

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

August 8, 2001

1 **Supervisors Present:** Bill Niccolls, Chair, Lynn Sullivan Sec/Treasurer, Max Prinsen, Member,
2 Nancy Hansen, Member.

3 **Associate Supervisors Present:** Pat O’Hanley.

4 **Guests Present:** None

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

6 **NRCS Staff Present:** Pedro Ramos

7 Meeting called to order at 6:08 with Bill Niccolls, Chair, presiding.

8 The meeting agenda was reviewed and Sullivan wanted to add a discussion about attendance at
9 the national Conservation District convention. It was agreed that the discussion would be held at
10 the end during new business. B. Reed wanted to discuss guidelines for board approval of non-
11 competitive grant revisions, and it was agreed to discuss this as part of the Sammamish forum
12 grant revision.

13 Minutes from the July 11, 2001 board meeting were reviewed. There were no changes. Prinsen
14 asked about an action item regarding District policy on leaves for military reserve service, which
15 was discussed at June’s board meeting as part of the review of the draft employee manual. G.
16 Reed said he’d checked on the issue with his contact at King County and said that the County
17 pays for 15 days of leave for military service, and that the public sector tends to be much more
18 generous in this area. The discussion was to be continued during approval of the employee
19 manual. Niccolls asked if he had signed the board resolution 01-01 at the last board meeting. B.
20 Reed and Hamilton Lucas confirmed that everyone on the board had signed the resolution
21 regarding the appointment of a District Auditor and District Treasurer.

22 **P (Prinsen), S (Sullivan) P a motion to approve the July 11, 2001 minutes as read.**

23 Hamilton Lucas presented the July expenses for approval, and noted the large dollar items in the
24 report including the annual insurance premium and deposit for bare root plant order.

25 **P (Prinsen) S (Sullivan) P a motion to approve check numbers # 6074-6120 in the amount**
26 **of \$59,891.09.**

27 Hamilton Lucas then presented the July Financial Statements. There was little activity in the
28 Balance Sheet for the month, as assessment fund collections are reduced during this time of year.
29 The Budget Tracking report shows that 56% of budgeted expenses remaining, with 42% of the
30 calendar year remaining. The budget will be revised in September so as to review actual
31 spending patterns against what was anticipated and reclass budget amounts to reflect those
32 patterns.

33 Niccolls asked for clarification of E-mail and Internet expenses. Hamilton Lucas identified these
34 expenses as DSL installation services. Sullivan asked about the District's computer consultants
35 (Visera) s' plans about ending service to the District. Hamilton Lucas responded that Visera has
36 not indicated a firm departure date and that replacement of server is on hold until plans have
37 stabilized. The district is using Visera because its rates are significantly cheaper than the other
38 consultants that have been interviewed for the job.

39 **H (Hansen) P (Prinsen) P a motion to approve the July 2001 Financial Reports.**

40 G. Reed presented the Employee Handbook for adoption by the Board.

41 **S (Sullivan) H (Hansen) P a motion to approve the King Conservation District Employee**
42 **Handbook.**

43 B. Reed asked the board for a decision on a policy for review of non-competitive grant revisions.
44 Currently, she has been bringing all revisions to the board for approval. The proposed policy
45 would set triggers for board review of grant revisions so as to make the revision process more
46 timely and efficient. A discussion ensued, and the main point of discussion was the fact that the
47 board is ultimately responsible for approving changes to grants, but that some of that
48 responsibility can be taken by District staff. Prinsen was concerned that Board members know
49 about changes to grants so when they attend watershed meetings they know what is happening.
50 G. Reed was concerned if board review was reduced, there would be more pressure on staff to
51 make decisions to revise grant budgets. It was decided to have the board approve all changes in
52 the scope of work of a project, including additions to a project made possible by spending less
53 than budgeted for the original grant. Staff will be able to approve 1 extension to a completion
54 date necessitated by permitting or other factors, and budget changes up to 10% of the total grant
55 amount. Staff may bring any revision to the board if needed.

56 Action Item: Develop a formal report system for non-competitive grant revisions.

57 Wallace arrived at 6:53

58 The City of Lake Forest Park non-competitive grant application was approved at the previous
59 board meeting.

60 B. Reed presented a grant revision request from the Sammamish Watershed Forum. Due to the
61 difficulty of obtaining permits for in-stream work, the forum is asking for an extension of time to
62 construct the Kelsey Creek fish ladder project. Anticipated completion of the project is at the end
63 of the next construction season, Fall 2002. Niccolls asked if B. Reed would recommend approval
64 of the extension and B. Reed said yes.

65 **H (Hansen) W (Wallace) P a motion to approve an extension of time for the completion of**
66 **the Kelsey Creek project funded with Sammamish Forum funds.**

67 The second requested grant revision is for a kokanee study that was completed under budget, and
68 the remaining funds will be used for egg harvesting and rearing of kokanee.

69 **S (Sullivan) W (Wallace) P a motion to approve the change in the scope of work in the**
70 **kokanee project. Hansen abstained.**

71 G. Reed presented Resolution 01-02 regarding disposition of accrued interest on assessment
72 balances. (See attached) Discussion ensued regarding the various options for addressing the
73 issue.

74 **S (Sullivan) W (Wallace) P a motion to approve Resolution 01-02.**

75 B. Reed directed the board's attention to the advisory committee list in the board packet. The
76 committee will meet once every quarter at the maximum. B. Reed suggested that it would be
77 good if a board member would attend the meetings. She felt that the committee is redundant, as
78 the Board of Supervisors already serves this function. Niccolls asked if it would be a good idea
79 for board members to rotate in attendance at the advisory committee meetings. Sullivan said she
80 didn't know many of the people on the committee and she wanted the opportunity to meet them.

81 B. Reed said that the first meeting would be held in late September at the earliest and that the
82 meetings would have an open structure with no chair and no minutes taken. Prinsen thought it
83 would be a great idea to hold the meetings at completed projects. Wallace suggested that a
84 member of the newly recognized Snoqualmie Tribe be invited to attend. Wallace said he would
85 follow up on asking someone from the tribe to attend. It was suggested that a member of the
86 newly recognized Dumamish tribe be invited as well. Ramos said he would follow up. Sullivan
87 said she would attend the first meeting, Prinsen said he would attend the second, and Wallace the
88 third.

89 G. Reed asked the board to approve a list of approved dairy farm plans. According to the Dairy
90 Nutrient Management Act, the whole Board of Supervisors must approve the list, even though
91 the board chair has approved each individual plan.

92 **W (Wallace) H (Hansen) P a motion to approve the list of approved dairy plans.**

93 All dairy plans must be completed by July 2002. The District currently has 10 left to complete.
94 The plans must then be certified and implemented by the end of 2003. There was mention of a
95 new dairy in the county that will need a plan as well.

96 Sullivan said that she thought B. Reed and G. Reed should attend the National Convention for
97 Conservation Districts to be held in February 2002. She thought it would be good for them to
98 broaden their scope and network with others in conservation districts across the country. Wallace
99 said that the president of the NACD is from Washington; it would be good if we had someone
100 attend. Niccolls wanted to have a plan regarding what we expected to gain by attending the
101 convention. It was decided to build the cost of sending the co-coordinators into the budget and
102 possibly consider sending a board member.

103 A discussion ensued regarding urban vs. farm conservation and the District's role.

104 Ramos gave the NRCS report. R.L."Gus" Hughbanks has been selected as the NRCS State
105 Conservationist for Washington. He is originally from Nebraska.

106 Ramos talked about the Agriculture, Forests and Fish meeting he attended. The process is a
107 negotiation for changes in farm conservation practices that will have adverse effects on fish
108 habitat. The goal is for farmers that have a farm plan to be exempt from practice by practice
109 permit approval except for high risk to fish practices (buffers, wetland creation). 15 to 20
110 practices are being reviewed and will be revised for the field office technical manual and all
111 involved in the process must sign off on the revisions.

112 A major sticking point with landowners is that fish presence or absence will not matter in which
113 practices are approved, and certain practices are tied to certain habitat classifications.

114 The Conservation District is gaining credibility in the process as we are already doing the farm
115 plans. Four other CD's are currently involved, and Ramos thinks the others will want to return to
116 the process.

117 G. Reed said that Paul Nee, board member from Pierce County, would attend next month's
118 meeting.

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120 **There being no further business before the board, the meeting was adjourned at 8:00**

121 **P.M.**

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125 _____
Authorized Signature

_____ Date

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Summary of Motions

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133 **Handbook.**

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141 **P.M.**

142

143 *Action Item: Develop a formal report system for non-competitive grant revisions.*

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