

KING CONSERVATION DISTRICT

Board of Supervisors Special Meeting Minutes

July 9, 2007

1 **Supervisors Present:** Matt Livengood, Chair, Scott Wallace, Vice-Chair, Bill Knutsen, Secretary/
2 Auditor, Bob Vos, Member. Bobbi Lindemulder, Member joined the meeting later by phone.

3 **Associate Supervisors Present:** Tony Zraggen, David Irons

4 **Guests Present:** Sara Hemphill, District Consultant, John Bodine, Election Trust, George
5 Jaquish, Farm Service Agency, Ryan Larsen WRIA 9, Dennis Clark WRIA 9, Josh WRIA 9

6 **Staff Present:** Brandy Reed, Marla Hamilton Lucas, Geoff Reed, Jessica Saavedra

7 **NRCS Staff Present:** None

8 Chair Livengood called the meeting to order at 6:03 pm. Introductions were made. The agenda
9 was reviewed and Livengood added a presentation from District staff Campagna regarding KING
10 FM during the public comment period and under other business a discussion about the team that
11 will work on the Falconer Group recommendations. B. Reed added an item about the 2008
12 Program of Work approval which was included in the packets but not on the agenda.

13 **Wallace Moved, Knutsen Seconded Passed a Motion to approve the June 11, 2007 meeting**
14 **minutes as read.**

15 **Wallace Moved, Knutsen Seconded Passed a Motion to approve the June 21, 2007 Special**
16 **Session meeting minutes as read.**

17 G. Reed introduced John Bodine of Election Trust. Bodine gave the board a presentation on his
18 company and his proposal for administering the annual Board of Supervisors election. He
19 reviewed the company history and the pending contract with the state. The proposal includes
20 short term solutions for the District and posits options for long term vision to guide District
21 elections statewide. One of the ideas is to have a statewide Conservation District election day.

22 The proposal made to the Board included the cost for paper or Internet options and nine polling
23 locations. Discussion about the proposal ensued. Knutsen wanted to move forward on the
24 proposal. More discussion ensued.

25 Matt asked for public comment. There was no comment.

26 Jaquish from the Farm Service Agency distributed a handout regarding the various disaster
27 programs available to farmers.

28 Campagna presented an advertising proposal from KING FM and played an example of a radio
29 spot for the group. The proposal would allow for 100 one minute public service announcements
30 during one week each quarter for the next year. She said that outreach to different audiences was
31 called for in the strategic plan and noted the demographics that KING delivers would fit in with
32 urban groups the District is trying to reach. She wanted to make sure there was money allocated

33 (\$15,000) in the budget to move ahead with producing and broadcasting the spots before she did
34 any more work with the radio station.

35 Knutsen expressed support for the idea and made a motion. It was not seconded so the proposed
36 budget addition was not approved. Wallace thought that the outreach committee should be
37 involved and that the District's consultants should weigh in. Vos wanted the Board to be in
38 agreement on supporting the idea, although he personally felt the KING proposal was a good one.
39 Matt thought that this particular effort needed to complement the as yet uncompleted outreach
40 plan. Irons took issue with the demographic information, stating that he felt the timing and
41 number of spots would be ineffective based upon his experience with media.

42 Saavedra presented the Non-Competitive Grant applications to the Board.

43 **Green-Duwamish Watershed Forum (WRIA 9) Grant Application Packet:**

44 **Wallace Moved, Knutsen Seconded; Passed a motion to approve the Green-Duwamish**
45 **Watershed Forum grant application for \$12,500 from 2006 Assessments for the King**
46 **County WLRD – WRIA 9 Watershed Coordination Services Team Duwamish Gardens**
47 **Negotiations 2007 Project.**

48 **Wallace Moved, Knutsen Seconded; Passed a motion to approve the Green-Duwamish**
49 **Watershed Forum grant application for \$225,000 from 2006 Assessments for the City of**
50 **Tukwila Duwamish Gardens Acquisition 2007 Project.**

51 **Knutsen Moved, Wallace Seconded; Passed a motion to approve the Green-Duwamish**
52 **Watershed Forum grant application for \$100,000 from 2006 Assessments for the King**
53 **County DNRP Big Spring Creek Permit-ready (70%) Design 2007 Project.**

54 **City of Kent Grant Application Packet:**

55 **Wallace Moved, Vos Seconded; Passed a motion to approve the City of Kent Member**
56 **Jurisdiction grant application for \$697.29 from 2004 Assessments for the City of Kent Parks**
57 **Green River Trail Improvement Project at Boeing Rock.**

58 **Revisions/Agreement Amendments:**

59 **Knutsen Moved, Vos Seconded; Passed a motion to amend the King County WLRD -**
60 **WRIA 9 Watershed Coordination Services Team Stewardship + Naturalist Community**
61 **Involvement for Salmon Recovery and Habitat Plan Public Education/Implementation 2005-**
62 **2006 Project grant agreement, revising the budget and scope of work as submitted and**
63 **approving return of the grant funds in the amount of \$81,868.**

64 **Noncompetitive Grant Items to be Reflected in the Minutes:**

65 Brandy Reed amended the *City of Bellevue Kelsey Creek Stream Restoration Project* grant
66 agreement, extending the project completion date to 2008 due to permitting and construction
67 delays.

68 The Green-Duwamish-CPS Watershed Forum grant application for \$50,000 from 2006
69 Assessments for the Flaming Geyser Restoration-Feasibility Analysis and Conceptual Design 2007
70 Project has been cancelled by the grantee.

71 Clark mentioned that there will be a bus tour of WRIA 9 projects and distributed an agenda.

72 Hamilton Lucas presented the financial report. The list of June expenses was reviewed. Hamilton
73 Lucas reported that we have had credit card fraud on one of the cards in the amount of approx.
74 \$2,000 on the June statement and additional charges in July. The credit card company fraud
75 department has been contacted and a new card with a new number will be issued to the District.

76 **Wallace Moved, Knutsen Seconded, Passed Unanimously a motion to approve June 2007**
77 **expenditures, checks # 10155-10226 in the amount of \$879,336.67.**

78 The balance sheet and budget tracking report were distributed and reviewed. There is currently
79 \$1.9million in unrestricted funds and \$6.6million in restricted funds. At 50% of the year remaining
80 there is 62% of the budget remaining to be spent.

81 **Wallace Moved, Knutsen Seconded, Passed Unanimously a motion to approve the June**
82 **2007 Finance Report as presented.**

83 Subcommittee Reports:

84 15 applications from the WRIA 7 Opportunity Grant program have been submitted to the
85 committee for review. They will be forwarded to the WRIA for ranking and back to the District in
86 August for funding. The expected volume of member jurisdiction and WRIA Watershed Forum
87 grant applications may necessitate a second board meeting in August.

88 Hemphill distributed the draft agenda for the Outreach Subcommittee meeting on July 12. It was
89 noted that speaker training should be corrected to media training. Hemphill said that G. Reed and
90 Campagna could give a better update on the status of the video project.

91 At this time the major issue with the video is determining what message to project. Campagna is
92 working on a script with the producer and gave details.

93 Vos suggested that information about the election should be included. Campagna said that the
94 proposed radio buy would help address this issue. Irons said again that he did not believe the
95 proposed radio buy would do enough to promote the election. More discussion ensued.

96 B. Reed said that the website redesign is 90% completed. Wallace wanted the consultants to
97 review the new design. He said he was concerned when he looked at the website the Board
98 meeting was listed as being the second Wednesday of each month when it is actually on the

99 second Monday. B. Reed checked on this and reported back that she saw that the meeting date
100 was correct. Discussion ensued about refreshing Internet browsers.

101 Campagna asked for clarification about the reasons for work being given to outside contractors
102 and why opportunities for outreach are being missed. Discussion ensued about the big picture for
103 the outreach program. Vos said that there needs to be a way to motivate staff and contractors to
104 work together on the outreach program.

105 Lindemulder joined the meeting by phone at this time.

106 Livengood expressed the need to get focused on the goal of the outreach program.

107 Hemphill reported that the first Advisory Committee tour had a nice mix of legislators on the bus,
108 and complemented the staff for pulling the tour together on short notice. She gave an update on
109 the Puget Sound Partnership startup process. She will give additional details at the outreach
110 committee.

111 Issues Subcommittee did not meet this month. The KC Ag committee is dealing with critter pad
112 and flooding issues at their meeting this week. There has been little progress on the alluvial fan
113 issue, although Knutsen did have some additional information for the group. Vos restated the
114 proposed policy that he created, and wants to coordinate with the Ag commission. The Ag
115 commission will probably want money from us to help landowners with fan issues. Vos stated his
116 concern about keeping project costs low so that more projects could be done. Discussion ensued
117 regarding May Creek drainage issues.

118 Hemphill noted that care needed to be taken in presenting the election issues to others including
119 the Conservation Commission and Washington Association of Conservation Districts. She said
120 that we needed to let them know we were moving forward to address the issues that have been
121 raised for KCD. She suggested that District Counsel Frimodt be involved. Discussion ensued.

122 Vos gave an update on the Policy Subcommittee. It has reviewed the proposed Employee
123 Handbook and it looks good. The Handbook should be ready for Board approval at the August
124 Board meeting after District staff has a chance for a final review. Two new elements have been
125 added - a policy for sharing leave and a sick leave buyout plan. The contractor responsible for
126 legal review of the Handbook has completed its work. Lindemulder complemented B. Reed on
127 her work in getting the Handbook revision completed.

128 The Strategic Initiatives Subcommittee has received three proposals for new programs. These are
129 a Vashon Island groundwater program, an "Eat and Drink Clean" program and a Thanksgiving
130 Harvest festival. Vos would like to discuss these programs further.

131 The Budget Subcommittee has not met recently, but will be meeting in the near future to start the
132 2008 budget process. B. Reed suggested that the process be moved up by a month to smooth out
133 the workload at year end 2007. Suggested time frame for meeting was late August or early
134 September.

135 Livengood said that the consultant contract ad hoc subcommittee needs to meet one more time to
136 confirm the details of the contracts before presenting them to the board for approval at the
137 August meeting. Discussion ensued regarding a special board meeting July 23 to address
138 consultant contracts. Wallace asked about extending the contracts for another 30 days if a special
139 meeting was not set. Wallace suggested the special session be set.

140 Livengood has a list of staff volunteers to serve on the team to address the findings of the
141 Falconer Group (Reid) report. He asked for board volunteers. Currently the proposed members of
142 the team are Wallace, Livengood, Irons and Prinsen from the Board and Pete Landry, Jessica
143 Saavedra, Roseanne Campagna, Josh Monaghan, B. Reed and Hamilton Lucas from the staff. Vos
144 suggested there be a balance between Board and staff on the team. Discussion ensued about
145 having a facilitator for the team meetings.

146 B. Reed reviewed the 2008 Program of Work with the Board. It will be submitted to the KC
147 Council by August 1.

148 **Knutsen Moved, Wallace Seconded, Passed Unanimously a motion to approve for**
149 **submission to the KC Council the 2008 Program of Work subject to the changes as**
150 **discussed.**

151 There was no discussion of outside meeting attendance.

152 G. Reed said that the District annual meeting would be at Shadow Lake Bog on Sunday August
153 12 at noon. He presented award nominations in the four categories for board discussion and
154 approval.

155 For the Service Award, there were three nominees: Rosemary Ives, Mayor of Redmond, David
156 Irons, Associate Supervisor and Richard Conlin of the Seattle City Council. Livengood thought
157 that all three should be recognized. Conservation Landowner nominee was the LaLande farm.
158 Best Partnering organization nominations were WRIA 7 and South Portage Bay Reclamation.
159 Wallace suggested they both be given awards. For Government Involvement in Conservation, the
160 nominees were the cities of Clyde Hill and Auburn.

161 **Knutsen Moved, Wallace Seconded, Passed Unanimously a motion to give awards to all**
162 **nominees in their respective categories.**

163 Livengood will prepare an outline for the Falconer Group implementation team and have G. Reed
164 send it to everyone, and try to find a meeting date. Campagna asked the Board how many of
165 them reviewed the information on her activities that was included in the Board packet. None of
166 the Board members indicated that they had reviewed the material.

167 B. Reed discussed the upcoming Farm Forest Tour and noted that Lindemulder was the only
168 Board member to volunteer and she has had to cancel. Livengood said he would see if he could
169 go. No other Board members were available.

170 Monday July 23 there will be a King County Council town meeting at Lake Wilderness. G. Reed
171 encouraged the Board to attend. The Conservation Commission has a tour scheduled for next
172 Wednesday, sponsored by Snohomish CD.

173 The regular session was adjourned at 9:25pm.

174 The Board went into Executive Session to discuss personnel issues at 9:25 pm for an estimated
175 10-15 minutes.

176 The Board adjourned the Executive Session at 10:40pm.

177 There being no more business before the Board, the meeting was adjourned at 10:40pm.

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180 _____
Authorized Signature

_____ Date

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Summary of Motions

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