

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

July 13, 2015

1 **Supervisors Present:** Bill Knutsen-Chair, Dick Ryon-Vice Chair, Auditor Max Prinsen, Jim Haack,

2 **Associate Supervisors Present:**

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

5 **Guests Present:** Shana Joy & Bruce Lachney

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

7 Introductions were made and the agenda was set and the following reports were added ED Report
8 and Energy Standards per Max.

9 **Ryon moved; Prinsen seconded passed unanimously a motion to approve the agenda (4aves,**
10 **0 nays)**

11 **Prinsen moved; Prinsen seconded passed unanimously a motion to approve the consent**
12 **agenda (4aves, 0 nays)**

13 **Public Comment:** Prinsen invited all to the annual Frog Frolic it is the 19th year.

14 **Presentations:** Strategic Plan Bruce Lachney 501 Commons

15 Lachney covered the Strategic Plan and how it differs from old benchmark planning and how it
16 includes the priorities from the Board. Hemphill then commented on the Strategic Plan saying the
17 language may need to be changed so that there is a better understanding or of knowing of who the
18 audience is. Bruce Lachney emphasized that generally a Board focuses on reviewing, developing,
19 and setting policy for its organization. Furthermore, while comprised of individuals, a Board
20 generally takes action only as a governing body and individuals are not empowered to act alone.
21 Once a Board has set a policy or priority, it sets the expectation and responsibility for action with
22 the Executive Director, who in turn develops a plan of action and delegates as warranted to
23 appropriate staff. Lachney then stated that he should come back in about six months for follow up.

24 **Finance:**

25 **Prinsen moved; Haack seconded Passed unanimously a motion to AI 15-062 Check numbers**
26 **17289 through 17491 for a total of \$392,297.54 non-payroll EFT's totaling \$20,286.30 and**
27 **June payroll for \$120,308.94 (4aves, 0 nays)**

28 **Finance and Budget Report-**

Souza spoke about the 2014 Year End Numbers and let the Board know that that report will come to each Board meeting that we are well on our way with MIP and that we are great shape thus far she then asked Babbitt to review the Statement of Revenues who then stated that we have used 41% of the budget in 50% of the year. Souza then covered the Contractor sheet with the Board. Prinsen asked when these contracts were signed as he does not re-call them being approved by the Board. Hemphill answered that they were not brought to the Board and that it was more prudent to hire Contractors then hire FTE's. Knutsen stated that Board should be visiting these contracts and that going forward contracts should be brought to the Board before execution and that per State Law the work should be described and put out for bid. All contracts should be out for bid. Haack spoke about treating contractors like employees and that this may be a fine line and that we need to take a closer look at this. Souza stated she has brought this up in the past as well and will definitely resurrect and report to the Board. Prinsen asked that the contractor list add a column for which program these contractors are charged to, Reed then clarified that as long we stay in the budget then we have the ability to hire a contractor for work, the Board agreed.

New Business:

Prinsen moved; Haack seconded passed unanimously a motion to make an exception to the rule to award 3 contracts to Darleen AI 15-063 agenda (4 ayes, 0 Nays)

Monaghan introduced Katie Pencke our newest staffer who is working on the AG Drainage project. Pencke then spoke about the contracts she is bringing to the table. She explained that the main contract was already covered by the Board and that these are additions.

Ryon moved; Salvo seconded passed unanimously a motion to accept an amended contract for drainage projects on the Lindemulder Drainage projects AI 15-064 & AI 15-065 and (4 ayes, 0 Nays)

Pencke then spoke about the Laird Donnel Stiles and Drainage projects and that it will be coming to the next meeting and that the work will be completed by September 2015.

Shadow Lake Bog AI 15-058 (Did not need a motion)

Knutsen spoke about Prinsen wanting to move the title of Shadow Lake to King County. Shadow is 42 acre heavily wooded project and restoration work, Max has his last 10 years of restoring and taking care of the property. For the last five months Prinsen has been working with KC and \$180K in costs to take care of and maintain the property and it is time to move the property to King County for title. Frimodt stated that it should be a transfer and the paperwork can move through. Ryon stated that Prinsen is the type of guy who does what he says, and that the Educational program is fantastic. Prinsen then handed out a flyer of the work he has done on the property. Knutsen stated the property transfer will be happening soon and that is has been a great little adventure

WACD Dues AI 15-069

64 Knutsen spoke about the meeting and what happened, which included hiring the wife of a member
65 as Secretary and not having a quorum and electing an ED without an opinion of other CD's
66 Knutsen felt all CD's should have had an opportunity to comment. Knutsen would like to ask the
67 Board to withhold dues until some of these issues are resolved.

68 **Ryon moved; Salvo seconded passed unanimously a motion to withhold dues to the WACD**
69 **AI 15-069 agenda (4 ayes, 0 Nays)**

70 Capitol Budget Project Ranking

71 Reed then talked about the capitol budget ranking information, the water quality and shellfish
72 priorities, Reed then covered the CPDS sheet she created for the meeting.

73 **Prinsen moved; Haack seconded passed unanimously a motion to approve ranked project**
74 **list for AI 15-071 FY16-17 Capital Budget Projects Ranking Criteria agenda (4 ayes, 0**
75 **Nays)**

76 Reed then spoke about the Urban Forestry program. Reed introduced Elizabeth Walker as a
77 consultant instead of a FTE and that was more effective to build the program. Walker talked about
78 being in Urban Forestry for 20+ years and how she was the first urban forester for Kirkland she
79 then covered the details of the urban forestry program and proposals and wanting to expand the
80 idea of including several communities and multiple jurisdictions to collaborate on this project
81 Conversation about the trees and land ensued in urban development and that it's a partnership
82 program not a grant program.

83 **Unfinished Business:**

84 Washington Conservation Society wants to KCD to be a member, Knutsen passed around a from
85 for a vote

86 **Prinsen moved; Ryon seconded passed unanimously a motion to support the Washington**
87 **Conservation Society for \$150 to (4 ayes, 0 Nays)**

88 **Energy Campaign – Prinsen**

89 Prinsen spoke about energy wanting KCD to adopt the USDA SWAPPHE as our energy priorities
90 initiatives.

91 **Prinsen moved; Ryon seconded passed unanimously a motion to adopt USDA/ NRCSS**
92 **SWAPAHE priorities as partner grant programs of KCD priorities (4 ayes, 0 Nays)**

93 Office Expansion - Annual Meeting – Souza

94 Souza reported the office expansion is well underway and that the furniture project will commence
95 on the 23rd of July starting with demo of the current furniture and then the installation of the re-
96 furnished cubes. That IT is involved and that we are hoping for a seamless transition but are

97 prepared for any anomalies that may arise. Souza then spoke about choosing a time and month for
98 the annual meeting and the current locations researched are the Mount Baker County Club, the
99 Des Moines Beach Park and the Preston Community Center. Souza asked the Board if any of those
100 were exciting or interesting. The Board stated that they would prefer a Seattle location for the
101 meeting, Souza then also asked the Board about attending 3 meetings for Outreach, the Carnation
102 Event, Shoreline Riparian and Regional Food Systems grant and that each one needed a Board
103 member for attendance.

104 Executive Director Report – Hemphill

105 Hemphill covered the FFF and Puget Partnership meeting and Conservation Futures and SCA
106 dinner event.

107 AG and Food Launch – Monaghan

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

110 Outreach Comprehensive Report / AC Report-

111 Grace gave a report on the FB page and AC Committee and the farmer's market season as well as
112 the fact that our newsletter is reaching a much larger audience.

113 Board Elections

114 Knutsen stated that he has enjoyed his time but it is definitely time to step down and the first seat
115 open for nomination is Chairman of the Board, Ryon self-nominated and hearing none Ryon was
116 then voted for Chair

117 **Ryon moved; Haack seconded passed unanimously a motion to vote Dick Ryon Board Chair**
118 **(4 ayes, 0 Nays)**

119 Second position of Vice Chair was opened and Dick Ryon was nominated by Bill Knutsen hearing
120 none Knutsen was then voted for Vice Chair

121 **Prinsen moved; Ryon seconded passed unanimously a motion to vote Bill Knutsen as Vice**
122 **Chair (4 ayes, 0 Nays)**

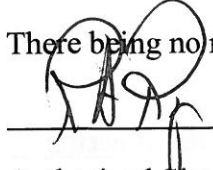
123 The third position of Auditor was opened and Bill Knutsen nominated Max Prinsen hearing none
124 Prinsen was then voted for Board Auditor

125 **Haack moved; Ryon seconded passed unanimously a motion to vote Max Prinsen as Board**
126 **Auditor (4 ayes, 0 Nays)**

127 **Prinsen moved; Ryon seconded Passed unanimously a motion adjourn meeting. (4 ayes, 0**
128 **nays)**

129 Prinsen moved; Haack seconded passed unanimously a motion to adjourn the meeting (4
130 ayes, 0 Nays)

131 There being no more business before the board, the meeting was adjourned at 7:52

132  _____ 9/14/2015 _____
133 Authorized Signature Date

134 Summary of Motions

135 Ryon moved; Prinsen seconded passed unanimously a motion to approve the agenda (4ayes,
136 0 nays)

137 Prinsen moved; Prinsen seconded passed unanimously a motion to approve the consent
138 agenda (4ayes, 0 nays)

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143 rule to award 3 contracts to Darleen AI 15-063 agenda (4 ayes, 0 Nays)

144 Ryon moved; Salvo seconded passed unanimously a motion to accept an amended contract
145 for drainage projects on the Lindemulder Drainage projects AI 15-064 & AI 15-065 and
146 (4 ayes, 0 Nays)

147 Ryon moved; Salvo seconded passed unanimously a motion to withhold dues to the WACD
148 AI 15-069 agenda (4 ayes, 0 Nays)

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150 list for AI 15-071 FY16-17 Capital Budget Projects Ranking Criteria agenda ((4 ayes, 0
151 Nays)

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153 Conservation Society for \$150 to (4 ayes, 0 Nays)

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156 Ryon moved; Haack seconded passed unanimously a motion to vote Dick Ryon Board Chair
157 (4 ayes, 0 Nays)

158 Prinsen moved; Ryon seconded passed unanimously a motion to vote Bill Knutsen as Vice
159 Chair (4 ayes, 0 Nays)

160 Haack moved; Ryon seconded passed unanimously a motion to vote Max Prinsen as Board
161 Auditor (4 ayes, 0 Nays)

162 Prinsen moved; Ryon seconded Passed unanimously a motion adjourn meeting. (4 ayes, 0
163 nays)

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