

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

Regular Meeting

May 13, 2013

FINAL

**Supervisors Present:** Bill Knutsen-Chair, Eric Nelson, Jeannette MCKague by phone, Kit Ledbetter

**Associate Supervisors Present:** None

**Staff Present:** Sara Hemphill, Ava Souza-Clerk, Brandy Reed, Sarah Huillet, Deirdre Grace, Paul Borne, Rachel Konrady

**Guests Present:** Mark Musick, Jennifer Reese, Rex Bond, Carolyn Hojaboom

Chair Knutsen called the meeting to order at 6:00 p.m.

Introductions were made and the agenda was reviewed.

**Nelson Moved; Ledbetter Seconded Passed unanimously a motion to approve the agenda (4 ayes, 0 nays)**

**ledbetter Moved; Prinsen Seconded Passed unanimously a motion to approve the consent agenda. ( 4 ayes 0 nays).**

PUBLIC COMMENT: None

PULLED CONSENT AGENDA ITEMS: None

PRESENTATIONS:

ARC – Architects – KCD Space needs study

Rex and Jennifer gave a presentation on the space needs study and the long term schedule to find and build out space. Rex gave details on program 1 and program 2 as well as space environments which included education areas. They spoke about sustainability on the project and showed examples of other projects. Conversation then ensued about the project and the budget.

Ken Saunders – Marketing KCD

Sara gave an introduction to Ken Sanderson. Sanderson then spoke about his company that has been around for the last of the 20 years. He then spoke about marketing ad projects that he has worked on. He gave examples such as NIKE, Nordstrom and then also case studies that he personally worked on including elevator speeches, branding and articulating key messages.

Conversation then ensued about the ask, and was Hemphill hiring him and at what rate. Ledbetter stated he was not comfortable and stated he did not feel it was the appropriate time or

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the right scope of work. Nelson stated that he dissagrees that we are under a microscope and that this is in fact the time

Ledbetter state he would like to see a defined scope of work Knusten commented that he felt sense of urgency and that this was the time to do this. Jeannette commented that now is the time as its critical to define who we are.

**Nelson Moved; Jeannette Seconded Passed unanimously a motion to retain Saunderson marketing for a 3 month period for a subtotal of \$7500 to be reviewed in the next 90 day period by the Board (3ayes, 1 nay)**

Victor Woodward & Peggy Bill- Critical Area Buffer Mitigation Program Proposal

Gave a presentation on a proposal to establish the King County Critical Areas Buffer Mitigation Pilot Program to provide offsite critical area buffer mitigation for county and local jurisdiction issued permits that impact critical area buffers for wetlands, streams, lakes, marine waters and primary association areas for critical species. They spoke about elements of buffer banks and how the KCD can partner in this endeavor. Conversation then ensued about how they would work with the KCD moving forward.

REGULARLY SCHEDULED ITEMS:

Finance Report:

Huillet gave a report on the balance sheet and funds as well as the profit and loss report as well as the check register and then a review of all the reports in the packet. She also spoke about the Quickbooks clean up starting January 2013. Huillet and Hojaboom then reported on BARS and Schedule 22

**Nelson Moved; Ledbetter Seconded Passed unanimously a motion to approve AI 13-018 check numbers 15382-15454 for a total of \$263,916.10 plus EFT's totaling \$13,375.75 and February payroll for \$114, 432.15 (4 ayes, 0 nays)**

Hojabom reported that this her second round of BARS with Huillet and there was quite a bit of editing as well as edits by Frimodt. Hojaboom reported that this is the Boards opportunity to tell the story, and the financials are good monitoring tools to evaluate what the KCD is doing. This might be an opportunity to illustrate expenses by function to enhance and tell the story to show this is the money that goes for our programs and to allow transparency in what the KCD s doing.

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Hojaboom then reviewed schedule 22 and spoke about the thorough review this process has undergone Huillett gave a breakdown of the documents in the packet and explained her online process. Hojaboom gave a definition of the risk assessment that is evaluated by the auditor. Ledbetter asked about the budget and remaining budget which Carolyn clarified for the Board. Ledbetter asked for Huillet to revise the budget to include more information going forward. Hojaboom recommended looking at the budget year to date as we go and not monthly. Knutsen recommended that the subject be brought to the Admin Budget Subcommittee.

**Nelson Moved; Ledbetter Seconded a motion to approve AI 13-019 for the 2012 BARS reporting package including the Schedule 22 ( 4 ayes, 0 nays)**

Hemphill then reviewed the Annual work Plan and the Strategic Plan 2011-2015.

**Nelson Moved; Ledbetter Seconded a motion to submit the 2011-2015 Strategic Plan and the FY2013 work plan. ( 4 ayes, 0 nays)**

Implementation and Education: None

Planning & Initiaves

Monaghan reported on a session held by the commission and farmland trust and environmental stewardship. Also that he anticipates hiring this month for the open position he reviewed this with us last month.

Admin Budget- none

Grants- None

Program Development Science and Engineering- None

Building and Land Site Report - None

Task Force:

Grace gave a report on the most recent T- Force meeting. She then asked the Board what are KCD's natural resources interests, the following was listed:

-Changing the landscape of Ag

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- Different infrastructure needs of Ag
- New landowner farms for support
- How to empower all landowner to steward natural resources on the land
- Storm water – tap into potential of private landowners
- Water rights discussion county stewardship
- Water quality
- We are good boy scouts and want to stamp our own projects

They then discussed Barriers such as

- Funding
- Shrinking resources
- Lack of understanding what the KCD does
- Challenges of working in between

Board Chair Report.

Executive Director Report

UNFINISHED BUSINESS:

3-D Hemphil

Hemphill then reported on BMP's and implementation. She then reviewed the letter to Craig and the board agreed that she should modify it with the help of Josh, Nelson, Knutsen and McKague

NEW BUSINESS:

Knutsen adjourned the meeting at 9:55 p.m.

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**Nelscon Moved, Ledbetter Seconded Passed unanimously a motion that board adjourn (4 ayes, 0 nays)**

William M. Knutson

Authorized Signature

6-10-2013

Date

**Summary of Motions**