

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

REGULAR MEETING

April 12, 2010

APPROVED

1 **Supervisors Present:** Bill Knutsen, Chair, Bob Vos, Vice Chair, Scott Wallace, Supervisor,  
2 Preston Drew, Supervisor

3 **Associate Supervisors Present:** Max Prinsen

4 **Staff Present:** Sara Hemphill, Susan Wermus (Clerk), Brandy Reed, Jessica Saavedra, Marla  
5 Hamilton Lucas, Jason Chambers

6 **Guests Present:** Soray Lowry, City of SeaTac, Judith Noble, City of Seattle, Jeannette  
7 McKague, citizen, Matt Livengood, citizen, Yvette Lizée-Smith, WRIA 7

8 Chair Knutsen called the meeting to order at 6:07 pm. A quorum was present.

9 Introductions were made and the agenda was reviewed.

10 **Vos Moved; Wallace Seconded, Passed unanimously a motion to approve the meeting**  
11 **agenda. (4 ayes, 0 nays)**

12 PUBLIC COMMENT:

13 Soray Lowry made comment to the board regarding the City of Kent's Riverview Park Channel  
14 Restoration construction Project which is included in the meeting's consent agenda for grant  
15 approval. The project would involve pulling the local community together to design appropriate  
16 conservation use of an 8 acre property in a diverse community.

17 CONSENT AGENDA:

18 Drew requested that the following items be pulled off the consent agenda and added to  
19 Unfinished Business for further discussion: AI 10-033, AI 10-036, AI 10-038, AI 10-040, and  
20 AI 10-041.

21 **Wallace Moved; Vos Seconded, Passed unanimously a motion to approve the consent**  
22 **agenda. (4 ayes, 0 nays) [Board Minutes 03-08-10, AI 10-034, AI 10-035, AI 10-037, AI 10-**  
23 **039, and AI 10-032: motion to approve ratification of King Conservation District Checks**  
24 **12803 - 12889 in totaling \$485,969.55.]**

25 PRESENTATIONS:

26 Reed's Implementation Program Overview presentation was postponed to the May 10, 2010  
27 meeting.

28 REGULARLY SCHEDULED ITEMS:

29 Hemphill provided the Executive Director's report. Follow up with legislators continues after  
30 the end of the 2010 legislative session and topics being discussed with legislators are the KCD  
31 assessment funding and the KCD supervisor's election process. Many of the Advisory  
32 Committee current members have decided to continue their participation. The next Advisory  
33 Committee meeting is scheduled for April 20, 2010 at which time the committee will finalize  
34 their charter. On April 23, 2010 KCD will meet with King County representatives Fred Jarrett  
35 and Pam Bissonnette. KCD was approached by the National Fish and Wildlife Foundation, a  
36 nonprofit organization funded directly by US Congress, to partner on already approved projects  
37 which recently lost King County funding. NFWF is eager to partner with KCD long term. A  
38 special meeting of the KCD Board of Supervisors is scheduled for April 26, 2010 to vote on  
39 whether or not to move ahead with this potential partnership.

40 Knutsen provided the Board Chair report. The recent meeting with cities representatives  
41 regarding pooling jurisdictional funds was a great success.

42 Vos encouraged supervisors to initiate and maintain contact with cities representatives.

43 Wallace reported on a recent meeting with Goldsmith and Associates regarding their possible  
44 involvement with KCD engineering needs.

45 Drew reported that he is continuing work on details of a proposed KCD forestry program.

46 Knutsen invited Matt Livengood, former KCD supervisor, and Max Prinsen, former and future  
47 KCD supervisor as well as current KCD associate supervisor, to join the group at the table.

48 Hemphill reiterated the importance of board subcommittees becoming more active especially  
49 given that the full board meets once per month.

50 The Administration and Budget Subcommittee, the Strategic Planning and Stakeholder Relations  
51 Subcommittee, and the Program Development, Science and Engineering Subcommittee did not  
52 have reports.

53 The Grants Subcommittee met 3/8/10 and 3/29/10 and are continuing to bring forth applications  
54 to the full board. Saavedra presented to the board the presentation she gave recently to cities  
55 representatives regarding pooling jurisdictional funds from the 1998 – 2004 assessment years  
56 totaling approximately \$158,000. Cities representatives voiced at the meeting that they need  
57 additional communications on how best to utilize KCD funds.

58 Hamilton Lucas provided the Finance Manager report. She provided the board with the profit  
59 and loss statement and the balance sheet. She pointed out that the next influx of assessment  
60 funds will come in April and staff costs are lower than expected because an engineer has not yet  
61 been hired.

Reed provided the Implementation report. Family Forest Owner Field Day will occur at the end of July and the Rural Forest Commission has asked KCD for sponsorship level funding support. WRIA 7 has funding to support Coached Forest Planning for the fall of 2010 in Snoqualmie. Knutsen will attend the Firewise Advisory Committee meeting on Wednesday. The 2010 KCD Plant Sale supported almost 600 customers, sold 10-15,000 native plants, and brought in approximately \$75,000 in revenue. The plant sale paid for itself. The Goldsmith relationship looks promising for engineering needs as efforts continue to find a full time staff engineer.

Chambers provided the Outreach report. The Outreach Subcommittee has been meeting weekly and is the process of brainstorming a short and long term strategy. Mock up website options are being developed.

Knutsen recessed the meeting for a break at 7:36 pm and reconvened the meeting at 7:45 pm.

#### PUBLIC HEARINGS:

None scheduled.

#### UNFINISHED BUSINESS:

##### Web Site

Chambers presented a web site development update to the board. The District's outreach strategy is in development but will continue to include presence at fairs / festivals, regular press releases, and a redesigned web site. Mock up examples of a revamped web site as well as a KCD blog are in development. Constituents are utilizing electronic media more and more. Chambers has been utilizing social networking tools like Twitter to communicate regarding District business.

##### Opportunity Fund: Wild Fish Conservancy Weiss Creek Restoration Project Maintenance [AI 10-033]

Drew asked for more details. Reed explained that the project is complete and that the amendment is in regards to managing details of a prior award. The project involved weed control and fencing and native plant installation.

##### **Wallace Moved; Vos Seconded, Passed unanimously a motion to approve the Agreement Amendment Request for Wild Fish Conservancy Weiss Creek Restoration Project Maintenance, revising the budget as submitted. (4 ayes, 0 nays) [AI 10-033]**

##### MJ&WRIA: City of Bellevue Pollution Source Control Incentive Program [AI 10-036]

Drew asked for details. Saavedra responded that the amendment is to decrease the scope of work and return unused funds. Urban Bellevue landowners were not greatly incentivized to participate in the drain filter installation effort.

**Wallace Moved; Drew Seconded, Passed unanimously a motion to amend the City of Bellevue Pollution Source Control Incentive Program grant agreement, decreasing the scope of work and returning funds in the amount of \$37,680.47. (4 ayes, 0 nays) [AI 10-036]**

MJ&WRIA: City of Seattle Martha Washington Shoreline Restoration [AI 10-038]

Drew asked why the hauling of gravel in this project is proposed as via barge. Vos responded that sometimes grantee bids are estimates. Saavedra added that the grantee expects more extensive monitoring needs and that the contract costs were more than anticipated.

**Wallace Moved; Vos Seconded, Passed unanimously a motion to amend the City of Seattle Martha Washington Shoreline Restoration grant agreement, extending the completion date to April 30, 2010, revising the budget as submitted, and revising the award amount from \$120,000 to \$109,284. (3 ayes, 0 nays, 1 abstain - Drew) [AI 10-038]**

MJ&WRIA: City of Kent Riverview Park Channel Restoration Construction 2010 [AI 10-040]

Drew commented that the project is overpriced.

**Wallace Moved; Vos Seconded, Passed unanimously a motion to approve a Green-Duwamish-CPS (WRIA 9) grant application for \$690,000 from WRIA 9 2006, 2007, 2009, 2010 Assessment Funds for the City of Kent Riverview Park Channel Restoration Construction 2010 Project. (2 ayes, 1 nay - Drew, 1 abstain - Vos) [AI 10-040]**

MJ&WRIA: City of SeaTac Riverton Site Public Engagement/Conceptual Design Project [AI 10-041]

**Drew Moved; Wallace Seconded, Passed unanimously a motion to approve the City of Sea Tac Member Jurisdiction grant application for \$25,000 from 2002-2006 Sea Tac Assessments for the Riverton Site Public Engagement and Conceptual Design Project. (4 ayes, 0 nays) [AI 10-041]**

Executive Director Search [AI 10-042]

Knutsen provided an update to the board on actions to move ahead with the Executive Director search. A finalized position description is ready for advertisement. Process consultation was made with area conservation districts. The recommendation is to authorize Another Source, a third party contractor, to advertise the position, collect interested candidates, and do initial candidate screening. After which, a committee of appropriate stakeholders will review the recommended candidates from Another Source and recommend 3-5 candidates to the board of supervisors. The board will interview final candidates and make a selection. The Executive Director Search Committee will be comprised of: two Board Supervisors, one Advisory Committee member, one City of Seattle representative, one KCD cooperater, one farmer, one Agriculture Commission representative, one forestry representative, and one KCD staff member.

Drew and Wallace will serve on the committee representing the board of supervisors. The end date for accepting applications will be April 30, 2010.

**Knutsen Moved; Vos Seconded, Passed unanimously a motion to proceed with advertising the Executive Director position description and seating the Executive Director Search Committee, subject to definition by Eric Frimodt (District attorney), Bill Knutsen (Board Chair), and full board feedback. (4 ayes, 0 nays) [AI 10-042]**

#### Compensation

Hemphill, Reed, and Monaghan have been working on revamping current staff position descriptions. Additional human resources expertise is required and several options are on the table to fill this need. Three staff members are not currently being compensated appropriately according to their current responsibilities and Koss recommended that this compensation discrepancy be rectified before moving ahead with a new District wide compensation plan roll out. The funds are available to make compensation adjustments for the three identified staff members. Further discussion of this topic will take place during tonight's executive session.

#### Engineer Search

The position description is currently being revised and the hope is to use Another Source for advertising and initial candidate screening.

#### Advisory Committee

The next meeting is scheduled for April 20, 2010 and this is the second meeting of the year. The meeting agenda includes finalizing the committee's charter and discuss committee membership. All current committee members plan to remain on the committee and eleven people have expressed interest in participating on the committee. The finalized charter will be brought forward to the board for approval. The Advisory Committee will make recommendations to the board for populating the unfilled committee seats. Knutsen has invited Advisory Committee members to attend board meetings. Vos suggested reinstating the Associate Supervisor positions.

#### NEW BUSINESS:

##### Board Meeting Locations

Hemphill strongly recommends nurturing stakeholder relations via holding board meetings at identified locations across King County.

##### Executive Session: Personnel Matter 42.30.110 (1)(g)

Knutsen began executive session at 10:01 pm. Ten additional minutes were requested at 10:16 pm. Five additional minutes were requested at 10:26 pm. Ten additional minutes were

requested at 10:31 pm. Executive session ended at 10:40 pm and the board meeting was reconvened.

National Fish and Wildlife Foundation

Hemphill informed the board of a current opportunity to partner with the National Fish and Wildlife Foundation (NFWF), a nonprofit organization funded by U.S. Congress. Funding via King County for already designed NFWF projects was lost and NFWF is in need of matching funds. A third party would manage the fifteen identified projects and \$20,000 to cover administrative costs. Hemphill believes this to be a significant opportunity for a long term partnership. A special meeting has been called for April 26, 2010 to discuss and take action on this potential partnership.

Compensation [AI 10-043]

This action item has been tabled until the April 26, 2010 special board of supervisors meeting.

Vos offered to cover food and beverage costs for the next regular board meeting on May 10, 2010.

Knutsen adjourned the meeting at 11:30 pm.

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

\_\_\_\_\_  
Date

**Summary of Motions**

**Vos Moved; Wallace Seconded, Passed unanimously a motion to approve the meeting agenda. (4 ayes, 0 nays)**

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