

# KING CONSERVATION DISTRICT

## Board of Supervisors

### Meeting Minutes

February 8, 2016

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

3 **Associate Supervisors Present:** None

4 **Guests Present:** Shawn Bunney, Bill Peloza

5 **Staff Present:** Ava Souza – Clerk, Brandy Reed, Josh Monaghan, Rachel Konrady, Jessica  
6 Saavedra, Deirdre Grace, Shanna Hobbs

7 **NRCS Staff Present:** Clare Flanagan

8 Chairman Ryon called the meeting to order at 5:01 pm.

9 Introductions were made and the agenda was amended. Monaghan added a discussion about a  
10 Board Sub-committee for the Food Grant Program under New Business. Souza added under New  
11 Business a question regarding Board training.

12 **Prinsen moved; Haack seconded passed unanimously a motion to approve the amended**  
13 **agenda (4ayes, 0 nays)**

14 Ryon read through the consent agenda action items and numbers.

15 **Knutsen moved; Prinsen seconded passed unanimously a motion to approve the consent**  
16 **agenda (4ayes, 0 nays)**

#### 17 **Public Comment:**

18 Peloza made a public comment to thank the supervisors and KCD staff for the \$20,000 awarded  
19 to the City of Auburn, and stated \$5000 will go to the SNAP Program. Peloza commented that  
20 the Auburn food market is vital for farmers to sell their agriculture, and the market is going in to  
21 its eighth year, and thanked everyone for all they have done.

22 Flanagan then made a comment stating they are in the process of getting 150 applications in  
23 ranking for next Tuesday, and the highest ranked will get funded.

#### 24 **Presentation**

25 Monaghan then gave a presentation on the Fish, Farm, Flood work he has been involved with  
26 since 2013. Monaghan stated he has been working on an outreach plan since May, they had  
27 many consultations with farmers in October, and since November there have been eight meetings

with twenty-nine different landowners, with the goal to reach fifty, which is about half of the landowners who manage land in Snoqualmie.

### **Executive Session – Totem Lake**

Ryon called for Executive Session at 5:50pm for thirty minutes. At 6:20pm Ryon requested 10 more minutes for an end time of 6:30pm. The executive session closed at 6:30pm after discussing a property issue. No decisions or announcements were made.

At 6:30pm Ryon called for a break. The meeting resumed at 6:37pm.

### **Finance**

AI 16-009 A motion to approve check numbers 18073 through 18126 for a total of \$145,753.04 non-payroll EFT's totaling \$27,595.91 and January 2016 payroll for \$143,844.74 (4ayes, 0 nays)– Souza

Souza then went over the finance packet, stating in it is the regular check register, payroll and EFTs, but the EFTs are a little higher than normal because there are a few more staff. Souza said there was nothing irregular, but due to a medical emergency the contractor list is not current. Souza stated next month there will be a burn rate sheet with the help from an outside MIP consultant, who will also get us a more accurate burn rate. The goal is to have a report to help the Board understand our total budget and what we are tracking on that budget. Haack then asked how the budgeting responsibilities were distributed. Monaghan answered that the way we develop our budgets today we distribute responsibility, and half the office is involved in some way.

**Knutsen moved; Prinsen seconded passed unanimously a motion to approve AI 16-009 Check numbers 18073 through 18126 for a total of \$145,753.04 non-payroll EFT's totaling \$27,595.91 and January 2016 payroll for \$143,844.74 (4ayes, 0 nays)**

### **New Business**

AI 16-010 Resolution: 16-001 FFFPP Sackwar Aq. Organism Passage Project: Public Works Contract Closeout - Konrady

Konrady then spoke of the Sackwar Passage project, stating that it is complete, has been constructed, and is functioning well. Konrady noted that there were a couple things out of sequence, but there is low liability based on Eric Fremodt's suggestions. Konrady explained how once the application is accepted there is a notice of completion, and at that point we reimburse 95% of the project. Konrady described how with this project it was decided to retain 5% in house, and the state can decide if they want to take a lean on that percentage if, for example, the landowner did not pay their taxes. Once the three state agencies have replied, the retainage can be released, but the final acceptance has to be approved by the Board. Konrady stated that each state agency has released their claim and when this is accepted it can trigger a 45 day period where any employee could put in a claim, and every state agency said they are comfortable in releasing it. Reed then stated our liability is to the public works process, and once the state agency has released,

we are free to release retainage. Reed said technically we are in a new 45 day period and if someone had an issue they could submit a claim, but there is low risk because state agencies have already said they are comfortable. Prinsen said it should be done at the start of the job, the right to lean is filed, and at the time we are done with it the contractor asks us to file a lean to release because we are happy with the result. Reed said we can add that to our SOP for public works projects. Konrady stated there were no subcontractors, which also makes it low liability.

**Prinsen moved; Knutsen seconded passed unanimously a motion to approve AI 16-010 Resolution 16-001 FFFPP Sackwar Aquatic Organism Passage Project: Public Works Contract Closeout (4aves, 0 nays)**

**Regional Food Grant Program - Monaghan**

Monaghan then spoke of the Regional Food Grant Program and asked whether to add this to the existing grant sub-committee or if a new one should be formed. Prinsen stated that he is fine either way. Monaghan stated that Mary Embleton and others will visit the sites to make sure the terms of the grant are satisfied and that this is just follow-up and closeout on previous cycles, and some is implementation related, some process related. Monaghan stated that we can use the existing sub-committee to review the final close outs and other scope changes, and the Board agreed. Reed stated someone needs to coordinate the work on behalf of three grant programs, and Souza said she would talk to Jessica Saavedra.

**Souza – Board Trainings**

Souza then discussed the trainings for staff on sexual harassment and bullying, and the attorneys have made the recommendation to have two separate trainings, one for the staff and one for the Board. Souza stated that if this is something the Board wants, to let her know so all the Board can attend. Haack asked when the last time they did the trainings, and Souza said in the five years she has been at KCD there have not been these trainings for the Board. Souza then asked the best time to coordinate the trainings for the Board, in the evening or in the day, and the Board agreed after 5:00pm is best. Souza stated the training could be at Eric Frimodt's office, he would likely be willing to do it and she can ask him.

**Election/Senate Bill 6600 – Ryon/Souza**

Ryon then discussed the presentation at the hearing in Olympia on February 4. Souza explained that the bill talks about giving \$250,000.00 to two different conservation districts for an online election process, and at the hearing spoke of KCD's experience with online election processes. Souza commented that with an online election process it is easier for people to vote, and they are able to write in a candidate. Souza said work is being done to increase voter participation and transparency, and that the biggest election year for KCD was 2011, which was the first year with an online election. Ryon stated this is also a pilot project from two conservation districts. Reed stated that going to the hearing also allowed staff to have a conversation with Senator Darneille and Ron Shultz about running an online election. Reed also stated there has been talk of putting together another one page legislative handout that will ensure accountability on a fiduciary level,

which will help systematically deconstruct things, and that the issue really is about transparency, secure elections, and greatest opportunity for participation.

Strategic Planning – Management Team

Grace then spoke about a strategic plan update, and Reed stated this is to get the Board oriented with what we are coming up with, and this is from the desire to give the Advisory Committee the opportunity to weigh in. Grace covered how the formatting of the strategic plan is different, it was put together last year in a way the Board could view it as a foundation, and suggested reformatting the document so the implementation plan does not sit outside other priorities and the thought process flows. Reed made a comment that when people read it, they do not understand where it is in the document because everything is numbered as a strategic item besides the implementation plan. Prinsen said it is important that we be consistent with the message we have sent concerning the budget. Reed stated that we tried to honor the additional things the Board wanted us to work on, and identified benchmarks we could implement in 2015. Grace said we wanted to put this in front of the Board because we only have six Advisory Committee meetings per year, so we have to reverse engineer the budget.

AI 16-011 Executive Director Job Description – Management Team/Board

The Board then reviewed and discussed the Executive Director job description.

**Knutsen moved; Prinsen seconded passed unanimously a motion to approve AI 16-011 Executive Director job description with minor revisions to be published at an appropriate date (4ayes, 0 nays)**

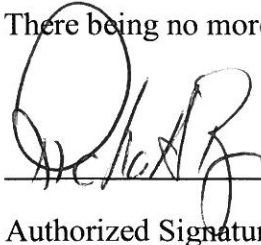
**Unfinished Business**

Chairman Comments - Ryon

Ryon then commented on Betsy Castle's passing and asked that a plaque be placed on the tool shed in the KCD nursery in her honor.

**Knutsen moved; Haack seconded passed unanimously a motion to adjourn the meeting at 8:45pm (4ayes, 0 nays)**

There being no more business before the Board, the meeting was adjourned at 8:45 pm.



Authorized Signature

3/16/2016

Date

**Summary of Motions**

**Prinsen moved; Haack seconded passed unanimously a motion to approve the amended agenda (4ayes, 0 nays)**

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

**Knutsen moved; Prinsen seconded passed unanimously a motion to approve AI 16-009 Check numbers 18073 through 18126 for a total of \$145,753.04 non-payroll EFT's totaling \$27,595.91 and January 2016 payroll for \$143,844.74 (4ayes, 0 nays)**

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