

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

December 14, 2015

1 **Supervisors Present:** Dick Ryon – Chair, Bill Knutsen – Vice chair, Max Prinsen – Auditor, Jason
2 Salvo

3 **Associate Supervisors Present:**

4 **Guests Present:** Shawn Bunney

5 **Staff Present:** Ava Souza – Clerk, Josh Monaghan, Deirdre Grace, Rachel Konrady, Janice
6 Babbitt

7 Chairman Ryon called meeting to order at 5:05 pm.

8 Introductions were made and the agenda was set.

9 Ryon then stated that he would like to add a conversation about the Executive Director Job
10 Description and Interview Questions to the agenda under New Business.

11 **Knutson moved; Prinsen seconded passed unanimously a motion to approve the agenda (3**
12 **ayes, 0 nays)**

13 **Consent Agenda:**

14 **AI 15-117 KCD LIP Applications – Paul and Patty Fantello: Waste Storage Facility and Heavy**
15 **Use Area**

16 Konrady then reviewed AI 15-117.

17 **Prinsen moved; Salvo seconded passed unanimously a motion to approve AI 15-117 KCD**
18 **LIP Applications – Paul and Patty Fantello: Waste Storage Facility and Heavy Use Area**
19 **(3ayes, 0 nays)**

20 **Finance:**

21 **AI 15-118 A motion to approve check numbers 17717 through 17896 for a total of \$918,037.27**
22 **non-payroll EFT's totaling \$27,317.33 and October payroll for \$133,989.61 – Souza**

23 Souza reviewed the finance packet for the Board and no questions were asked. Souza then spoke
24 about the CPA and thanked Babbitt for her work at the six month mark.

25 **Prinsen moved; Knutsen seconded passed unanimously a motion to approve check numbers**
26 **17717 through 17896 for a total of \$918,037.27 non-payroll EFT's totaling \$27,317.33 and**
27 **October payroll for \$133,989.61 (3 ayes, 0 nays)**

28 **New Business:**

29 **2016 KCD Budget for Board Approval – Management Team**

30 Monaghan then went through the budget binders and reviewed the 2016 program of work. Grace
31 added that we plan to get this to the Board much earlier in the year next time. Monaghan then
32 explained our process and Souza then elaborated on the spreadsheet process, the estimation and
33 calculations we come up with to put the budget together, and consultants we use to allocate
34 expenses. Monaghan then spoke about the five year budget strategy. Prinsen then stated that we
35 need to hire a grant person to bring in money for programs we are already administering, not
36 additional or new work but work that we are already committed to do. Knutsen asked Prinsen about
37 the dipping in of the reserve funding and Prinsen stated that he was comfortable and that we need
38 to invest in ourselves. Souza spoke about being conservative and that we can approve a smaller
39 budget and always provide an amended budget later. Salvo stated he was uncomfortable approving
40 such a large budget deficit. A conversation about the five year plan ensued. Shawn Bunney spoke
41 about the Advisory Committee and gave reminders about the original conversations with the AC
42 when asking for the five year ILA.

43 **Prinsen moved, Knutsen seconded a motion to approve the interim draft budget and asked**
44 **staff to move ahead and find items that bring us to the closer target of 728K or less (3 ayes,**
45 **0 nays)**

46 Ryon called for a break from 6:35pm-6:50pm

47 **2014 Annual Report for Board Approval – Management Team**

48 Grace then covered the 2014 annual report and reviewed the body of work. Max then asked for the
49 cover to be changed so the folks can recognize it from year to year. Grace then stated that we plan
50 to prepare a performance review for the first quarter of the year going forward. The Board then
51 thanked the team.

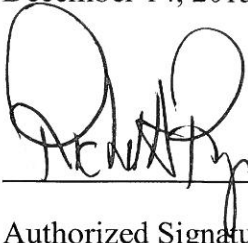
52 **Totem Lake Appraisal**

53 Bunney then covered what was discussed at the last meeting, which was the bids from three
54 appraisers to negotiate for the Totem Lake property and identified the low bidder as “North Coast
55 Appraisers”. He then stated that spectrum of value is \$0.50-\$0.75cents per square foot, or about
56 \$377,000-\$455,000 dollars, or somewhere in that range, and we can then move forward with
57 conversations with the cities, on ways to handle the transaction.

58 **Executive Director Job Description**

59 There was then a conversation and the final details of the job description were discussed and
60 approved. There was also discussion on the likely percentages of area where this person will be
61 spending their time.

62 **There being no more business before the board, the meeting was adjourned at 9:45 pm.**

63 
64 _____
65 Authorized Signature

2/08/2016

Date

66 Summary of Motions

67 Prinsen moved; Salvo seconded passed unanimously a motion to approve AI 15-117 KCD
68 LIP Applications – Paul and Patty Fantello: Waste Storage Facility and Heavy Use Area
69 (3 ayes, 0 nays)

70 Prinsen moved; Knutsen seconded passed unanimously a motion to approve check numbers
71 17717 through 17896 for a total of \$918,037.27 non-payroll EFT's totaling \$27,317.33 and
72 October payroll for \$133,989.61 (3 ayes, 0 nays)

73 Prinsen moved, Knutsen seconded a motion to approve the interim draft budget and asked
74 staff to move ahead and find items that bring us to the closer target of 728K or less (3 ayes,
75 0 nays)

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