

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

August 13, 2007

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

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

4 **Guests Present:** Sara Hemphill, District Consultant, Stu Trefry Washington Conservation
5 Commission, Eric Frimodt, District Legal Counsel

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

8 **NRCS Staff Present:** None

9 Chair Livengood called the meeting to order at 6:00 pm. The agenda was reviewed and
10 Livengood requested a Special Meeting to be held on Monday August 27. G. Reed will publicize
11 the special meeting as required.

12 **Wallace Moved, Vos Seconded Unanimously Passed a Motion to approve the July 9, 2007**
13 **meeting minutes as read.**

14 Introductions were dispensed with. There was no public comment.

15 The board went into executive session to address personnel issues at 6:20pm

16 The board came out of executive session at 7:33pm.

17 Livengood gave a recap of the executive session. It was decided to put G. Reed and Roseanne
18 Campagna on administrative leave until the end of the week. An investigation will be undertaken
19 using an independent investigator to be identified by Frimodt. The investigator will be responsible
20 for conducting and reporting on the investigation only. At the end of the administrative leave
21 period, Campagna will be reassigned to report to a different supervisor.

22 **Wallace Moved, Knutsen Seconded Passed Unanimously a motion to place G. Reed and R.**
23 **Campagna on administrative leave until Monday August 20th.**

24 In the interest of getting an investigation started as soon as possible, Livengood asked if he could
25 be given authority to contract for the investigators services.

26 **Wallace Moved, Lindemulder Seconded, Passed Unanimously a motion to give Chair**
27 **Livengood the authority to execute a contract for the investigation with a contractor as**
28 **recommended by District Counsel Frimodt.**

29 Livengood distributed a list of functions for a consultant to be hired to provide an interim function
30 and facilitate the committee tasked with implementing the recommendations of the recently

31 completed operations review of the District. He wanted to get the board members to come to
32 agreement on what the consultant would be responsible for. There was a long discussion about
33 timing and priorities and what role the consultant would play in managing the District until a new
34 management structure is implemented. Wallace, Livengood and Frimodt have interviewed a
35 consultant recommended by the consultant who did the operations review and wanted to bring her
36 on board as quickly as possible. Knutsen expressed frustration with not having a chance to
37 interview all three candidates before a selection was made. He wanted to have a say. Trefry asked
38 if references had been checked, and the answer was no. Wallace stated that action needed to be
39 taken immediately, and it was the fault of the Board as well as staff that this situation became
40 urgent. He was concerned that the District could start losing valuable staff if action was not taken
41 quickly. Vos stated that he wanted Knutsen to be comfortable with the hire and to talk to the
42 candidate ASAP.

43 **Wallace Moved Vos Seconded, Passed Unanimously a motion to authorize Livengood to**
44 **hire Wendy Barry subject to Knutsen's approval after an interview and satisfactory**
45 **references as checked by Frimodt.**

46 Knutsen stated he would have been a lot more comfortable with 3 candidates going through the
47 interview process. Wallace said that if Knutsen doesn't like W. Barry that he had better have an
48 alternative plan in place. Discussion ensued about the potential effects of having an interim
49 manager come in before the report implementation team has had a chance to complete its work.
50 Zraggen asked about the consultant's fees and how it would compare to full time salary.

51 Monaghan presented a farm planning policy proposal for board approval. Irons offered the
52 perspective of the King County Council of the intent of having the District involved in the Critical
53 Areas Ordinance.

54 **Lindemulder Moved, Wallace Seconded, Passed a motion to accept the Farm Planning**
55 **Policy paper as presented by Monaghan.**

56 It was noted that a policy can always be revised if necessary.

57 Watershed Opportunity Grant applications were presented for Board approval.

58 **KCD/Snoqualmie Watershed Forum Opportunity Fund Grant Application Packet:**

59 **Wallace Moved, Knutsen Seconded; Passed Unanimously a motion to approve the**
60 **KCD/WRIA 7 Opportunity Fund grant application for \$17,679 (\$8,839.50 from KCD**
61 **general fund and \$8,839.50 from 2007 assessments) for the *Snoqualmie Tribe Traditional***
62 ***Ecological Knowledge Education* project.**

63 **Knutsen Moved, Wallace Seconded; Passed Unanimously a motion to approve the**
64 **KCD/WRIA 7 Opportunity Fund grant application for \$12,200 (\$6,100.00 from KCD**
65 **general fund and \$6,100.00 from 2007 assessments) for the *Wild Fish Conservancy Weiss***
66 ***Creek Restoration Project Maintenance* project.**

67 **Lindemulder Moved, Knutsen Seconded; Passed Unanimously a motion to approve the**
68 **KCD/WRIA 7 Opportunity Fund grant application for \$13,250 (\$6,625.00 from KCD**
69 **general fund and \$6,625.00 from 2007 assessments) for the *Washington Trails Association***
70 ***Grand Ridge – Canyon Creek Trail Bridge* project. Approval contingent upon determining if**
71 **other creek crossings will be developed so as to protect the creek.**

72 **Lindemulder Moved, Knutsen Seconded; Passed Unanimously a motion to approve the**
73 **KCD/WRIA 7 Opportunity Fund grant application for \$13,000 (\$6,500.00 from KCD**
74 **general fund and \$6,500.00 from 2007 assessments) for the *Nature Vision Snoqualmie***
75 ***Valley Water Education* project.**

76 **Lindemulder Moved, Knutsen Seconded; Passed Unanimously a motion to approve the**
77 **KCD/WRIA 7 Opportunity Fund grant application for \$20,000 (\$10,000.00 from KCD**
78 **general fund and \$10,000.00 from 2007 assessments) for the *King County Small Habitat***
79 ***Restoration Program Morgan Property Riparian Restoration* project.**

80 **Wallace Moved, Lindemulder Seconded; Passed a motion to approve the KCD/WRIA 7**
81 **Opportunity Fund grant application for \$20,000 (\$10,000.00 from KCD general fund and**
82 **\$10,000.00 from 2007 assessments) for the *Stewardship Partners Wetland Restoration at***
83 ***Oxbow Farm* project.**

84 **Knutsen Moved, Wallace Seconded; Passed Unanimously a motion to approve the**
85 **KCD/WRIA 7 Opportunity Fund grant application for \$15,975 (\$7,987.50 from KCD**
86 **general fund and \$7,987.50 from 2007 assessments) for the *Restoration Logistics Olsby***
87 ***Property Riparian Area Enhancement* project.**

88 **Knutsen Moved, Vos Seconded; Passed Unanimously a motion to approve the KCD/WRIA**
89 **7 Opportunity Fund grant application for \$7,575 (\$3,787.50 from KCD general fund and**
90 **\$3,787.50 from 2007 assessments) for the *Restoration Logistics Riedel Property Conifer***
91 ***Regeneration & Wetland Buffer Enhancement* project.**

92 **Lindemulder Moved, Wallace Seconded; Passed Unanimously a motion to approve the**
93 **KCD/WRIA 7 Opportunity Fund grant application for \$5,400 (\$2,700.00 from KCD**
94 **general fund and \$2,700.00 from 2007 assessments) for the *Lake Marcel Community Club***
95 ***Control of Noxious Weeds in Lake Marcel* project.**

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

97 Jessica Saavedra/Brandy Reed amended the *City of Woodinville Little Bear Creek Restoration*
98 *and Stewardship Development Project* grant agreement, revising the budget as submitted.

99 The Grant Subcommittee amended the *Stewardship Partners Snoqualmie Restoration and*
100 *Maintenance Crew 2007 Project* grant agreement, extending the project completion date to
101 November 2007.

102 The Grant Subcommittee amended the *City of Covington Parks and Recreation Jenkins Creek*
103 *Park Tree Restoration Project* revising the budget as submitted.

104 The Grant Subcommittee amended the *City of Kent Campus Park Reforestation Project* revising
105 the budget as submitted.

106 A memo regarding contract amendments and two proposed new contracts was included in the
107 board packets.

108 **Knutsen Moved, Lindemulder Seconded, Passed Unanimously a motion to amend the**
109 **current contract to increase the contract amount for website maintenance with Richard**
110 **Bright in the amount of \$6,000.**

111 **Lindemulder Moved, Vos Seconded, Passed a motion to amend the current contract to**
112 **increase the contract amount with Littler Mendelsohn for review of the personnel manual**
113 **in the amount of \$2,500.**

114 B. Reed presented information about two proposed contracts with Sound Employment Solutions
115 for human resources consulting. The first contract would be for basic training for staff in HR
116 issues and access to a human resources professional on an as needed basis. The proposed contract
117 amount is \$5,000, if services are not used there is no charge, similar to our arrangement with
118 Inslee Best where the District is billed only for time used. A discussion ensued about how to keep
119 hours under control. Wallace wondered why Inslee Best was not being used for these issues.
120 Livengood said that this contract would be more for policy and procedural HR questions.

121 **Lindemulder Moved, Knutsen Seconded, Passed a motion to approve a contract for**
122 **training and ongoing human resources consulting with Sound Employment Solutions.**

123 B. Reed presented another contract proposal from Sound Employment for management training
124 and coaching. The total contract amount is \$5,600 for a three month period of assessment and
125 training for the District co-coordinators. Wallace expressed concern that this contract was not
126 extensive enough. Livengood thought the two contracts with Sound were complementary.
127 Discussion ensued about how this contract would relate to the findings in the Reid report.

128 **Knutsen Moved, Lindemulder Seconded, Passed a motion 3 to 2 to approve a contract for**
129 **management training with Sound Employment Solutions pending clarification of scope of**
130 **services to be provided to the District.**

131 The proposed District outreach plan was distributed to the group for review. The Scope of Work
132 for Sustainable Solutions was distributed. Discussion ensued.

133 **Knutsen Moved, Lindemulder Seconded, Passed Unanimously a motion to authorize**
134 **consultant contract committee to finalize wording of contract with Sustainable Solutions.**
135 **The total dollar amount of the contract will remain the same as proposed.**

136 G. Reed discussed the details of the Bartlett Group Scope of Work and highlighted specific
137 deliverables.

138 **Wallace Moved, Lindemulder Seconded, Passed Unanimously a motion to authorize**
139 **consultant contract committee to finalize wording of contract with Bartlett Group. The**
140 **total contract amount will remain the same as proposed.**

141 Lindemulder mentioned that Snohomish CD has some farm planners available that could help with
142 King CD's backlog of farm plans. Vos asked about additional farm planner hiring. Livengood said
143 that using outside resources to cover busy times was appropriate.

144 G. Reed said that he has been working with a producer for KCBS radio and will get 7 shows on
145 conservation on the air. The total cost would be about \$3k and the shows could be available for
146 download from the website.

147 Knutsen expressed appreciation for the staff reports.

148 As the hour was late, Livengood suggested tabling the uncompleted agenda items until the special
149 board meeting on the 27th. Trefry suggested that the board get two grant addenda approved
150 before adjourning.

151 **Wallace Moved, Lindemulder Seconded, Passed Unanimously a motion to approve the**
152 **addendum to the WCC master grant contract for the Livestock grant program.**

153 **Lindemulder Moved, Wallace Seconded, Passed Unanimously a motion to approve the**
154 **addendum to the WCC master grant contract for the Puget Sound grant program.**

155

156 The meeting was adjourned at 11:15pm.

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158

159 _____
Authorized Signature

_____ Date

160

161 **Summary of Motions**

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163 **meeting minutes as read.**

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