

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

December 13, 2000

1 **Supervisors Present:** Bill Niccolls (via telephone), Chair, Scott Wallace, Vice Chair, Lynn  
2 Sullivan Secretary/Treasurer (arrived at 6:15), Max Prinsen, Member, Nancy Hansen, Member (via  
3 telephone).

4 **Associate Supervisors Present:** None

5 **Guests Present:** Alayne Blickle, Horses for Clean Water, Mark Clark, Washington State  
6 Conservation Commission, Sara Berry, Special Projects Coordinator for City of North Bend,  
7 Mark Sollitto, City Council, City of North Bend, Pedro Ramos, NRCS, Bruce Williams, NRCS.

8 **Staff Present:** Geoff Reed, Marla Hamilton Lucas, Brandy Reed

9 The meeting was called to order at 6:00 PM- Scott Wallace, Vice Chair presided.

10 Geoff Reed presented Alayne Blickle, Horses for Clean Water, with the WACD Service Award  
11 for 2000. This award was announced at the WACD annual meeting in Spokane. Vice Chair Scott  
12 Wallace thanked Ms. Blickle for her outstanding conservation education efforts.

13 The agenda for the meeting was reviewed and there were no other changes.

14 Minutes from the November 8th, 2000 board meeting were reviewed and no changes were  
15 suggested.

16 **P (Prinsen) N (Niccolls) P a motion to approve the November 8th, 2000 minutes as read.**

17 Bruce Williams, NRCS Northwest Team Leader, introduced Pedro Ramos, the new District  
18 Conservationist in the Renton Field Office. Ramos is coming to this office from Iowa where he  
19 was a DC. Williams stated that he felt that Ramos had the right skill set to deal with the issues  
20 facing the NRCS and the KCD in the King County environment.

21 Ramos gave the NRCS report to the Board:

22 1) EQIP Signup continues until Friday, December 15, 2000. Seven signups have been  
23 received as of this board meeting. Application ranking reports are due to the FSA on  
24 March 28<sup>th</sup>, 2001. NRCS recommends priority be submitted for King- Pierce Counties for  
25 Dairy Nutrient Management. NRCS met with KCD and County regarding Dairy,  
26 Livestock Management Ordinance, and third party lawsuits. Dairy producers will meet on  
27 Thursday, December 14<sup>th</sup>, 2000 to discuss Nutrient Management Plans and the LMO.

28 2) Audit report from Puget Sound Urban Resources Partnership is expected in January.  
29 Results are unknown.

30 Sara Berry and Mark Sollitto from the City of North Bend gave a presentation at the Board's  
31 request on their application for KCD non-competitive grant funding for a cost benefit study of

32 various options to limit flood damage and subsequent pollution in neighborhoods in and  
33 surrounding the city.

34 Discussion ensued regarding the nature of the expected work product and how it would benefit  
35 on the ground conservation in a meaningful way, and how the project provided regional benefits.  
36 In addition, there was discussion of the unspent prior year grant to the City of North Bend. The  
37 Board wanted to emphasize that grant money needs to be spent on a timely basis, not used as a  
38 reserve fund. The City of North Bend agreed that they would provide additional documentation  
39 that would show the conservation benefits on a regional basis of funding the cost benefit  
40 analysis. This document will be in the form of a letter dated as of the board meeting and made  
41 part of the agreement.

42 Brandy Reed presented the City of Seattle non-competitive grant application for 1999 funds. B.  
43 Reed stated that the funds had already been expended by the City for their small grant program  
44 and the current application was to reimburse those funds. Prinsen asked how agreement could be  
45 signed if the projects had already been completed? B. Reed said that we receive a report on the  
46 Grant Central program's activities.

47 **P (Prinsen) S (Sullivan) P a motion to approve the City of Seattle non-competitive grant**  
48 **application for 1999 assessment funds.**

49 B. Reed presented the City of Shoreline non-competitive grant application. This is the second  
50 time the application has been presented to the board, due to lingering questions regarding the  
51 applications compliance with the Regional Funding Principles. B. Reed distributed the principles  
52 for review and the board agreed that the application met the principles and that a similar  
53 application had been approved in Duvall.

54 **P (Prinsen) S (Sullivan) P a motion to approve the City of Shoreline non-competitive grant**  
55 **application for assessment funds.**

56 A discussion ensued regarding the procedure to award non-competitive grants from assessment  
57 funds. B.Reed stated that a subcommittee was formed to deal with the volume of applications,  
58 but that it seemed that the process was not necessary as the whole Board ended up discussing the  
59 applications anyway. It was decided that the applications would be sent out to the board as  
60 received rather than with board packets so there would be time for board members to review.

61 Marla Hamilton Lucas presented the checks written during November for board approval.

62 **P (Prinsen) S (Sullivan) P a motion to authorize the November check register for checks**  
63 **numbered 5681-5712 for a total amount of \$ 42,564.03.**

64 Hamilton Lucas reviewed with the Board the monthly financial statements and the cash flow  
65 projections.

66 Geoff Reed presented a revised salary schedule for the Board to review. G. Reed stated that he  
67 and Hamilton Lucas had done salary comparison reviews with King County, State of  
68 Washington, Snohomish County and other Conservation Districts to come up with a schedule  
69 that would be competitive with other agencies. G. Reed said that the intention of revising the

70 schedule was to provide more incentive for employees to remain at the District in light of the  
71 tight job market and the marketable skill set of District employees.

72 **S (Sullivan) P (Prinsen) P a motion to approve the revised salary and pay grades for 2001**  
73 **contingent upon the District obtaining funding for 2001 through either the assessment**  
74 **ordinance or County funding.**

75 G. Reed stated that 2000 had been the best year he had ever had in his 9 years at the district and  
76 wished to give the employees a Christmas bonus of a weeks extra vacation to be used in 2001.  
77 Discussion ensued regarding the effect of this proposal, considering that District employees  
78 already receive 3 weeks vacation when they are hired. Board members felt that a week (5 days)  
79 was too much, but that 3 days would be appropriate.

80 **H (Hansen) S (Sullivan) P a motion to approve a Christmas bonus for good work done by**  
81 **District staff during 2000. The bonus will be 3 additional days of vacation for each staff**  
82 **member to be used in 2001.**

83 G. Reed then presented information to the board regarding anticipated staffing levels for 2001.  
84 He said that the District was anticipating hiring for two positions, one an existing farm planning  
85 position and a new position that would handle non-competitive grants processing among other  
86 duties. The position descriptions are being written at this time. Prinsen asked about projected  
87 cost and G. Reed said that would be addressed in the upcoming 2001 budget discussion. Wallace  
88 stated that the District needed a person to handle fish and ditch issues.

89 B. Reed and Hamilton Lucas presented a preliminary budget for 2001. The budget is currently in  
90 3 formats. The first one is a budget assuming assessment funding and includes all the spending  
91 that the district feels is necessary for 2001. The second budget divided spending between non-  
92 discretionary items (must be spent for the district to maintain operations) and discretionary  
93 items- would be nice to have, but the district could function without them. The third budget  
94 proposal is assuming the assessment does not pass and spending would be at the lowest possible  
95 level- and the current (2000) salary schedule would be used. Highlights of the first budget  
96 included:

97 Hiring 2 new people- a farm planner and a contract manager for the assessment.

98 Wages based upon the new salary schedule approved at this board meeting

99 Eight field projects

100 Consulting on website

101 Independent audit

102 Contracting with Cascadia Quest on projects/ WPC

103 Contracting for production of a personnel manual, Horses for Clean Water educational services

104 DSL connection for the office

105 Advertising of the district's accomplishments, tell the public who we are and what we provide

106 Printing newsletters and an annual report

107 Educational expenses of \$500 per employee, WADE and WACD conference attendance

108 Capital Outlay- Used Pickup for the CREP program, 2<sup>nd</sup> pickup for the district, new server,  
109 electricity to the nursery, greenhouse for the nursery.

110 Prinsen said he would like to see district expenses trended out for 5 years to see what effect some  
111 of these changes would have on district reserves.

112 **P (Prinsen), S (Sullivan) P a motion to accept preliminary 2001 budget version 1(assume**  
113 **passage of assessment and discretionary funding levels) subject to modification to bring**  
114 **\$70,000 deficit to zero. Expenses removed during the modification may be presented for**  
115 **board approval at a later date.**

116 B. Reed and Hamilton Lucas will bring recommendations for cuts to equal \$70,000 to the  
117 January board meeting.

118 G. Reed updated the board on the WACD meeting and the conservation district elections issue  
119 discussed at the meeting. It appears that the Commission is backing having elections and is  
120 working on a way for the Legislature to pay for them, as most if not all districts could not afford  
121 the cost of electing their boards. The most recent Capital Press has an article about putting  
122 district elections on the ballot.

123 Prinsen mentioned that in his contacts with WRIA members, he's heard that every mayor is  
124 supporting the renewal of the \$5 assessment. We just have to wait for the politics of the County  
125 Council to play out so the assessment can be passed.

126 Mark Clark said that in Conservation Commission discussions of district board elections, the  
127 idea has been floated to give districts money for their board election costs through an assessment  
128 process in districts with no assessments.

129 **P (Prinsen) S (Sullivan) P a motion to adjourn the meeting at 8:15 pm.**

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131

132 \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date

133

**Summary of Motions**

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150 **board approval at a later date.**

151

152 There being no more business before the board, the meeting was adjourned at 8:15 pm

153 *Action Item*

154 *B. Reed and Hamilton Lucas to present proposed budget adjustments/cuts for 2001 budget*  
155 *approved at December board meeting.*