

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

July 11, 2001

1 **Supervisors Present:** Bill Niccolls, Chair, Scott Wallace, Vice Chair, Max Prinsen, Member

2 **Associate Supervisors Present:** None.

3 **Guests Present:** Erin Prinsen

4 **Staff Present:** Marla Hamilton Lucas, Brandy Reed

5 **NRCS Staff Present:** None

6 Meeting called to order at 6:03 with Bill Niccolls, Chair, presiding.

7 The meeting agenda was reviewed and B. Reed said that she needed to add a contract to be  
8 reviewed and approved, it was agreed to include this as part of the King County Livestock  
9 Program Grant review/approval item.

10 Introductions were made around the table.

11 Minutes from the June 13, 2001 board meeting were reviewed. There were no changes.

12 **W (Wallace), P (Prinsen) P a motion to approve the June 13, 2001 minutes as read.**

13 Hamilton Lucas presented the June expenses for approval. Niccolls asked about the Green-  
14 Duwamish watershed forum check being made out to King County and wanted to know what  
15 department actually spends the money and for what. Reed replied that most of the money went to  
16 projects to be implemented by King County Department of Natural Resources Water and Land  
17 Resources Division.

18 Niccolls also asked about the final cost share payments for dairy farms. Hamilton Lucas  
19 explained the cost share program process and the District's role in distributing the money to the  
20 farmers.

21 **P (Prinsen) W (Wallace) P a motion to approve June expenses, check #'s 6023-6073 in the**  
22 **total amount of \$ 370,408.35.**

23 Hamilton Lucas then presented the June Financial Statements. She reviewed some changes in the  
24 report and noted that the unrestricted fund balance has increased due to the large amount of  
25 assessment funds remitted by King County to the District in June.

26 (Lynn Sullivan, Secretary/Treasurer, arrived at this time)

27 Hamilton Lucas then reviewed the Budget Tracking report and pointed out specific variances  
28 actual to budget, and noted explanations shown at the end of the report. The board expressed

satisfaction with the organization of the report. Finally, Hamilton Lucas reviewed the status of all current and recently closed grants and provided a list of the grants starting July 1, 2001.

**W (Wallace) S (Sullivan) P a motion to approve the June 2001 Financial Reports.**

B. Reed presented the King County Livestock Program Grant Application for the Board's review and approval. The application is for the King County portion of the \$5 per parcel per year assessment and, as in the past three years, funds the County's agriculture programs.

**S (Sullivan) W (Wallace) P a motion to approve the King County Livestock Program Non-Competitive Grant application.**

B. Reed presented the application for grant funds for the Blue Heron Park Phase 2 project in Lake Forest Park. The District contracted with LFP to complete Phase 1 of the project, knotweed control, and LFP is asking for \$5,000 of their assessment balance for landscaping and restoration work. Prinsen asked what percentage of LFP's total the \$5,000 was and B. Reed said that it was approximately a third of their total. B. Reed explained about the public education features of the project and Sullivan commented that a creek that had a shoreline other than mowed grass would be educational. There was further discussion about the location of the project.

Prinsen suggested that the application include the year of collection of the funding being applied for by a jurisdiction. B. Reed responded that the jurisdiction would not know what year the funding was collected and that earliest balances are used first when determining the collection year of assessment distributions.

**S (Sullivan) P (Prinsen) P a motion to approve the Lake Forest Park Non-Competitive grant application.**

B. Reed asked if she could disregard Prinsen's request for year of collection on grant applications. Prinsen said that since the year of collection is shown in the grant agreement there's no need to put it in the application.

B. Reed passed out another draft of the personnel manual, which had been distributed at the June board meeting. As no comments had been received from the board during the month, B. Reed will assume that the manual is acceptable in its current form. She noted that some revisions have been made, but the content is not substantially different than before, and she would accept comments from board members until next Monday. Prinsen asked how we could be sure the manual met all the personnel requirements that might be applicable to the District. B. Reed responded that we had a personnel consultant draft it and they seemed to ask a lot of questions so they could address all of the issues that might arise at the District. She felt that this new manual was much more legally consistent as to general employment law. A discussion ensued regarding jury duty policies.

Niccolls stated that if B. Reed was comfortable with the new manual, he was inclined to approve it now. B. Reed said that there was one outstanding issue, that of exempt vs. non-exempt employees. She stated that she felt that the policies and benefits that the District offers make it an attractive place to work, and that the manual ended up being more lenient than what was first proposed by the consultants.

68 Niccolls asked about employee termination policies and employment at will language in the  
69 manual. B. Reed said that the probation period had been renamed a training period and shortened  
70 from 6 months to 3 months. The employment at will language is included in the introduction and  
71 the employee acknowledgment form to be signed when the employee receives the manual.

72 Wallace asked about leave of absence policies and military leave. He was concerned that it was  
73 not addressed specifically. Max said that at his company, union workers are not paid for military  
74 leave, while office workers get paid time off. A discussion ensued regarding what the military  
75 leave policy should be. Wallace and Prinsen will look into the matter. B. Reed said that she  
76 would have Geoff ask the personnel consultants what a good policy would be for the District.

77 Prinsen asked about verification of insurance for use of personal vehicles on District business.  
78 He said that at his company, each time mileage expense is documented for reimbursement; the  
79 employee has to sign an affidavit stating that they have insurance for their automobile. (Note:  
80 this affidavit is not included on the State of Washington form that the District uses for reporting  
81 travel expenses) He said it is a Workman's Compensation issue, even though the draft employee  
82 manual says that the District is not liable for employees using their own cars on District business.  
83 The mileage reimbursement rate assumes purchasing auto insurance is part of the expense of  
84 operating the car, just as gas and oil is.

85 B. Reed stated that the District co-coordinators and the Financial Manager are still struggling  
86 with the exempt vs. non-exempt employee issue. The conflict is between providing flexibility to  
87 employees yet retaining the documentation necessary for a government agency. A discussion  
88 ensued regarding the issue.

89 The board discussed the upcoming Board Election. Sullivan has had her picture taken for the  
90 Voter's guide and was looking for input from the board on what her candidate statement should  
91 say. The filing period starts July 23, and B. Reed said that even though there is a bill delaying the  
92 implementation of Title 29 to CD elections to be presented to the legislature during its third  
93 special session, it might not get much attention, as the focus of the special session is  
94 transportation. Mark Clark of the Commission has said that CD's should go forward with plans  
95 to have an election under Title 29. An opinion on the election issue has been requested from the  
96 Attorney General's office.

97 B. Reed distributed a letter from the Warden CD in Eastern Washington that expressed  
98 dissatisfaction with how the WCC has been handling the election issue. Discussion ensued.  
99 Prinsen felt that due to issues with the state primary system that it was likely they would not be  
100 held this year.

101 Discussion ensued regarding the guidelines for lobbying using CD resources. WCC had sent  
102 information to the CD's informing them that they could not lobby the Legislature at work, with  
103 CD computers or other equipment.

104 Sullivan asked again what she should say in the voter's pamphlet. A discussion ensued about  
105 various ideas for the statement.

106 District summer barbeque is July 17<sup>th</sup> at noonish in front of the CD office. All are welcome.

107 Niccolls and Prinsen agreed to sign Resolution 01-01 that was passed at the prior board meeting.  
108 (They were absent)

109 Discussion ensued regarding the interest issue.

110 B. Reed distributed a draft copy of the volunteer manual for board review.

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112 **There being no further business before the board, the meeting was adjourned at 7:51 pm.**

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116 Authorized Signature

\_\_\_\_\_ Date

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118 **Summary of Motions**

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120 **P (Prinsen) W (Wallace) P a motion to approve June expenses, check #'s 6023-6073 in the**  
121 **total amount of \$ 370,408.35.**

122 **W (Wallace) S (Sullivan) P a motion to approve the June 2001 Financial Reports.**

123 **S (Sullivan) W (Wallace) P a motion to approve the King County Livestock Program Non-**  
124 **Competitive Grant application.**

125 **S (Sullivan) P (Prinsen) P a motion to approve the Lake Forest Park Non-Competitive**  
126 **grant application.**