

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

January 12, 2015

1 **Supervisors Present:** Bill Knutsen-Chair, Dick Ryon-Vice Chair, Auditor Max Prinsen, Kit
2 Ledbetter and Jason Salvo

3 **Associate Supervisors Present:** None

4 **Staff Present:** Sara Hemphill, Ava Souza – Clerk Brandy Reed, Deirdre Grace, Josh Monaghan
5 Rachel Konrady

6 **Guests Present:** Clare Flannigan, Jim Hack

7 Chairman Bill Knutsen called meeting to order at 5:00

8 Introductions were made and the agenda was reviewed.

9 **Ryon moved; Prinsen seconded Passed unanimously a motion to move Executive Session**
10 **for Litigation for 15 minutes to the beginning of the meeting at 5:15 (4 ayes, 0 nays)**

11 **Ryon moved; Prinsen seconded Passed unanimously a motion to approve the updated**
12 **agenda (4 ayes, 0 nays)**

13 **Prinsen moved; Ryon seconded Passed unanimously a motion to approve the consent**
14 **agenda (4 ayes, 0 nays)**

15 **Public Comment**

16 **Finance:**

17 Souza updated the Board on the State Audit- that we are almost done and that Marianne was
18 given the final information as of today and that we should be done with the audit by the end of
19 the week and Ava will contact the Board and Sara to schedule the exit interview.

20 **Prinsen moved; Ryon seconded Passed unanimously a motion to approve check numbers**
21 **16827 through 16949 for a total of \$594,690.68 non payroll EFT's totaling \$791.78 and**
22 **December payroll for \$105,924.10 (4 ayes, 0 nays)**

23 **Presentations: None**

24 **Executive Session: Legal Litigation 5:15-5:30**

25 **New Business**

26 **AI 15-003 LIP Policy Update of In-kind Labor Rates- Konrady**

27 **Prinsen moved; Ryon seconded Passed unanimously a motion to approve the AI 15-003**
28 **LIP Policy Update of In-kind Labor Rates (4 ayes, 0 nays)**

29 AI- 15-004 LIP Policy Aquatic Area Buffer Planting Practice Maximum Increase

30 **Ledbetter moved; Prinsen seconded Passed unanimously a motion to approve the AI- 15-**
31 **004 LIP Policy Aquatic Area Buffer Planting Practice Maximum Increase (4 ayes, 0 nays)**

32 AI- 15-005 LIP Policy Waste Storage Facility BMP Expansion and Practice Maximum-
33 Ledbetter recommended to ask for a percentage going forward, Konrady agreed.

34 **Prinsen moved; Ryon seconded Passed unanimously a motion to approve the AI- 15-005**
35 **LIP Policy Waste Storage Facility BMP Expansion and Practice Maximum (4 ayes, 0 nays)**

36 AI- 15-006 LIP Policy Stream Crossing BMP Expansion-

37 **Ryon moved; Ledbetter seconded Passed unanimously a motion to approve AI- 15-006 LIP**
38 **Policy Stream Crossing BMP Expansion (4 ayes, 0 nays)**

39 Reed then spoke about the Forestry contract and how it allows more technical support and
40 education in addition to the work that is already being done in the King County. Reed then
41 covered the purpose of the meeting and the additions of online and on the ground workshops as
42 well as twilight tours. The work load on education will be increased due to this two year
43 contract. Kit then asked about budget and could it broken down by task. Reed stated that it would
44 be tough to do that now but that she would ask for that in the future.

45 **Unfinished Business:**

46 Lease Update and Next Steps – Souza

47 Souza reviewed the new lease proposal – the Board then asked that Souza bring the following to
48 the next Board meeting. – Resolution to the ask and a possibility of who would be our partners
49 on the new space and how the management team would like to use that space.

50 Update on Work Plan Hiring 2015- Hemphill, Reed, Monaghan, Souza

51 Hemphill then talked about the marketing program and how we need a robust one, how we will
52 need to hire a few consultants in terms of marketing and what we need in the New Year.

53 Ledbetter stated he would like a report that shows what we promised and where we are in
54 meeting these goals. He would like to see this starting next month. Prinsen then rallied that point
55 and asked for a visual as well each month.

56 Monaghan then spoke about the food policy and talked about the planning group and all the great
57 work that Jay and Erin did in exceeding program goals this last year. He then stated that he
58 thought we would get 700 soil tests and we had over a 1000 instead and we will be advertising in

59 the garden show this year and that would potentially mean a lot of soil samples. He then
60 reviewed the Local Food Initiatives report from the Kitchen Cabinet meeting on January 6th,
61 2015 and his groups work plan.

62 Break was called at 6:40 and resumed 6:50pm

63 Reed then gave an update on the urban forestry program and how we are going to engage with
64 the Advisory Committee to implement those programs and that hiring will happen towards the
65 end of the year on those programs. She then spoke about the restructuring of the volunteer
66 programs coordinators and repurposing that work as well as the schedule for the getting the work
67 done for the rest of the promised work and maintenance contracts.

68 Grace gave an update on the grant with Cascade Harvest; she hopes to have a report by March.

69 Hemphill then stated that the challenge she is facing is that Outreach is the newest program and
70 that we need to make sure that the all of the landowners and city administrator's needs in asking
71 for information is addressed. We need to put together a marketing team and work on the
72 developing the grant program. Hemphill also covered legislative activities and that the first A.C.
73 Committee meeting is on the 21st of January.

74 Bill then asked Jim Haack about the what does he think about the Board meetings and he stated
75 he learned quite a bit and will have to get used to the formality.

76 Sara then thanked Souza for all her work on the office move how great the new space is and then
77 asked Souza to give a report on Operations – Souza then reported on the front desk hiring and
78 general hiring as well as her work with Josh and Brandy on the hiring for programs. Souza also
79 covered the IT contract and the work of Accounting and what a great job Carolyn has done
80 during this audit. Souza then covered the policies she is working for the District in the upcoming
81 year.

82 **There being no more business before the board, the meeting was adjourned at 7:34.**

83

84 Bill Knutsen

2-09- 2015

85 Authorized Signature

Date

86

87

Summary of Motions

88 **Ryon moved; Prinsen seconded Passed unanimously a motion to move Executive Session**
89 **for Litigation for 15 minutes to the beginning of the meeting at 5:15 (4 ayes, 0 nays)**

90 Ryon moved; Prinsen seconded Passed unanimously a motion to approve the updated
91 agenda (4 ayes, 0 nays)

92 Prinsen moved; Ryon seconded Passed unanimously a motion to approve the consent
93 agenda (4 ayes, 0 nays)

94 Prinsen moved; Ryon seconded Passed unanimously a motion to approve check numbers
95 16827 through 16949 for a total of \$594,690.68 non payroll EFT's totaling \$791.78 and
96 December payroll for \$105,924.10 (4 ayes, 0 nays)

97 Prinsen moved; Ryon seconded Passed unanimously a motion to approve the AI 15-003
98 LIP Policy Update of In-kind Labor Rates (4 ayes, 0 nays)

99 Ledbetter moved; Prinsen seconded Passed unanimously a motion to approve the AI- 15-
100 004 LIP Policy Aquatic Area Buffer Planting Practice Maximum Increase (4 ayes, 0 nays)

101 Prinsen moved; Ryon seconded Passed unanimously a motion to approve the AI- 15-005
102 LIP Policy Waste Storage Facility BMP Expansion and Practice Maximum (4 ayes, 0 nays)

103 Ryon moved; Ledbetter seconded Passed unanimously a motion to approve AI- 15-006 LIP
104 Policy Stream Crossing BMP Expansion (4 ayes, 0 nays)

105

106