

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

Regular Meeting

April 14, 2014

FINAL

1 **Supervisors Present:** Bill Knutsen-Chair, Jeanette McKague –Vice Chair, Max Prinsen- Auditor,  
2 Kit Ledbetter, Dick Ryon-Interim Supervisor

3 **Associate Supervisors Present:** None

4 **Staff Present:** Sara Hemphill, Ava Souza - Clerk, Brandy Reed, Julie Grey, Deirdre Grace,  
5 Jessica Saavedra

6 **Guests Present:** Rex Bond, Carry Olsen, Sean Bunney

7 Chair Knutsen called the meeting to order at 6:03p.m.

8 The following changes were requested as follows: Max would like to add an update and Kit  
9 would like to add a motion for the office move after presentations.

10 **Ledbetter Moved; McKague Seconded passed unanimously a motion to approve the**  
11 **changes to the agenda (5ayes, 0 nays)**

12 **Prinsen Moved; Ledbetter Seconded passed unanimously a motion to approve the consent**  
13 **agenda (5ayes, 0 nays)**

14 FINANCE:

15 **Prinsen Moved; Ledbetter Seconded passed unanimously a motion to approve AI 14-019 a**  
16 **motion to approve check numbers 16124 through 16186 for a total of \$309,500.25, non**  
17 **payroll EFT's totaling \$224.98, and March payroll for \$133,664.20 (5ayes, 0 nays)**

18 PULLED CONSENT AGENDA ITEMS: None

19 PUBLIC COMMENT: None

20 Carrie Olsen -Thank you for the consideration for the grant and we would like to invite you to  
21 the Renton Farmers Market this Tuesday June 3<sup>rd</sup> from 3-7 p.m.

22 PRESENTATIONS:

23 **Rex Bond – ARC Architects Site Criteria –Followed By BOS Conversation about KCD Next**  
24 **Steps in Regard's to Long Term Real- Estate Planning and Immediate Rental Situation.**

25 Rex Bond then gave a presentation on 4 circled sites the locations were Tollgate Farm in North  
26 Bend, Green River in Kent, Clark Lake Kent and Game Farm in Auburn. He then went over the  
27 rankings from the BOS members on the site criteria list from the tour, as follows:

*"Promoting sustainable uses of natural resources  
through responsible stewardship"*

28 Tollgate Farm in North Bend – 307

29 Clark- 299

30 Green River – 292

31 Game -258

32 Office Space Update – Souza/ Ledbetter

33 Ledbetter then reviewed a memo which discussed where we are on the lease and the buildings.  
34 He then listed the current options: to continue to lease or make a decision on where the KCD  
35 would like to go with purchasing land and building its own site. He stated the Board did not need  
36 to make a decision tonight but at least review the options.

37 Prinsen- stated that we don't have an ILA on a long stream of income and he is hesitant to make  
38 a commitment on fulfilling obligations, he feels there is no certainty on the funding, and that we  
39 need to look at lease options and continue our work with King County on the ILA.

40 McKague- stated that she agrees with Prinsen and we need to be prudent in terms of our funding  
41 and that leasing is the better option for now.

42 Ryon- stated the he is more inclined to look further out to make an attempt to building but if  
43 there are doubts on funding we should be sensitive to that, being a new Board member he does  
44 not have the knowledge on our funding.

45 Knutsen – stated that we are asking for a longer period of time with King County more like 5  
46 years and at this point we just don't know, he stated that by December we many know more  
47 about the funding situation. He stated that in the longer term he is akin to the idea of owning our  
48 own building. For now he would like to secure a lease of more like 18 months or a year.

49 Souza – stated that at this time more of the talks have been with signing a 5 year lease as this  
50 what all the brokers she met with preferred

51 Ledbetter- Stated he agrees that it is prudent to look at the funding situation, but it feels like it is  
52 money is wasted to sign a 5 year lease.

53 Hemphill– spoke about the other leasing options such as staying in the building or moving to the  
54 Auburn site and saving money as the lease would be significantly less than the current amount.

55 Knusten asked the question how much money we would lose in productivity communicating to  
56 the Auburn location. Hemphill stated that, that is a definite consideration but that she has also  
57 been talking with Ryan Mello on USDA Direct Loans and ideas.

**Ledbetter Moved; Prinsen Seconded passed unanimously a motion to approve Ava to work on the Lease with the landlord to possibly take more space, with zero increase to the rental rate and a 3 year maximum lease option. ( 5 ayes, 0 nays)**

The Board asked Souza to work on the lease options with the above parameters as best she could and be prepared to present those options to the Board at the May 2014 meeting.

McKague then stated that she feels that work is not done, Ryon agreed and Knutsen stated that should we take on a more solid footing with our funding in December and then we should come back to the long-term solution for purchasing our own space.

UNFINISHED BUSINESS:

Outreach- Hemphill/ Grace/ Knutsen / Bunney

Bunney then commented on the AC committee and the current work that has been done. A time line was passed out for review. Bunney stated that 15 have been confirmed and that staff has been working hard to make calls and put together a scoping work plan.

Conversation about the AC meetings ensued and Grace then reviewed the scoping document, the Board then spoke about ILA time commitments and what the message from the Board should be for Bunney to carry to the AC meetings.

Grace then reviewed the agenda page by page for the upcoming meeting, the scoping document and the Executive Summary. She then spoke about the format and the collaboration that is more welcoming in the document for the Advisory Committee Members.

Ledbetter complimented Grace on the graphics and the way that it allowed individuals to feel that is not a final document and welcomes additions and changes.

Grace commented that the work in the document is geared more toward the work that the cities are doing and that hopefully they will be pleased with the document as their needs were prioritized in the document.

Executive Director Report

Hemphill then gave the following updates: Souza is working with Vicki and Hojaboom to implement the new finance software. Accounting is working on BARS reporting that is due May 29<sup>th</sup>. Hemphill stated she is working with Frimodt on policy language to bring to the Board regarding the grant program. Hemphill also reported that Souza called Trefry to ask questions on HR issues and that he later asked that she work with him at the Commission to work on HR policies since she was knowledgeable on the issues. The Board then thanked Souza for this work.

Prinsen stated he was concerned about the burn rate he would like Accounting to get back to him with an action plan. He would like to see a budget re-allocation in June. Souza stated she would set up a meeting for him, herself our CPA to get those spreadsheets created.

Knutsen asked that we nominate a particular individual for employee of the year. The Board agreed and then made the following motion.

**Ledbetter Moved; McKague Seconded passed unanimously a motion to nominate said person as Employee Of The Year (5ayes, 0 nays)**

Mountains to Sound Greenway Trust Application for Heritage Area –Knutsen / Reed

Conversation about the project concerned Supervisor Ryon he stated we should comment back with Amendments and that there is reason to be skeptical and stated that there was reason to not support at this time.

**Ledbetter Moved; McKague Seconded passed unanimously a motion to adjourn the meeting (5 ayes 0 nays)**

William M. Knutsen

5-12 - 2014

Authorized Signature

Date

#### Summary of Motions

**Ledbetter Moved; McKague Seconded passed unanimously a motion to approve the changes to the agenda (5ayes, 0 nays)**

**Prinsen Moved; Ledbetter Seconded passed unanimously a motion to approve the consent agenda (5ayes, 0 nays)**

**Prinsen Moved; Ledbetter Seconded passed unanimously a motion to approve AI 14-019 a motion to approve check numbers 16124 through 16186 for a total of \$309,500.25, non payroll EFT's totaling \$224.98, and March payroll for \$133,664.20 (5ayes, 0 nays)**

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