

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

May 9, 2016

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

3 **Associate Supervisors Present:** None

4 **Guests Present:** Shawn Bunney, Char Davies, Joe Miles

5 **Staff Present:** Ava Souza, Brandy Reed, Josh Monaghan, Deirdre Grace, Jessica Saavedra, Dave
6 Clelland, Shanna Hobbs

7 **NRCS Staff Present:** Clare Flanagan

8 Chairman Ryon called the meeting to order at 5:00 pm. Introductions were made and the agenda
9 was amended to add another executive session to discuss a real estate property issue.

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

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

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

15 **Public Comment:** None

16 **Presentations:** None

17 **Chairman Comments:**

18 Ryon commented on the changes in the upcoming months with hiring a new Executive Director,
19 but also that the senior management team has proven to remain functional. Ryon also commented
20 on the yellow standing with the Washington State Conservation Commission, and how the District
21 has immediately changed course on how vouchering is done to get back in the green. Ryon also
22 spoke about the finance team's new accounting procedure to allow for a rolling budget and
23 proactive budgeting tools.

24 Haack then reported on the plan to choose a new Executive Director, and how a process has been
25 chosen that will engage staff and stakeholders and include part of the Advisory Committee. The
26 District has received over fifty applications for the position, and they continue to come in. Haack
27 commented that staff is managing the daily operations of the District in accordance with all
28 programs, and there is no urgency to fill the position, and the annual calendar for work is being
29 used as a deadline to give time for the new Executive Director to come on board.

Souza then brought forward a recommendation for Board sexual harassment and workplace expectations training. There was then a discussion on scheduling the training. The Board agreed after 3:00pm is best, and Souza stated she would send out a poll to pick a date and coordinate the training.

Finance:

Souza then introduced two new people: Char Davies and Dave Clelland. Souza first introduced Davies, who was a partner with Jacobson Jarvis for 25 years working in MIP, and is now bringing that experience here. Davies is a CPA who reviews the work to make sure when reporting comes to the Board it is done in a transparent, accurate, and timely way. Souza then introduced Dave Clelland, KCD's internal Accountant. Clelland spoke on his accounting background stating he obtained his accounting degree in 2005 and previously worked at Northwest Folklife where he extensively worked in MIP.

Souza then spoke on BARS, stating that it is due May 27 and she will bring a report to the next meeting. Souza then recommended moving to a quarterly reporting cycle for financials, which will include a report from the senior management team on where they are with their programs, a forecast going forward, and a rolling budget. In addition, Souza also recommended the resurrection of the finance committee to meet quarterly. Davies agreed to sit with each program manager and talk about their programs in MIP, and stated this would be using the software at a higher level and add another layer of detail in accounting to support folks doing the on the ground work. Ryon stated he is fully supportive of this process. Prinsen and Haack agreed to meet quarterly for the finance committee

Prinsen moved; Haack seconded passed unanimously a motion to approve AI 16-027 – a motion to approve check numbers 18334 through 18427 for a total of \$248,560.70 non-payroll EFT's totaling \$43,091.30, bank fees of \$30.56 and April 2016 payroll for \$131,734.80 (4 ayes, 0 nays)

Chairman Ryon called for a twenty-minute break at 5:55pm. The meeting reconvened at 6:15pm.

Executive Session:

Potential litigation pursuant to RCW 42.30.110(1)(i). – Reed/Bunney

Ryon called for Executive Session at 6:15pm for 30 minutes to discuss potential litigation. At 6:45pm the Executive Session was extended for 30 minutes for an end time of 7:15pm. No decisions or announcements were made.

Real Estate Property Issue

At 7:15pm Ryon called for a second Executive Session to discuss a real estate property issue. The Executive Session ended at 7:36pm. No decisions or announcements were made.

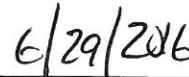
Unfinished Business:

Monaghan then gave an update on his programs.

There being no more business before the board, the meeting was adjourned at 7:55 pm.



Authorized Signature



Date

Summary of Motions

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

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

Prinsen moved; Haack seconded passed unanimously a motion to approve AI 16-027 – a motion to approve check numbers 18334 through 18427 for a total of \$248,560.70 non-payroll EFT's totaling \$43,091.30, bank fees of \$30.56 and April 2016 payroll for \$131,734.80 (4 ayes, 0 nays)

