

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

REGULAR MEETING

March 14, 2011

APPROVED

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

3 **Associate Supervisors Present:** None.

4 **Staff Present:** Sara Hemphill, Susan Wermus - Clerk, Brandy Reed, Jessica Saavedra, Marcie  
5 Myers, Josh Monaghan, Marla Hamilton-Lucas, RobRoy Erickson

6 **Guests Present:** Kathy Weber, Insee, Best, Doezie & Ryder, P.S., Rick Noble, NRCS, Rory  
7 Denovan, Seattle Parks, Michael Yadrick, Seattle Parks, Catherine Hovanic, Washington Native  
8 Plant Society, Victoria Andrews, Kent Parks, Eric Nelson, Cherry Valley Dairy, Carin Lee, Kent  
9 Parks, Randall Parsons, Normandy Park, Michele Koehler, Seattle Public Utilities, Sandy Kilroy,  
10 King County, Bob Vos, citizen, Kim Sklaroff, Versaire Group

11 Chair Knutsen called the meeting to order at 6:03 pm. A quorum was present.

12 Introductions were made and the agenda was reviewed.

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

15 CONSENT AGENDA:

16 Drew asked that all Member Jurisdiction and WRIA Forum Grant items be pulled off the consent  
17 agenda for discussion.

18 **McKague Moved; Drew Seconded, Passed unanimously a motion to approve the consent**  
19 **agenda. (4 ayes, 0 nays) [Board Minutes of 02-14-11 and KCD LIP Applications AI 11-017**  
20 **- 11-021]**

21 PUBLIC COMMENT: None.

22 PULLED CONSENT AGENDA ITEMS:

23 City of Kent – Green Kent Partnership Application [AI 11-022]

24 The project will improve riparian areas. The City of Kent desires to conduct this project  
25 appropriately and effectively the first time. Work parties have already started and Kent  
26 representatives have been reviewing the work.

27 Reed will coordinate with Drew on a pilot project utilizing machinery for this type of work.

*“Promoting sustainable uses of natural resources  
through responsible stewardship”*

28 **Prinsen Moved; McKague Seconded, Passed unanimously a motion to approve the Member**  
29 **Jurisdiction grant application for \$50,000 from 2009-2010 assessment collections for the**  
30 **City of Kent Green Kent Partnership Year 2 Implementation Coordination project. (4**  
31 **aves, 0 nays) [AI 11-022]**

32 City of Seattle – Year 5/2011 Olympic Sculpture Park Monitoring Application [AI 11-023]

33 Michele Koehler, City of Seattle, provided an overview of the application. The application  
34 includes year five of a total of six years of effectiveness monitoring. The overall project goals  
35 are to improve salmon habitat and create connectivity with the sculpture park. Monitoring has  
36 been done by the University of Washington and they have shown that in some years more salmon  
37 has been present than others. No water quality testing is being conducted because the City of  
38 Seattle believes that the salmon difficulties are attributed to a decrease in habitat.

39 **Prinsen Moved; McKague Seconded, Passed unanimously a motion to approve the Member**  
40 **Jurisdiction and WRIA Forum grant application for \$105,000 from 2011 WRIA 9 and**  
41 **Returned Seattle Assessment Collections for the City of Seattle, Seattle Public Utilities Year**  
42 **5 2011 Olympic Sculpture park Post Construction Monitoring project. (4 aves, 0 nays) [AI**  
43 **11-023]**

44 Nature Consortium – Duwamish Alive Restore Our River Application [AI 11-024]

45 Saavedra explained that this is a WRIA 9 application to fund two events: Duwamish Alive in  
46 2011 and 2012. The events would involve removal of invasive plants and installation of  
47 plantings along the Duwamish River. Photos and maps will be included in reporting and use of  
48 King CD funds is being tracked at each site. Most of the events costs entail purchase of plants  
49 and mulch while just over 10% of the total funding will cover event entertainment and  
50 marketing.

51 **Prinsen Moved; McKague Seconded, Passed a motion to approve the Green-Duwamish-**  
52 **Central Puget Sound Watershed Forum (WRIA 9) grant application for \$15,875 from 2011**  
53 **Assessment Collections for the Nature Consortium Duwamish Alive Restore Our River**  
54 **project. (3 aves, 1 nay = Drew) [AI 11-024]**

55 City of Seattle – Native Plant Stewards Training Program [AI 11-026]

56 Rory Denovan, Seattle Parks, explained that the training program in conjunction with the Native  
57 Plant Society and focuses on underserved Seattle residents. The program includes some  
58 classroom time, site visits and field work by six teams. One goal is to integrate these new  
59 stewards into the forest steward program.

60 **Prinsen Moved; McKague Seconded, Passed unanimously a motion to approve the Member**  
61 **Jurisdiction grant application for \$15,000 from Seattle Returned Assessment Funds for the**

62 **City of Seattle, Parks and Recreation Native Plant Stewards Training Program. (4 ayes, 0**  
63 **nays) [AI 11-026]**

64 Earth Corps – Burien Parks Vegetation Management and Trail Restoration Amendment [AI 11-  
65 025]

66 Saavedra explained that this amendment involves requesting an additional \$3,000 in funding for  
67 conservation work in Burien parks.

68 **Prinsen Moved; McKague Seconded, Passed unanimously a motion to approve Member**  
69 **Jurisdiction grant amendment request for additional funds in the amount of \$3,165.54**  
70 **from Burien 2005 Member Jurisdiction Assessment Collections for the Earth Corps Burien**  
71 **Parks Vegetation Management and Trail Restoration project. (4 ayes, 0 nays) [AI 11-025]**

72 PRESENTATIONS:

73 Board Policy Training – Kathy Weber, Inslee, Best, Doezie & Ryder, P.S.

74 The board policy training presentation covered the district's drug and alcohol policy. Weber  
75 provided the board with the portion of the employee handbook that covers this topic and she  
76 referenced WAC 296-800-11025: Prohibit alcohol and narcotics from your workplace. She  
77 specifically pointed out the policy language on page 13 and the rules of employee conduct on  
78 page 28. The executive director and district leadership is responsible for enforcing the policy.  
79 Providing, possessing or using drugs or alcohol while on duty, on district premises or when  
80 conducting district business is prohibited during regular business hours: 8:00 am – 5:00 pm.  
81 Social events at conferences are a fine line, but deemed acceptable to drink alcohol during off  
82 duty hours as appropriate while acting as a representative of the district. Alcohol is acceptable at  
83 employee recognition or holiday events if the event is not on district premises or during regular  
84 business hours. The CDL threshold for intoxication is .04 while the state threshold is .08. The  
85 CDL guideline is a safe one, but the district may decide to change that threshold. The district  
86 may not implement random drug and alcohol testing of employees, but it may test when there is  
87 a reasonable suspicion or after work-related accidents. The board thanked Weber for the  
88 informative presentation.

89 Knutsen introduced the district's new Director of Administration, RobRoy Erickson.

90 NRCS 2011 Update – Rick Noble

91 Noble introduced himself and explained that he is responsible for most NRCS activities in  
92 western Washington. He reported that NRCS staff members are busy writing conservation plans  
93 including EQIP and WHIP. In regards to funding, Noble reported that the Farm Bill funds are in  
94 place while technical assistance funding is currently tied up in a federal government continuing  
95 resolution. Farm Bill funds are mandatory while technical assistance funding is not. Last  
96 November, a request was made to NRCS headquarters seeking additional funds for the Puget

97 Sound region. Ten entities across the region were invited to submit proposals and one of the  
98 focus areas is for reaching small farmers who do not qualify for EQIP. With this funding, NRCS  
99 would partner with conservation districts to accomplish the project if the funding is approved.  
100 The three additional funding focus areas are decommissioning old waste storage structures, a  
101 forestry program, and air quality. The funding does not allow for block grants but does allow  
102 NRCS to write task orders with conservation districts. When asked about drainage assistance  
103 funding, Noble replied by saying there are many recommendations and concerns from multiple  
104 angles of the issue. He referenced tile drains, one of the recent practices being used to address  
105 drainage issues. The board thanked Noble for the informative update.

106 REGULARLY SCHEDULED ITEMS:

107 Staff and Consultant Reports

108 The *Finance Manager Report* was provided by Hamilton-Lucas and Erickson. Knutsen stressed  
109 board supervisor fiduciary responsibilities and reiterated the importance of supervisor's looking  
110 closely at monthly check reports and financial statements. Knutsen asked that the January and  
111 February check reports be pulled off the consent agenda to bring attention to this important  
112 aspect of district business. Hamilton-Lucas provided the board with Balance Sheet and Profit  
113 and Loss statements for 2010 and for January / February 2011. Erickson noted that the payroll  
114 cycle has been adjusted so that staff members receive payment on or near the last day of each  
115 month. Hamilton-Lucas pointed out that employee expenses balanced closely for 2010. The  
116 group discussed the differences between terminologies: restricted, dedicated and unrestricted.  
117 Last year the district received more assessment monies than expected and interest income has  
118 remained very low. Hamilton-Lucas proposed a budget adjustment where LIP and Opportunity  
119 Funding be taken off the top of assessment monies much like is done with WRIA and Member  
120 Jurisdiction funding so that the funding is committed / encumbered. Prinsen requested a tracking  
121 mechanism be developed as part of financial reporting so that the board is aware of what has and  
122 hasn't been spent. Two positions have yet to be filled in 2011. The district will need \$500,000  
123 to ensure the current balance in the reserves.

124 **Prinsen Moved; McKague Seconded, Passed unanimously a motion approve ratification of**  
125 **King Conservation District Checks 13597 - 13640 in totaling \$314,677.86. (4 ayes, 0 nays)**  
126 **[AI 11-006]**

127 **Prinsen Moved; McKague Seconded, Passed unanimously a motion approve ratification of**  
128 **King Conservation District Checks 13642 - 13720 in totaling \$956,506.02. (4 ayes, 0 nays)**  
129 **[AI 11-016]**

130 Reed provided the *Implementation Lead Report*. Reed reported from the Rural Forest  
131 Commission that DDES is tracking to implement a new rate for class 4G permits that is based on  
132 a three-tiered fee structure. Kirkland is interested in working with the district on matters  
133 pertaining to Totem Lake. Kirkland and district staff will meet and district staff will bring back  
134 any conclusions to the board. The engineering contract recently approved by the board is no

135 longer necessary because the district's attorney has confirmed that a memorandum of  
136 understanding will be sufficient. Reed requested that the board consider postponing the marine  
137 shoreline workshops this year so that she may be able to focus on technical assistance needs.

138 Board Subcommittee Reports

139 Knutsen provided the *Administration, Budget and Policy Subcommittee Report*. He reported that  
140 the subcommittee met March 10<sup>th</sup> to formally transition district financial responsibilities to  
141 Erickson.

142 Saavedra provided the *Grants Subcommittee Report*. She reported the subcommittee met  
143 February 15<sup>th</sup> and 28<sup>th</sup> and that more applicants are attending subcommittee meetings to answer  
144 questions and clarify projects.

145 Knutsen stated that the main focus of the *Outreach Subcommittee* so far this year has been the  
146 supervisor election. The subcommittee met February 17<sup>th</sup> and 22<sup>nd</sup> as well as March 3<sup>rd</sup> and 10<sup>th</sup>.

147 Knutsen provided the *Program Development, Science and Engineering Report*. Knutsen  
148 reported that drainage assistance discussions are continuing. There are 330 miles in the APDs in  
149 King County classified as likely to be habitat for fish.

150 Board Chair Report

151 Knutsen reported that he has been very busy responding to election comments from citizens.

152 Board Supervisor Reports

153 McKague did not have a report.

154 Drew did not have a report.

155 Prinsen did not have a report.

156 Executive Director Report

157 Hemphill reported interactions with King County increased throughout the election and that the  
158 district continues to work cooperatively with King County on legal matters. Outreach to cities  
159 remains a major priority for the district along with grant policy changes. The next Advisory  
160 Committee meeting is scheduled for March 24<sup>th</sup>. The Advisory Committee subcommittees are  
161 continuing to meet and move forward. The 2011 King CD / NFWF partnership will work first  
162 with the WRIA 7 Forum / King CD Opportunity Fund. The Washington State Conservation  
163 Commission will not be folded into the King County Agriculture department. King CD  
164 representatives will be actively interacting with legislators in Olympia on March 22<sup>nd</sup> and 23<sup>rd</sup>.  
165 The King CD legislative reception is scheduled for March 23<sup>rd</sup>. As of 3:30 pm today, 2,408 King  
166 County citizens have been credentialed for the election. Erickson is completing transition into

167 his Director of Administration position. Margo Derektor has joined the district this year as an  
168 AmeriCorps intern to focus on outreach projects. The compensation and performance evaluation  
169 project with Versaire is in the final stages of development.

170 *Knutsen called for a break at 8:16 pm and reconvened the meeting at 8:27 pm.*

171 UNFINISHED BUSINESS:

172 Employee Medical Insurance

173 Hamilton-Lucas provided the board with a handout summarizing the current employee medical  
174 insurance circumstances and the unreimbursed medical program stats and recommendations as of  
175 March 14<sup>th</sup>. She also recommended that the topic be referred to the Administration, Budget and  
176 Policy Subcommittee. Erickson recommended that no changes be made to the program for this  
177 year, but recommends that a change be made for next year. He believes that there may be several  
178 options to research and consider such as pooling with other conservation districts.

179 Resolution 11-003: District Event Refreshments Policy [AI 11-014]

180 Hemphill explained that the auditor recommended that the district put in place a policy regarding  
181 providing food and beverages for volunteers and at district events. The auditor also  
182 recommended that we keep more accurate records of attendance at district events and meetings.  
183 The state guideline shows that it is acceptable to spend up to \$5 per person.

184 **Drew Moved; McKague Seconded, Passed unanimously a motion to approve Resolution 11-**  
185 **003: District Event Refreshments Policy. (4 ayes, 0 nays) [AI 11-014]**

186 District Compensation Plan Update

187 Hemphill provided the board with a document detailing the timeline for this project. The district  
188 is moving towards a merit based employee performance evaluation system. Koss provided  
189 consulting services for the salary survey, which included a mix of private and public sectors.  
190 Koss interviewed each board member in order to develop a compensation philosophy. Kim  
191 Sklaroff, Versaire Group, supported Hemphill's summary by pointing out several exhibits  
192 included in the draft Salary Administration Manual: exhibit A-4: Survey Descriptions, exhibit  
193 A-6: King CD Hierarchical List of Jobs by Grade, exhibit A-5: King CD Suggested Annual  
194 Salary Increase Guidelines for FY 2011, and exhibit A-1: Salary Range Structure. Hemphill  
195 added that most of the staff salaries now fall into this recommended structure and she is planning  
196 to have the package ready for board approval in June.

197 Strategic Plan

198 Hemphill reiterated the importance of communicating the critical services that King CD provides  
199 and that the strategic plan will be a highly beneficial vehicle for making funding requests.

200 Knutsen requested staff input on this topic. This item will be addressed again at upcoming board  
201 meetings.

202 Executive Session

203 Executive Session began at 9:35 pm and focused on personnel matters (RCW 42.30.110(1)(g)).  
204 Executive Session was extended at 9:50 and at 10:10 pm. Executive Session ended at 10:20 pm.  
205 There was no action after Executive Session.

206 Knutsen adjourned the meeting at 10:22 pm.

207

208

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

\_\_\_\_\_ Date

210

211

**Summary of Motions**

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213 **agenda. (4 ayes, 0 nays)**

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