

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

REGULAR MEETING

January 10, 2011

APPROVED

Supervisors Present: Bill Knutsen - Chair, Jeanette McKague, Max Prinsen - Auditor, Preston Drew

Associate Supervisors Present: None.

Staff Present: Sara Hemphill, Brandy Reed, Susan Wermus - Clerk, Marla Hamilton-Lucas, Jessica Saavedra

Guests Present: Randall Parsons – Normandy Park, Bob Vos - citizen

Chair Knutsen called the meeting to order at 6:18 pm. A quorum was present.

Introductions were made and the agenda was reviewed.

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

CONSENT AGENDA:

Prinsen Moved; Drew Seconded, Passed unanimously a motion to approve the consent agenda. (4 ayes, 0 nays) [AI 11-001: ratification of King Conservation District Checks 13461 - 13589 in totaling \$1,845,162.13]

PUBLIC COMMENT: None.

PULLED CONSENT AGENDA ITEMS: None.

PRESENTATIONS: None.

REGULARLY SCHEDULED ITEMS:

Staff and Consultant Reports

Hamilton-Lucas provided the *Finance Manger report*. Hamilton-Lucas did not provide monthly financial reports due to this month's early board meeting date and not having received monthly bank statements as of yet. She will provide final 2010 financial reports at the February board meeting.

Hamilton-Lucas revisited the topic of changing health insurance costs. She recommends board approval of a temporary hybrid system of King CD and Washington State health insurance premium coverage, as detailed in a health insurance comparison document she handed out, until

27 a long term analysis and decision can be made by the board. The board received the comparison
28 handout at a prior board meeting. They agreed that a hybrid system should be employed until
29 they are able to do further analysis of health coverage changes.

30 Hamilton-Lucas informed the board that the state auditor is scheduled for the exit interview with
31 King CD next week. She is in the process of drafting a policy for providing food at board
32 meetings.

33 **Drew Moved; McKague Seconded, Passed unanimously a motion to approve a King CD /**
34 **Washington State hybrid health insurance premium coverage system for 120 days and to**
35 **instruct the executive director to bring forth health insurance premium coverage as a**
36 **business item in two months. (4 ayes, 0 nays) [AI 11-003]**

37 Reed provided the *Implementation Lead report*. She requested that an action item be added to
38 tonight's agenda for approval of an interagency contract for the Green Shorelines technical
39 assistance program. Knutsen added the action item under Unfinished Business.

40 Board Subcommittee Reports

41 Knutsen and Hemphill provided the *Administration and Budget Subcommittee report*. Knutsen
42 informed the board that the subcommittee has not met recently.

43 Hemphill added that "Policy" be added to the purview of the subcommittee as has been requested
44 at prior board meetings, so from here forward the subcommittee shall be titled the
45 Administration, Budget and Policy Subcommittee.

46 Hemphill informed the board that she and Knutsen participated in a recent webinar with the state
47 auditor regarding new auditing guidelines including frequency of conservation district auditing.

48 Saavedra provided the *Grants Subcommittee report*. She informed that board that as of the end
49 of 2010, over 300 Member Jurisdiction and WRIA Forum grants have been closed and 137 are
50 considered open.

51 Prinsen added that the subcommittee plans to discuss the enforcement of grant deliverables now
52 that grants are moving from a trend of study projects to a trend of implementation projects.

53 Hemphill provided the *Outreach Subcommittee report*. She informed the board that Elizabeth
54 Walker has been added to the Outreach Subcommittee team and will be working with the district
55 on a contract basis over the coming months on jurisdictional outreach related efforts.

56 Hemphill reported that the Strategic Partnerships Subcommittee of the Advisory Committee
57 provided initial feedback on the review of the grants policy. Saavedra added that she is planning
58 to start a blog regarding grant policy revisions to solicit feedback and keep the revision process
59 transparent. The blog and / or web survey mechanism would allow those who are unable to make
60 related meetings to provide feedback and be engaged. Prinsen added that including a checklist as

part of the application may engage people more effectively in understanding the grants policy. Saavedra confirmed that the checklist is included but applicant usage is varied. Prinsen suggested clarifying the feedback solicitation effort goal. Knutsen added that the goal is to redefine the policy in order to guide outcomes and to make the process more user-friendly. Hemphill suggested structured questions. Saavedra concluded by saying that the feedback mechanism will be a simple but structured online survey.

Hemphill reported that subcommittee members will reach out to county libraries to disseminate supervisor election voter education information. In the middle of the online voting period, February 15 – March 15, 2011, Barry Bartlett, the Bartlett Group, will lead a media event. The voter education outreach effort also includes securing King CD web links on jurisdictional and other stakeholder web pages to help get the word out about the election. John Bodin, Election Trust, recommended the King CD web site as the main web site for supervisor election information.

Hemphill added the King CD web site has recently undergone some interim visual changes until the planned overhaul is able to get fully underway.

Drew provided the *Program Development, Science and Engineering Subcommittee report*. Drew asked Hemphill regarding progress on the King CD BASE program conference? Hemphill replied that the conference will likely be in late April and we need to decide on the message for the conference.

Drew proposed conducting a pilot project on stream clearing to experiment with utilizing small vegetable-run excavator machinery for as a potentially less expensive alternative to only hand work for restoration projects. He proposed that the contractor be hired for the pilot project on an hourly rate so that analysis of progress would remain flexible. Knutsen added that the next step would be to identify potential pilot projects and that this would fall under the BASE program budget.

Prinsen added several ideas for the subcommittee to consider: 1) lending additional tools like roto-tillers to encourage urban agriculture much like we currently lend out the hay probe and manure spreader and 2) having pumps available for dewatering. Knutsen said that ADAP is looking at having pumps available for dewatering projects.

Board Chair Report

Knutsen participated in a recent webinar regarding Washington State Conservation Commission funding. The legislative session is coming up and Knutsen encouraged everyone to contact their legislators about conservation issues. He added that this Thursday the Mason County suit is on the docket for the Washington State Supreme Court.

Board Supervisor Reports

96 McKague asked that the email letter to the Metropolitan King County Council and the King
97 County Executive's office from Knutsen be circulated to the board.

98 Drew did not have a report.

99 Prinsen informed the board that Flaming Geyser Park may be closed and he encouraged the board
100 to contact their legislators about this issue.

101 Executive Director Report

102 Hemphill reported that communications have been quiet but positive with King County officials
103 and that King County's amicus brief for the Mason County case was district supportive. The
104 Advisory Committee and its subcommittees are have set meetings for this month. She
105 encouraged contact with state legislators as the session approaches. The media campaign for the
106 supervisor election has launched and the next step is to finalize the materials package. She added
107 that the performance review policy recommendation is planned to be complete this week.

108 *Knutsen called for a break at 7:49 pm and reconvened the meeting at 7:56 pm.*

109 Knutsen asked the board to give some thought to whether or not the district will continue with
110 management of our Adopt-A-Highway stretch of 169 that recently former board supervisor Bob
111 Vos managed before his resignation.

112 UNFINISHED BUSINESS:

113 Green Shorelines Contract [AI 11-004]

114 Reed explained that she is seeking board approval for entering into a contract with the
115 Department of Ecology for the Green Shorelines Management and Permit Assistance Program.
116 She handed out the draft contract including scope of work and stated that it has been reviewed
117 and approved by the King CD attorney, Eric Frimodt. The program will provide technical
118 assistance to shoreline landowners, will include design work on lakeshore demonstration
119 projects, and will streamline permitting. The program partners are the Department of Ecology,
120 WRIA 8, and King CD. She is seeking the board's authorization for the executive director to
121 sign the contract. She added that this funding is only available until June of this year and that the
122 yet to be hired district engineer would spend the majority of his or her time on the Green
123 Shorelines project through June of this year.

124 **Prinsen Moved; McKague Seconded, Passed unanimously a motion to authorize the**
125 **executive director to enter into a contract with the Department of Ecology for the Green**
126 **Shorelines Management and Permit Assistance Program. (4 ayes, 0 nays) [AI 11-004]**

127 Resolution 11-002: Five Year Strategic Plan [AI 11-002]

Knutsen proposed extending the current five year strategic plan for six months as the board and staff members engage in development of a new strategic plan over the coming months.

The board was provided with the following reference materials: the current King CD strategic plan, Spokane CD's strategic plan and the current King CD vision and priorities documents. Prinsen added that a booklet was developed to accompany the current King CD strategic plan.

Hemphill added that law requires the district to have a five year strategic plan in place. She agreed with Knutsen's recommendation to extend the current plan for an additional six months while the new plan is developed. McKague suggested extending the current strategic plan through June of this year. Knutsen added that that timing would work well since he is planning a board orientation retreat for April.

McKague Moved; Prinsen Seconded, Passed a motion to extend the current King CD Five Year Strategic Plan until July 1, 2011. (3 ayes, 0 nays, 1 abstain = Drew) [AI 11-002]

NEW BUSINESS:

National Fish and Wildlife Foundation 2011 Contract [AI 11-005]

Hemphill presented the board with the draft Letter of Agreement between the National Fish and Wildlife Foundation and the King Conservation District for \$100,000 of funding for the 2011 Opportunity Fund. Hemphill explained that the partnership and the structure of NFWF projects will provide additional funding for Opportunity Fund projects. The contract statement of a minimum of \$100,000 of funding is open for possible amendment later as necessary after continuing conversations with WRIA 7.

Prinsen Moved; McKague Seconded, Passed unanimously a motion to approve the Letter of Agreement between the National Fish and Wildlife Foundation and the King Conservation District for \$100,000 of funding for the 2011 Opportunity Fund. (4 ayes, 0 nays) [AI 11-005]

Knutsen asked the board if they had any suggestions for the upcoming board retreat this spring. Drew suggested that outgoing supervisors write a letter to incoming supervisors relating their experiences as a supervisor including what they learned and any wisdom they would like to pass along.

Knutsen adjourned the meeting at 9:05 pm.

Authorized Signature

Date

Summary of Motions

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

Prinsen Moved; Drew Seconded, Passed unanimously a motion to approve the consent agenda. (4 ayes, 0 nays) [AI 11-001: ratification of King Conservation District Checks 13461 - 13589 in totaling \$1,845,162.13]

Drew Moved; McKague Seconded, Passed unanimously a motion to approve a King CD / Washington State hybrid health insurance premium coverage system for 120 days and to instruct the executive director to bring forth health insurance premium coverage as a business item in two months. (4 ayes, 0 nays) [AI 11-003]

Prinsen Moved; McKague Seconded, Passed unanimously a motion to authorize the executive director to enter into a contract with the Department of Ecology for the Green Shorelines Management and Permit Assistance Program. (4 ayes, 0 nays) [AI 11-004]

McKague Moved; Prinsen Seconded, Passed a motion to extend the current King CD Five Year Strategic Plan until July 1, 2011. (3 ayes, 0 nays, 1 abstain = Drew) [AI 11-002]

Prinsen Moved; McKague Seconded, Passed unanimously a motion to approve the Letter of Agreement between the National Fish and Wildlife Foundation and the King Conservation District for \$100,000 of funding for the 2011 Opportunity Fund. (4 ayes, 0 nays) [AI 11-005]