

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

June 8, 2015

Supervisors Present: Bill Knutsen-Chair, Dick Ryon-Vice Chair, Auditor Max Prinsen,

Associate Supervisors Present:

Staff Present: Sara Hemphill, Ava Souza – Clerk, Brandy Reed, Josh Monaghan, Deirdre Grace, Rachel Konrady Jessica Saavedra, Janice Babbitt

Guests Present: Sean Bunney, Martha Newman Kurt Triplett, Jenny Shoder

Chairman Bill Knutsen called the meeting to order at 5:00 pm,

Introductions were made and the agenda was set to move Finance to a later time in the evening and to add a presentation for City of Kirkland

Prinsen moved; Ryan seconded passed unanimously a motion to approve the agenda (3ayes, 0 nays)

Public Comment: None

Ryon moved; Prinsen seconded passed unanimously a motion to approve the consent agenda (3ayes, 0 nays)

Finance:

Prinsen moved; Ryon seconded Passed unanimously a motion to AI 15-053 Check numbers 17261 through 17288 for a total of \$88,894.40 non-payroll EFT's totaling \$24,118.79 and May payroll for \$113,383.45 (3ayes, 0 nays)

Finance and Budget Report- Souza / Babbitt

Souza introduced Janice Babbitt as our new Senior Bookkeeper, Souza then gave a report on where we are with MIP stating that it is up and running and that we have a few coding allocations that need to be done and that at the next Board meeting we will have a P&L Statement and Burn Rate sheet. In the meantime Janice has been working away at a budget to actual report by program. Souza then asked the Board to please let us know what questions you may have on these reports. Souza let the Board know that BARS is dues this month and that we would like to request a phone meeting to approve the finals and that the 26th or 27th would be ideal. The Board then asked questions about the various programs and Prinsen asked about staffing costs. The Board stated that Wednesday the 27th for phone approval would be great. Prinsen and Knutsen requested an additional year end report from 2014 at the next meeting.

Presentations: City of Kirkland

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

Kurt thanked everyone for their partnership and then stated that Kirkland would like to transfer the ownership of Totem Lake to the City of Kirkland and they want to enhance it as a wetland and a park and hope to set the ground to transfer the ownership to Kirkland. Jenny and Kurt then went over the projects that have helped the functionality of Totem Lake and that 5.6 million dollars have been spend as an investment just in water quality improvements and culverts for protection of the lake. Kurt also spoke about the acquisition of the yuppy pawnshop to provide an open area to the park, increase amenities and the use of the lake area in a master plan. Not having ownership feels like it's a gap. Conversation about the lake and history of the acquisition of the lake to the KCD ensued by Board chair. The Board then thanked City of Kirkland for its presentation.

Presentations: City of Delridge

Martha and Saavedra talked about how to to acquire a substation in West Seattle and questions on why KCD does not typically fund acquisitions in grant rounds. Board asked that this be tabled and that a change to the policy at this meeting would not be prudent, but the Board will consider this. The Board asked Saavedra come back to the Board with suggestions.

New Business:

15-054 WSCC FY Master Grant Contract –Reed

Reed then covered the master grant contract and the details of the master contract. allowing us to move forward with the commission as of July 1, 2015

Ryon moved; Salvo seconded passed unanimously a motion to approve AI 15-054 agenda (3 ayes, 0 Nays)

15-055 –Cost Share Policy with WSCC Funding

Ryon moved; Salvo seconded passed unanimously a motion to approve AI 15-055 agenda (3 ayes, 0 Nays)

15-056- Agricultural Drainage Pilot Project

Monaghan has reviewed the work and the biggest difference is the that Bighorn is operating as an owner operator so that he can skip the prevailing wage issues

Prinsen moved; seconded passed unanimously a motion to approve AI 15-056 agenda (3 ayes and 0 Nays)

Finance and Budget Report- Souza / Babbitt

Souza presented the 2014 final numbers to the Board she reported that in 2014 we ended with a final budget deficit of \$441, 866.00. Babbitt then reviewed the Budget to Actual by program and the Statement of Revenues Budget to Actual overview. Prinsen voiced his concern that we are

63 already at 52% he would like to see an amended budget by July 2015. Prinsen thanked Souza
64 and Babbitt for the reports and state that he is finally getting the numbers that he wanted. Prinsen
65 reminded everyone that the AC committee was clear about KCD not ramping up and we should
66 not be at 100% of budget. Bunney then commented about the AC Committee and Advisory
67 Committee last year and the process we took at the table. Bunney asked that we focus on the
68 deliverables and that his recollection is that that KCD needs to have carry over and a rainy day
69 fund. Knutsen then asked about contractors and that KCD needs to report to the Board on
70 meeting the contract requirements for approval. Knutsen stated that Board approval is required
71 for anything over 10K and that no contracts shall be instituted for now until the Board approves

72 **Unfinished Business:**

73 Office Expansion - Annual Meeting – Souza

74 Souza reported the office expansion is well underway and that the storage room has been
75 completely emptied and the wall is scheduled to come down the evening of the 11th and by the
76 end of July we hope to have the re- furnished cubicles and seating lined up. Souza then also
77 asked the Board when they would like to have the annual meeting, as Hemphill had indicated last
78 year she would like to see a meeting in the summer. Knutsen stated this would be difficult in
79 farm season and suggested a morning breakfast meeting. The Board suggested that Souza come
80 up with dates and locations and bring the information to the Board to vote on.

81 Executive Director Report – Hemphill

82 Hemphill covered the Strategic Plan and work with Bruce and that Hemphill is working is
83 towards a restructure on an expansion of staff with Bruce. As well as Tribal she attend the
84 outreach seminar and is working with the tribes.

85 AG and Food Launch – Monaghan

86 Monaghan talked about the launch and that Ryon has agreed to come and that it has been a team
87 effort.

88 Outreach Comprehensive Report / AC Report- Grace

89 Grace gave a report on the FB page and AC Committee and the farmers market season as well as
90 the fact that our newsletter is reaching a much larger audience.

91 **Prinsen moved; Ryon seconded Passed unanimously a motion adjourn meeting. (3 ayes, 0**
92 **nays)**

93 There being no more business before the board, the meeting was adjourned at 7:42

94 

7-18-2015

95 Authorized Signature

Date

96 Summary of Motions)

97 Prinsen moved; Ryan seconded passed unanimously a motion to approve the agenda
98 (3ayes, 0 nays)

99 Ryon moved; Prinsen seconded passed unanimously a motion to approve the consent
100 agenda (3ayes, 0 nays)

101 Prinsen moved; Ryon seconded Passed unanimously a motion to AI 15-053 Check numbers
102 17261 through 17288 for a total of \$88,894.40 non-payroll EFT's totaling \$24,118.79 and
103 May payroll for \$113,383.45 (3ayes, 0 nays)

104 Ryon moved; Salvo seconded passed unanimously a motion to approve AI 15-054 agenda (
105 3 ayes, 0 Nays)

106 Ryon moved; Salvo seconded passed unanimously a motion to approve AI 15-055 agenda (
107 3 ayes, 0 Nays)

108 Prinsen moved; seconded passed unanimously a motion to approve AI 15-056 agenda (3
109 ayes and 0 Nays)

110 Prinsen moved; Ryon seconded Passed unanimously a motion adjourn meeting. (3 ayes, 0
111 nays)