

**KING CONSERVATION DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION NO. 09-003

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KING CONSERVATION DISTRICT, KING COUNTY, WASHINGTON, ADOPTING A POLICY ESTABLISHING SUBCOMMITTEES OF THE BOARD AND POLICY REGARDING THE ADMINISTRATION THEREOF.

WHEREAS, RCW 89.08.220 authorizes the District Board of Supervisors to enter into contracts and leases for real property which are necessary or convenient to the exercise of the District's powers; and

WHEREAS, the District Board of Supervisors desires to approve and adopt a policy establishing Board Subcommittees and Policies surrounding the administration of those Board Subcommittees; now, therefore,

BE IT RESOLVED, by the Board of Supervisors of the King Conservation District, King County, Washington, as follows:

1. That the following Board Subcommittee Policy, as set out in Exhibit A, is hereby adopted and to immediately come into full force and affect from the date of adoption.
2. All District resolutions, polices, and procedures are hereby modified, amended, and superceded to be in accord with this Resolution.
3. District staff are authorized and directed to perform and carry out the terms and conditions of this Resolution.

ADOPTED by the Board of Supervisors at a regular open public meeting held on February 9, 2009.


Bill Knutsen, Chair

CERTIFICATE

I, Bobbi Lindemulder Secretary of the Board of Supervisors, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 09-003 of such Board, duly adopted at a regular meeting thereof held on the 9th day of February, 2009, signed by the members of such Board in attendance at such meeting and attested by myself in authentication of such adoption.

Bobbi Lindemulder
Secretary
Board of Supervisors

EXHIBIT A

General Subcommittee Policy

The purpose of all board subcommittees are to be policy review and discussion arms of the Board of Supervisors, providing an opportunity to explore the implications of policy alternatives and the policy development process; and to serve in an advisory capacity to the Board of Supervisors as a whole in reviewing policy matters referred to them; informing and educating the Board of Supervisors on existing District Programs and issues, and other such matters as the subcommittee deems appropriate. The Board Subcommittees shall not become involved in the administration of District operations.

1. Subcommittees will be established annually at the first Board Meeting of the year. District Subcommittees will consist of no more than two Board Supervisors, and one or more Associate Supervisors. The Chair of the Board will determine who will serve on each subcommittee, and who will be chair of that subcommittee. Voting on matters at the subcommittee shall be reserved to Board Supervisors. Direction on staff reporting and staff support functions of the subcommittee shall be directed through the subcommittee chair. Each Board member will serve on at least one and a maximum of two Standing Subcommittees.
2. Standing Subcommittees: Committee of the Whole, Grants Subcommittee, Administration and Budget Subcommittee, Strategic Planning and Stakeholder Relations Subcommittee, Program Development, Science, and Engineering Subcommittee. From time to time, ad hoc or other special purpose subcommittees may be formed as needed in order to address a specific issue and then dissolved.
3. It will be the responsibility of each Subcommittee Chair to give a written or oral Subcommittee report at the first board meeting of each month, or at other appropriate times, and to report on the work program of the Subcommittee.
4. Each Board Subcommittee will be assigned an appropriate Program Group in order to provide staff support to the Subcommittee. The Executive Director shall be an ex-officio member of any and all such Sub-Committees.

Subcommittee Purpose, Scope, and Designation of Staff Support.

Committee of the Whole

This committee is made up of the entire membership of the Board of Supervisors and Associate Supervisors, and is chaired by the Board Chair. This committee convenes at any that the board is meeting in a work session or workshop, and will be discussing issues but not taking any formal action.

Staff Support: Executive Director

Grants Subcommittee

The purpose and scope of the Grants Subcommittee is to review and provide comment on grant applications as made to the District in connection with King CD Grant Programs.

Staff Support: District Grants Program Group

Administration and Budget Subcommittee

The purpose and scope of the Administration and Budget Subcommittee is to review issues surrounding the operations and budget of the District, including internal operating policies, employment policy, contracts, and the annual budget calendar and work plan development.

Staff Support: District Administration Program Group

Strategic Planning and Stakeholder Relations Subcommittee

The purpose and scope of the Strategic Planning and Stakeholder Relations Subcommittee is to review and assist in the District's Strategic Planning process, and to address long-term and emerging issues facing the District. The Subcommittee will also review potential policy matters and advise the Board on possible District policy in connection with intergovernmental, community, and other stakeholder relations.

Staff Support: Executive Director / District Communications Program Group

Program Development, Science, and Engineering Subcommittee

The purpose and scope of the Program Development, Science, and Engineering Subcommittee is to advise on emerging natural resource and program needs, as well as to review and provide input on proposed programs, projects, initiatives, and possible grant applications to be engaged in by the District.

Staff Support: To be determined by Executive Director.