

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

REGULAR MEETING

April 11, 2011

APPROVED

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

3 **Associate Supervisors Present:** Eric Nelson

4 **Staff Present:** Sara Hemphill, Susan Wermus - Clerk, Brandy Reed, Marcie Myers, RobRoy
5 Erickson

6 **Guests Present:** Janne Kaje, WRIA 7, Don Fiene, Advisory Committee, Frances Lucero, King
7 County Noxious Weed Control, Randall Parsons, Normandy Park, Mikhaila Gonzales, Harvest
8 Coalition, Kim Sklaroff, Versaire Group

9 Chair Knutsen called the meeting to order at 6:00 pm. A quorum was present.

10 Introductions were made and the agenda was reviewed.

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

13 CONSENT AGENDA:

14 **Prinsen Moved; Drew Seconded, Passed unanimously a motion to approve the consent**
15 **agenda. (4 ayes, 0 nays) [Board Minutes of 03-14-11, AI 11-030: ratification of King**
16 **Conservation District Checks 13731 - 13755 in totaling \$313,582.87, and KCD LIP**
17 **Applications AI 11-027 – AI 11-029]**

18 PUBLIC COMMENT: None.

19 PRESENTATIONS:

20 Cedar River Coordinated Knotweed Removal Project – Steven Burke and Frances Lucero, King
21 County Noxious Weed Program

22 Burke and Lucero provided the board with a presentation regarding the status of the Cedar River
23 Coordinated Knotweed Removal Project. King CD provided seed money for this project as well
24 as continued project funding over subsequent years. EPA funding was also applied to the project
25 and several partnerships developed throughout the project's timeline. King County
26 representatives have been treating knotweed and maintaining treatment efforts on the Cedar
27 River and the south fork of the Snoqualmie River. Citizens in these areas have been asking for
28 help with knotweed removal. The project process has involved establishing a baseline survey,

29 contacting landowners, injecting the knotweed, and spraying the treated areas to ensure
30 eradication. They have used EarthCorps and Washington Conservation Crews to the work on the
31 ground. She shared maps and pictures detailing the project's progress.

32 Question: Is King County tracking other area knotweed projects and is anyone acting as a central
33 hub of effort coordination? King CD expressed concerns about duplication of efforts. Response:
34 Yes, King County is tracking additional efforts by local non-profits, landowners, and other local
35 governments and King County is starting to play the role of acting as a central hub. Question:
36 Are roadsides and road ditches being taken into consideration with knotweed removal efforts?
37 Response: King County is providing training for roadside workers to stop mowing knotweed.
38 They are starting to hear more public encouragement for this.

39 Urban Agriculture – Mikhaila Gonzales, Harvest Collective

40 Gonzales provided the board with a presentation regarding urban agriculture in Seattle and is
41 interested in gathering ideas from the King CD board on how best to collaborate within the rural
42 and urban agricultural systems. She stressed the opportunity for economic value in urban
43 agriculture along with environmental stewardship. She is hoping to establish public and private
44 partnerships to foster urban and rural farming connections.

45 The group provided Gonzales with several potential contacts including King CD staff and
46 stakeholders. The group also suggested contacting 21 Acres farm. Perhaps King CD could
47 provide a service similar to the current manure spreader borrowing program where King CD
48 borrows out agriculture equipment unique to urban environments. The suggestion was also
49 offered for Gonzales to participate with the Advisory Committee in some fashion.

50 REGULARLY SCHEDULED ITEMS:

51 Advisory Committee Report

52 The *Advisory Committee Report* was provided by Don Fiene, Committee Chair. The committee
53 last met March 24th where the committee expressed the desire for board meeting attendance by
54 the committee chair. Three subcommittees have been hard at work over the last year. The Small
55 Cities Subcommittee is focused on small, medium, and large city needs as well as revisions to the
56 member jurisdiction grant program. The Strategic Partnerships for Sustainable Stewardship
57 Subcommittee was instrumental in the new electronic process for the annual election. The Rural
58 and Urban Working Lands Subcommittee is serving as an advisory group when needed by staff.
59 Perhaps working with Gonzales on the urban agriculture topic would be a good topic for the
60 subcommittee at this point. The Advisory Committee is committed to broadening the King CD
61 support base and it would like to see King CD receive additional assessment funding beyond the
62 current level. The committee is working to solidify its membership for this year and it plans to
63 stagger the committee's three year terms.

64 Comment: Please keep us informed on the meeting schedules for the Advisory Committee and
65 its subcommittees. Comment: Perhaps the Rural and Urban Working Lands Subcommittee
66 could take on the topic of agricultural matters in the south end. Comment: King CD is working
67 to support regional farmers markets and have a higher presence in these venues.

68 Staff and Consultant Reports

69 Erickson provided the *Director of Administration Report*. Erickson handed out the Balance
70 Sheet and Profit and Loss Statement documents to the board. He defined several terms on the
71 Balance Sheet: 1) the unrestricted operating fund balance represents unallocated funds 2) the
72 restricted fund balance represents allocated funds for the Member Jurisdiction and WRIA Forum
73 Grant Programs 3) the restricted reserve fund balance represents funds set aside by the board for
74 contingencies and 4) the temporarily restricted fund balance represents funds internally allocated
75 for the King CD Landowner Incentive Program (LIP) and Opportunity Fund. An influx of
76 assessment funds is expected next month and again in October. Erickson informed the board that
77 we are under budget at this point in the year and that we are on track for first quarter anticipated
78 spending.

79 Request: The board requested that monthly budget numbers versus actual be provided in the
80 Profit and Loss statements.

81 Reed provided the *Implementation Lead Report*. NFWF did not receive 2011 expected funding
82 so at this point they do not have funding for King CD projects, but NFWF and King CD will
83 continue development of a memorandum of understanding / agreement to establish the
84 continuing partnership. The District will conduct interviews for ten candidates for the engineer
85 position this week, after which Reed will contact Knutsen and Prinsen with the top candidates.
86 Reed reported that there will be more to come on progress with CREP policies regarding the
87 landowner interface as part of the Farmland Preservation and ADP programs. Staff members
88 recently met with the City of Kirkland to problem solve the flooding issues at Totem Lake. The
89 Outreach Subcommittee approved a \$3,600 expense to support Restoring Puget Sound signs in
90 area open spaces. The District is working to develop a generic conservation district logo and
91 Puget Sound Caucus logo to include on the 50 plus signs that will stand in area open spaces for
92 the next two years. Hemphill added that King CD will again have a presence in the Chinook
93 Book after not participating last year.

94 Board Subcommittee Reports

95 Knutsen provided the *Administration, Budget and Policy Subcommittee Report*. He reported that
96 the subcommittee met April 8th to continue district financial discussions.

97 Prinsen provided the *Grants Subcommittee Report*. The volume of incoming grants is currently
98 low but it will pick up soon. The subcommittee discussed possible grant policy changes to bring
99 to the full board in the future.

100 McKague provided the *Outreach Subcommittee* Report. The subcommittee recently set 2011
101 priorities, assigned tasks and is developing task related timelines.

102 Knutsen provided the *Program Development, Science and Engineering Report*. Knutsen
103 reported that progress continues with the ditch maintenance program efforts but he still retains
104 concerns related to mitigation and best management practices.

105 *Knutsen called for a break at 7:45 pm and reconvened the meeting at 7:57 pm.*

106 Board Chair Report

107 Knutsen reported that King CD has been offered meeting time with the Transportation and
108 Environment Committee on May 10th. King CD will meet with Mike Huddleston to set an
109 agenda. Successful meetings continue with Christie True where topics have been the future of
110 Puget Sound Fresh and training young farmers as part of the Farmland Preservation Program.

111 Board Supervisor Reports

112 McKague did not have a report.

113 Prinsen did not have a report.

114 Drew did not have a report.

115 Newly elected supervisor, Eric Nelson who is acting as an associate supervisor until WSCC
116 confirmation in May, requested some time with staff to answer questions he is gathering as a new
117 supervisor.

118 Executive Director Report

119 Hemphill reported that King CD communications with King County have been more frequent
120 and continue to be positive, including inclusion on the agenda for the Transportation and
121 Environment committee. The Outreach Subcommittee is focusing on how best to support five
122 identified District member cities starting with Snoqualmie and SeaTac. Comment: Continue
123 District support to Seattle. NFWF is interested in knowing what of our projects would be
124 financially supported by NFWF funds. Comment: Contact the University of Washington. In the
125 recent session, several legislators whom King CD met with during WACD Legislative Days
126 recently supported funding for conservation districts. Hemphill is hoping to have a 2011
127 supervisor election debrief meeting with Sherrill Huff, King County Elections Director, and
128 perhaps King County Council members as well. The election is now considered to be a year
129 round project.

130 Comment: The board stressed the importance of tracking staff time given to the election.
131 Comment: Drew is in favor of returning to using a paper ballot and he will not support the
132 online methodology in the future. He believes a cost of \$75,000 for 2,200 votes in the recent

133 2011 election should not be considered successful. The compensation plan project is nearing its
134 end. Strategic planning is moving forward. Interviews were conducted last week for the
135 Resource Planner position. District staff member, Josh Monaghan, provided the board with a
136 listing of area 2011 training programs for the board's benefit.

137 UNFINISHED BUSINESS:

138 Status Report: Merit Based Compensation Plan – Kim Sklaroff, Versaire Group

139 Hemphill reported that King CD has been working with the Versaire Group on the compensation
140 plan project since June 2010. At this point, position descriptions have been revised and placed
141 into the family group developed by Koss Consulting and now the merit based performance
142 system is in its final development stages. Sklaroff provided the board with the current draft
143 Salary Administration Manual including the recently drafted performance evaluation forms.
144 Short quarterly check-in meetings, employee self evaluations and manager evaluations of
145 employees have all been integrated into the new performance evaluation system. Currently
146 Versaire is working to develop performance evaluation ratings systems and how they relate to
147 possible resulting salary increases.

148 Question: Where are objectives shown in the evaluation forms? Response: Grading for each
149 evaluative area should include corresponding objectives for each employee and it is suggested to
150 keep objectives limited to three total. Comment: Great performance doesn't guarantee a salary
151 increase. Response: A potential pool of budgeted funds for salary increases may be approved
152 each year by the board for performance recognition. Question: How will long term employees
153 be recognized if they reach the maximum of their position's salary range? Response: There is
154 room for everyone to grow since no employee's salary is close to the maximum range for their
155 position. Question: Why will check-in meetings be scheduled for quarterly as opposed to twice
156 or three times per year? Response: Quarterly reviews are planned so that managers and
157 employees can track projects and efforts and quarterly reviews will inform annual reviews.
158 Question: Does the system include the Stop / Start / Continue employee and manager
159 communications method? Response: Yes, and stakeholders will be pulled into the process to
160 provide performance input for the managers team.

161 Strategic Plan

162 Hemphill provided the board with a draft five year strategic plan. Several changes were made to
163 the document that differ from previous iterations: 1) stewardship and education were added to
164 the number one District concern of protecting natural resources 2) optimal management practices
165 was added to the water quality and quantity goal to find balance and 3) economic viability of
166 working lands was stressed in the third goal. Priorities added to the plan are District funding for
167 continued core services and District support to others for securing funding. The board was
168 asked whether or not they feel that highlighting critical geographic areas in the plan is a priority.

169 Comment: The current critical geographic areas need to be more specific and perhaps could
170 highlight examples of success. Comment: Include action words in the goals. Comment: Call
171 out special initiatives. Comment: We are not required to follow the provided strategic plan for
172 as long as we include vital components of a strategic plan. Comment: Using the terminology of
173 expansion of core services in the current economic climate may not be the optimal approach.
174 Comment: The balance between activities and their impacts is critical given that without farmers
175 we will no longer have farmlands. The board invited Janne Kaje, King County, to provide
176 comment. Kaje commented that a strategic plan is meant to be broad so as not to alienate others
177 and that special initiatives would typically be included in operational documents.

178 2011 WADE Training

179 This year WACD is offering a full supervisor training track at the 2011 WADE Training in June
180 at the Sleeping Lady facility in Leavenworth. Knutsen, Prinsen, McKague and Nelson will
181 attend the Tuesday June 14th supervisor training. Drew will not be able to attend. The regularly
182 scheduled board meeting for June will be pushed back to June 20th in order to accommodate
183 supervisor attendance at the WADE training.

184 NEW BUSINESS

185 Resolution 11-004: Appointing District Treasurer [AI 11-031]

186 If approved, Resolution 11-004 will appoint RobRoy Erickson, King CD Director of
187 Administration, as the District's Treasurer.

188 **Prinsen Moved; McKague Seconded, Passed unanimously a motion to approve Resolution**
189 **11-003: Appointing a District Treasurer. (4 ayes, 0 nays)**

190 Status Report: Grant Funding Management Policy

191 The Outreach Subcommittee and District staff member, Jessica Saavedra, are currently working
192 on how best to split the Member Jurisdiction and WRIA Forum grant program policies.

193 Comment: Be sure that the board understands proposed policy changes in ample time to consider
194 the best decisions before a final vote. Comment: Changes to the grant application for small
195 cities is a priority along with any policy changes. Comment: Final changes should be
196 incorporated at the end of the year. Comment: This is a great topic for the May 10th meeting
197 with council members.

198 Status Report: WACD Lobbying Efforts

199 The weekly WACD legislative report was included in the packets for this meeting. Hemphill
200 reported that in recent budget negotiations funding for the WSCC was cut by 30% but then later
201 15% of the cut was reinstated.

202 Knutsen adjourned the meeting at 10:22 pm.

203

204 _____

205 Authorized Signature

_____ Date

206

207

Summary of Motions

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