

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

September 14, 2015

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

Associate Supervisors Present: None

Staff Present: Ava Souza – Clerk, Brandy Reed, Josh Monaghan, Deirdre Grace, Rachel Konrady, Shanna Hobbs

Guests Present: Clare Flannigan, Shawn Bunney, Eric Frimodt, Stephanie Alexander

Chairman Dick Ryon called the meeting to order at 5:00 pm

Introductions were made and the agenda was set Reed then added the review of NW Area resolutions an item to prepare for the all District Session and Knutsen added to New Business WACD comments.

Chairman Ryan pulled item 15-081 for further discussion.

Knutsen moved; Prinsen seconded passed unanimously a motion to approve the consent agenda with the changes (4aves, 0 nays)

Public Comment: At 5:05 p.m. Ryon opened the hearing regarding the public hearing on the transfer of surplus real property Shadow Lake Bog then read the rules of the hearing for the meeting and then asked was there anyone that would like to make a comment. No comments were made. Then at 5:15pm the hearing was closed and the below motion was made.

Prinsen moved; Knusten seconded passed unanimously a motion to approve the transfer of surplus real property (4 ayes, 0 Nays)

AI 15-081 City of Shoreline – Park Native Habitat Restoration

The Board would like to have a fuller review on this project. Prinsen stated that this project would be better if it was closed and a new item requested and not amended. Haack stated this looked more like a scoping document and not like a full project. Prinsen that it KCD should not be implementing longer term plans when current one are not resolved. The Board then questioned the proposal. It exceeds the 10 % and that means it must come back to the full Board. Knutsen stated that it looks like the work to be done is scattered and in three different areas of the community it does not seem clear and while it is well intended it just needs further clarification.

Knusten moved; Prinsen seconded passed unanimously a motion to approve AI 15-081 City of Shoreline – Park Native Habitat Restoration apply for a new grant and not ask for

existing money and also provide further clarification on contracted services (4 ayes, 0 nays)

Souza then explained to the Board that the KCD will not be having an SAO audit this year, she spoke with Haji our state audit manager and conservation districts are on a three-year schedule, KCD is not required to have an audit now until year 2017 which will be for years 2014,2015 and 2016. Souza spoke to both Max and Dick about this and they agreed to only have the audit when required due to a new bookkeeper and new MIP system, this will give us a chance to get up to speed and be better prepared for an audit. Souza also spoke about looking for a 3rd party CPA she is working with Max on this.

Prinsen then stated that there is a policy that we should notify Eric Frimodt in the future on all HR related matters, Knutsen then further clarified there should be dual notification when there is an HR matter both to Eric Frimodt and Enduris to keep us compliant and within our co- pay responsibilities. Prinsen then spoke about the litigation invoice for \$54k that Souza brought to his attention, Souza then explained that she is working directly with Marc Antoinette to resolve it. Souza the also explained to the Board that she may be coming to November meeting with an ask to amend the operations budget, as the IT server is slowly failing and will need to be replaced, she is working with BlackPoint on quotes.

Knutsen moved; Prinsen seconded passed unanimously a motion to approve the policy asking staff to notify in house counsel Eric Frimodt and KCD insurance carrier Enduris in HR related issues going forward (4 ayes, 0 Nays)

Souza then asked if there were any questions on the Board Accounting Packet, the Board did not ask any questions at this time they agreed the accounting of the District was fine.

Knutsen moved; Prinsen seconded Passed unanimously a motion to approve AI 15-082 A motion to approve check numbers 17571 through 17636 for a total of \$644,503.20 non-payroll EFT's totaling \$21,922.48 and July payroll for \$110,743.56– (4ayes, 0 nays)

AI 15-083 Susan Heiser: Stream Crossing- Konrady

Konrady then reviewed AI 15-083. Knutsen then asked about the participation and how well are awardees doing with the money and investments as folks take it very seriously. Konrady stated that there is good participation and that Susan Heiser over the years successfully implemented 3-4 KCD projects. This s stream crossing is in Coal Creek and Susan is also having a farm tour for the project. Konrady explained that it was called pre cast concrete for the load bearing and site specifications

Knutsen moved; Prinsen seconded passed unanimously a motion approve AI 15-083 Susan Heiser: Stream Crossing (4 ayes, 0 Nays)

AI 15-084 Resolution 15-005 Authorizing Investment of King Conservation District Monies In the Local Government Pool

Souza then reviewed Resolution AI 15-005 and explained this was to allow new Chair Dick Ryon the ability to move monies into the BOA account for the monthly bills as this is a task that Bill Knutsen used to do for KCD when he was the chair.

Prinsen moved; Haack seconded passed unanimously a motion approve motion AI 15-084 Resolution 15-005 Authorizing Investment of King Conservation District Monies In the Local Government Pool(4 ayes, 0 Nays)

Souza then covered the Election process as well as the contract from Election Trust. The Board then had considerable conversation about the election process and how far we have come with the electronic election. Max stated that he would approve the contract with Election Trust with the caveat that it include language that if CD's were not required to host their own Election in 2017 that KCD would not be liable to pay Election Trust anything more than the \$2500 retainer and that the remaining \$17, 500 would not have to be paid out. He asked that Souza make that request of John Bodin. The Board agreed the contract would be approved if such language was included.

Knutsen moved; Haack seconded passed unanimously a motion add an amendment to the Election Trust contract including language that if an election is not required KCD would not be responsible for anything more than the \$2500 retainer for 2017 (4 ayes , 0 Nays)

Knutsen then spoke about the WACD Stromberger letter he would like the KCD to craft a resolution that states that the WACD post the agenda no later than 4:30pm the Thursday prior to meeting and that when meetings are convened they offer public comment and ask that they have agenda the public would see in advance that covered business that was transacted and recorded and that WACD post meeting those minutes. Knutsen stated that it is important that there be a structure. Ryon stated he was surprised that this was not happening and agrees with Knutsen. Knutsen stated that this needs to be done before the October 6th meeting. Reed asked if it was possible to ask Shawn Bunney to craft this resolution and Knutsen stated yes and for Bunney to work with Souza. Souza stated that a resolution will require a Board vote and that we should schedule special session to approve the resolution before it is distributed. The Board then agreed that there will be a meeting on the 23rd at 5:30 pm to approve this item

Reed added that she has 3 Resolutions from the Caucus meeting which are by laws that include a change to vote by proxy, the plant materials center etc, she then stated these are not endorsed by the Caucus but by CD's concurrence She then stated that it would be better to get direction on these resolutions at the special meeting on the 23rd.

Ryon then called for a break from 6:45-6:55 break

Reed then covered the proxy to represent a Districts position stating that if you don't have the funds to send then a CD can send representative. Haack then asked do they have electronic tools like Go to Meeting, Reed commented that they have not gotten there yet, that particular technology is not on board yet. The Board then commented that would it be too much to require Bill to attend the NW area meeting as Dick, Brandy and Haack going as well Brandy then

reported that on the 12th and the 13th of August the all Districts meeting outcome is to engage on long term funding as well as ask who is going and what is the message going to be, that now is the time to address our opinions. Reed reported that the topics discussed were the Elections – in terms to state wide election dates and enhanced outreach around District elections parcel costs. Conversation then ensued about the Election and the challenges that Districts face in running them.

Ryon then called for Executive Session at 7:33 for 30 minutes at 8:03 he requested 10 more minutes for an end time of 8:13 after which the following announcement and motions were made.

Prinsen moved; Haack seconded passed unanimously a motion that the District exercise its contractual right to notify the Executive Director that her current employment contract dated May 31, 2012 will not be renewed for an additional term beyond the current term which expires on February 28, 2016 (4 ayes 0 nays)

The Board Chair then stated that if the motion passes, the Chair can direct the Districts legal counsel to issue the required notice, which chair Ryon then did upon the above being passed unanimously.

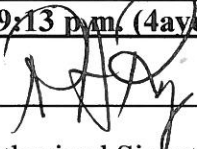
Prinsen moved; Knutsen seconded passed unanimously a motion that the Executive Director be placed on administrative leave through February 28th 2016 (4 ayes, 0 nays)

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Prinsen moved; Knutsen seconded passed unanimously a motion that the Board Chair and Vice Chair begin efforts to develop a plan to fill the Executive Director position both on and interim and permanent basis (4 ayes, 0 nays)

The Board Chair then stated if the motion passes which it did, that he will be meeting with the Vice Chair, Senior District management and others as necessary to work in developing a process to be used by the District to fill the ED position.

Prinsen moved; Knutsen seconded passed unanimously a motion to adjourn the meeting at 9:13 p.m. (4ayes, 0 nays)



Authorized Signature

10/12/2015

Date

Summary of Motions

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140 surplus real property (4 ayes, 0 Nays)

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142 of Shoreline – Park Native Habitat Restoration apply for a new grant and not ask for
143 existing money and also provide further clarification on contracted services (4 ayes, 0
144 nays)

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146 asking staff to notify in house counsel Eric Frimodt and KCD insurance carrier Enduris in
147 HR related issues going forward (4 ayes, 0 Nays)

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150 payroll EFT's totaling \$21,922.48 and July payroll for \$110,743.56– (4aves, 0 nays)

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152 Heiser: Stream Crossing (4 ayes, 0 Nays)

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154 Resolution 15-005 Authorizing Investment of King Conservation District Monies In the Local
155 Government Pool(4 ayes, 0 Nays)

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157 Election Trust contract including language that if an election is not required KCD would
158 not be responsible for anything more than the \$2500 retainer for 2017 (4 ayes , 0 Nays)

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