

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

September 24, 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:** None

4 **Guests Present:** Wendy Barry, Effective Options, Sara Hemphill, Sustainable Solutions, Hanse  
5 Berge, King County, Phyllis Varner, Bellevue, Tracy McCuistion, Bellevue

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

7 **NRCS Staff Present:** None

8 Chair Livengood called the meeting to order at 6:02 pm. Hamilton Lucas asked if Job  
9 Classification discussion could be moved up. Introductions were made. There was no public  
10 comment.

11 Member Jurisdiction and WRIA Forum Grants were presented:

12 **Lake Washington-Cedar-Sammamish- Watershed Forum (WRIA 8) Grant Application**  
13 **Packet:**

14 **Wallace Moved, Lindemulder Seconded; Passed unanimously a motion to approve the**  
15 **Lake Washington Cedar-Sammamish Watershed Forum grant application for \$167, 900**  
16 **from 2007 Assessments for the King County WLRD Evaluation of Downstream Outmigrant**  
17 **Salmon Production and Timing from the Cedar River and Bear Creek Project.**

18 **Knutsen Moved, Wallace Seconded; Passed unanimously a motion to approve the Lake**  
19 **Washington Cedar-Sammamish Watershed Forum grant application for \$132,848 from**  
20 **2007 Assessments for the King County WLRD 2008 Chinook Spawning Ground Surveys**  
21 **Project.**

22 **City of Bellevue Grant Application Packet:**

23 **Wallace Moved, Knutsen Seconded; Passed unanimously a motion to approve the City of**  
24 **Bellevue, Utilities Department Member Jurisdiction grant application for \$38,000 from**  
25 **2006 and 2007 Assessments for the City of Bellevue Utilities Maintenance Standards for New**  
26 **Water Quality BMPs Project.**

27 **Snoqualmie Watershed Forum (WRIA 7) Grant Application Packet:**

28 **Wallace Moved, Lindemulder Seconded; Passed unanimously a motion to approve the**  
29 **Snoqualmie Watershed Forum grant application for \$50,000 from 2007 Assessments for the**  
30 **Stewardship Partners Snoqualmie Restoration Maintenance Crew 2008 Project.**

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

32 **Wallace Moved, Lindemulder Seconded; Passed unanimously a motion to approve the**  
33 **KCD/ WRIA 7 Opportunity Fund grant application for \$8,168 (\$4,084.00 from KCD**  
34 **general fund, \$4,084.00 from 2007 Assessments) for the 2007 Snoqualmie Valley Watershed**  
35 **Festival Project.**

36 B. Reed distributed and reviewed the most recent draft of the revised Employee Handbook. The  
37 distributed version includes attorney comments which have been reviewed with the policy  
38 committee. Approval of this draft is not proposed at this time. B. Reed wanted to wait to finalize  
39 the handbook until after revising several outstanding items identified by the Policy Subcommittee  
40 and the Board. The plan is to finalize the Handbook at the October 8 regular board meeting.  
41 Attorney comments were reviewed. Vos said we should try to follow state employee policies as  
42 closely as possible. Discussion ensued about a specific situation regarding an employee injury and  
43 how it should be coded on timesheets. Military leave was also discussed. Knutsen thought that the  
44 District should inquire about health coverage for families of military reservists called to active  
45 duty and see what the state does about the situation.

46 The board went into executive session at 7:15 to discuss personnel matters.

47 The board resumed the open meeting at 8:26. Discussion commenced on employee job  
48 classifications and wage and hour laws. Livengood expressed the need for proper and consistent  
49 compliance with statutory wage and hour laws going forward. The policy sub-committee has  
50 recommended that all District employees be classified as non-exempt salary with a fluctuating  
51 workweek. Providing compensation for back overtime for all affected employees was discussed.

52 **Wallace Moved, Knutsen Seconded, Passed unanimously a motion to classify employees as**  
53 **non-exempt salary with a fluctuating workweek as recommended by legal counsel and the**  
54 **policy subcommittee. The workweek will run from 12:01pm Sunday to 12:00pm Saturday.**

55 **Lindemulder Moved, Vos Seconded, Passed unanimously a motion to review employee**  
56 **payroll records for consistency with statutory requirements related to calculation of**  
57 **overtime time worked by all District employees over the past 3 years and to provide**  
58 **overtime compensation where required.**

59 Consultant Wendy Barry from Effective Options briefed the Board on her priorities and first steps  
60 in working with the District on reorganization. She will be meeting with staff tomorrow to go  
61 over her current efforts as well. She asked the Board to meet with her individually as well as  
62 wanting to get their thoughts now on the new District Manager position that is envisioned.  
63 Brainstorming ensued on this topic. Board members offered their thoughts on what characteristics  
64 they are looking for in management. These items were summarized and reviewed.

65 B. Reed mentioned the upcoming Salmon Days festival and called for volunteers to staff the  
66 District information booth at the festival.

67 The District cell phone plan has been converted to a digital service as required by the provider and  
68 new cell phones that are compatible with the new system have been received. The old District cell  
69 phones are no longer useable and are to be surplus. The corresponding ESN numbers for these  
70 obsolete cell phones are 07808135167, 15715128094, 08308486288, 231-10032719,  
71 8300349383, 07808212426, and 06009869491.

72 **Lindemulder Moved, Wallace Seconded, Passed unanimously a motion to surplus seven (7)**  
73 **obsolete cell phones as noted above.**

74 G. Reed reported on the Harvest Celebration. The Rotary speaking circuit is going well.  
75 Lindemulder reported that the Snoqualmie Task Force is soliciting for members. Knutsen  
76 recommended that District Staff Annmarie Magnochi be an alternate for a Board member who  
77 would be the primary member. No Board member was selected at this time.

78 Hemphill reported that the Suburban Cities Association will allow the District to be an associate  
79 member of the organization.

80 The meeting was adjourned at 9:47pm.

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84 \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date

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86 **Summary of Motions**

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