more long-term, stable  
103 funding sources as well. Then, he laid out a structural plan of organizing communication and  
104 responsibility paths, which included multiple groupings of responsibility called Core Business  
105 Units. These Core Business Units include operational and programmatic teams that report to the  
106 Executive Director and represent teams of staff members. The vision is that each work team will  
107 have its own regular communication avenues, such as staff meetings. Regular full staff meetings

108 will continue as usual. Possinger opened the floor for questions from the Board. The Board  
109 requested that they have some time to digest the information and will pose questions at a later  
110 date.

111 The next item on the agenda was the 2009 Grants Program and Policies discussion. Possinger  
112 supports the Board intention of going forward with revisiting this matter. A handout detailing  
113 the grant and cost-share programs was passed around. Reed described these programs as a  
114 combination of grant and cost share programs and contracted services that enable the District to  
115 leverage partners in implementing natural resource management practices. The Member  
116 Jurisdiction and WRIA Grant Program is a true grants program and includes an extensive vetting  
117 process in partnership with the three watershed forms and member jurisdiction. This program  
118 requires 1 KCD FTE to administer the award, contracting, and contract management process.  
119 The King Conservation District/Snoqualmie Watershed Forum Opportunity Fund supports  
120 individual landowners with implementation of best management practices and is not intended to  
121 fund capital projects included in the Snoqualmie Watershed Forum Salmon Recovery Plan. This  
122 program involves approximately 15% to 20% of a KCD FTE to oversee the grant program  
123 Request for Proposals; assist landowners with the development of project proposals; and  
124 administer the grant award, contracting, and contract management. The Opportunity Fund  
125 budget in 2008 is \$200K and comes from two sources: \$100K from District special assessment  
126 collections allocated for projects in partnership with the Snoqualmie Watershed and \$100K from  
127 the District general budget. The Conservation Partnership Grant Program partners with two  
128 urban-focused grant programs administered by King County DNRP WLRD: Wild Places City  
129 Spaces and the Natural Resource Stewardship Network. This program requires approximately  
130 3% of a KCD FTE to process King County solicited grant application information with the KCD  
131 Grant Subcommittee. The Conservation Partnership Grant Program is funded with \$80K from  
132 the District general budget and is matched by King County funding. The King Conservation  
133 District Landowner Incentive Program is a cost-share program and is integrally connected with  
134 technical services just as the KCD/Snoqualmie Watershed Forum Opportunity Fund also is.  
135 \$125K has been allocated to the LIP program in 2008. The technical services side of KCD has a  
136 large FTE component supported by the Farm Conservation Planning program and Conservation  
137 Projects Program. King Conservation District Professional Services Contracts provide KCD  
138 technical services above and beyond the District's standard program of work. Projects  
139 implemented using Conservation Services Contracts include those that serve smaller  
140 jurisdictions where sufficient staff time or technical services are not readily available. These  
141 projects are funded with District special assessment collections allocated for projects in  
142 partnership with the relevant member jurisdiction and may include additional KCD funding as  
143 necessary.

144 Reed provided a brief description of the funding criteria utilized for the Member Jurisdiction &  
145 WRIA Watershed Forum Grant Program: Education and Outreach, Demonstration Projects,  
146 Capacity Building, and Direct Natural Resource Improvements. Discussion amongst the Board  
147 ensued. Multiple questions surfaced in the discussion as to what exactly the definition of  
148 Capacity Building is in this context. Saavedra read aloud the grant program definition of  
149 capacity building. Wallace added that he doesn't believe that funding should be provided to pay

150 for staff salaries. Lindemulder expressed her concern for using funds to pay for studies and  
151 research saying that plenty of funding has already been applied to this area and that now is the  
152 time to utilize the information to implement on-the-ground projects. Vos qualified this by saying  
153 that funding would be appropriate for research that includes a pilot project and Lindemulder  
154 agreed. Knutsen added that water quality monitoring technology is readily available and  
155 inexpensive enough to be utilized more widely.

156 As a conclusion to the discussion, Possinger will provide some suggestions from this discussion  
157 at a later meeting.

158 The Board entered Executive Session at 9:50 pm to discuss the details of the new office lease  
159 negotiations for 20 minutes. Executive Session was extended by 5 minutes.

160 The Board returned from Executive Session at 10:15 pm.

161 **Wallace Moved, Livengood Seconded, Passed unanimously a motion to approve Resolution**  
162 **08-004 which authorizes the Executive Director to sign a lease for a new office location as**  
163 **detailed in Exhibit A. (5 ayes, 0 nays) [AI 08-93]**

164 The meeting was adjourned at 10:20 pm.

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167 \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date

168

**Summary of Motions**

169

170 **Lindemulder Moved, Livengood Seconded, Passed unanimously a motion to approve the**  
171 **meeting agenda. (5 ayes, 0 nays)**

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