

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

December 12, 2001

1 **Supervisors Present:** Scott Wallace, Vice-Chair, Max Prinsen, Member, Nancy Ahern, Member,
2 Bill Niccolls, Chairman, by telephone.

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:** None

7 Meeting called to order at 6:01 with Scott Wallace, Vice Chairman, presiding.

8 Wallace asked if there were any changes to the printed agenda, B. Reed said that she needed to
9 add presentation of the City of Issaquah non-competitive grant application after the Renton non-
10 competitive grant application.

11 **P (Prinsen), W (Wallace) unanimously P a motion to approve the November 14th minutes**
12 **as written.**

13 Ahern arrived at 6:05pm.

14 Hamilton Lucas asked the board members to review the list of checks written in November.
15 Niccolls asked if there were any large unusual checks that needed explanation.

16 **N (Niccolls), P (Prinsen) unanimously P a motion to approve check numbers # 6260-6294 in**
17 **the amount of \$ for the month of November.**

18 Hamilton Lucas distributed the Balance Sheet for review. District Equity has risen due to the
19 receipt of the second half of the assessment collections. The budget tracking report was
20 distributed to the board. The District is under budget and Hamilton Lucas explained some of the
21 factors that resulted in this situation. A discussion ensued relating to network computer storage
22 and KCD farm plans that we highly computerized and require a high level of storage capability.

23 **A (Ahern) P (Prinsen) unanimously P a motion to approve the November Financial Report.**

24 Niccolls said that since a quorum had been reached with Ahern’s arrival, he would hang up.

25 B. Reed distributed the City of Renton applications for the non-competitive funds. They have 2
26 projects proposed- a pocket park at Puget Drive and the May Creek action plan.

27 **P (Prinsen), A (Ahern) unanimously P a motion to approve the City of Renton Non-**
28 **Competitive grant application.**

29 B. Reed distributed the City of Issaquah application for a restoration program utilizing the non-
30 competitive funds. A map showing the project location was presented as an exhibit.

31 **P (Prinsen) A (Ahern) unanimously P a motion to approve the City of Issaquah restoration**
32 **program non-competitive grant application.**

33 G. Reed presented two dairy nutrient plans for board approval- Wallace had reviewed them
34 before tonight's board meeting and found them to be satisfactory. G. Reed explained that board
35 approval of dairy nutrient management plans is one of the few requirements placed by the state
36 upon a conservation district board of supervisors. Prinsen asked what the differences were
37 between a plan prepared by the District and one prepared by a consultant. G. Reed said that the
38 consultant prepared plan had more boilerplate and a slicker presentation, however both plans
39 must complete the same checklist of requirements.

40 **P (Prinsen) A (Ahern) unanimously P a motion to approve dairy nutrient management**
41 **plans for Keller and Kranic.**

42 G. Reed presented the list of approved dairy waste cost share projects for board approval. He
43 noted that Sells dairy had been added to the list last month.

44 **A (Ahern), P (Prinsen) unanimously P a motion to approve the updated dairy waste cost**
45 **share projects list.**

46 G. Reed noted that 16 dairies are going through the process of implementing their nutrient plans,
47 7 dairies are done, and the District approves that the implementation is complete. Wallace asked
48 if there were any more dairies that had not applied to meet the requirements- G. Reed said that
49 this didn't have anything to do with certification. B. Reed said she thought there were 7 more
50 nutrient plans to be finished. G. Reed said the District sent Christmas cards to all the King
51 County dairies with a schedule for compliance with nutrient management rules that become
52 effective at the end of 2002.

53 G. Reed said that the state Department of Ecology is setting up a meeting with the District and
54 NRCS regarding lagoon installation- there are groundwater contamination concerns on the
55 Enumclaw plateau. Discussion ensued regarding the specifics of the lagoon construction process.

56 B. Reed presented the 2002 Workplan and Budget draft, along with a 5 year projected income
57 statement to show the impact upon reserves of the proposed budget.

58 B. Reed requested that the board review the summary of the draft workplan and budget so that
59 the draft can be approved to provide an approved budget and workplan for the beginning of
60 2002. The workplan and budget for 2002 can be finalized at the January board meeting. B. Reed
61 said the proposed budget is very similar to the 2001 budget, and she brought the board's
62 attention to the items that are different- in Farm Planning, 1 planner will be added to increase
63 Technical Assistance with agriculture drainage, soil sampling and buffer planning assistance.
64 The goal is to get some implementation of farm plans. Dairy Waste will remain the same as
65 2001, although there are not as many plans to be completed in 2002. Conservation projects will
66 remain very similar in 2002. The hedgerow and CREP grants will be wrapping up in June, and
67 are not anticipated to have much activity before then.

68 In the area of education and community outreach, the District has decided to take a look at doing
69 some wildlife habitat enhancement work, targeting the Snoqualmie valley. Ahern asked what the
70 district does now in this area, and B. Reed responded that the District would like to increase its
71 activity especially now as King County has discontinued its program. Ahern asked if the District
72 was getting money to do this, and G. Reed responded no, that it's something the District felt was
73 necessary to continue, as there are very few wildlife services available to landowners in the
74 County.

75 Under Board and Finance, one of the goals is to recruit 3 associate supervisors for the board.
76 Additionally, preparation of a long-range plan for the district, a finance policies and procedures
77 guide, obtaining additional grant funding and completion of the scheduled state audit.

78 A discussion ensued regarding the policy manual and audit schedule.

79 B. Reed discussed the draft budget and 5 year tracking report and noted that total income in 2002
80 will be lower because less grant money will be received. Prinsen said that he had seen a report
81 from the Conservation Commission that indicated that grant funds available would be increased
82 in 2002. B. Reed responded that the budget includes only grants that will be collectable in 2002.
83 Renewals were not included if they were not "firm".

84 Interest income was budgeted at 20% of total collected last year, due to the uncertainty of the
85 disposition of the interest. This year, the budget includes the entire interest amount, as King
86 County has indicated that they do not want the interest identified to their assessment balance.
87 The interest related to King County is the vast majority of the balance so this treatment was
88 deemed to be reasonable for budget purposes.

89 The total expenses anticipated for 2002 are under the anticipated spending shown in the 5-year
90 plan. The 2001 budget was approved as part of this 5-year plan, so it made sense that the 2002
91 budget be consistent with that plan. Prinsen asked if it was prudent to show a budget that has a
92 negative bottom line, that reserves should be adjusted to make the bottom line equal zero. The
93 uncertainty of the election issue (will the District be responsible for funding general election of
94 supervisors) makes it difficult to determine what the District's reserves should be at this time. A
95 discussion ensued regarding the current assessment distribution procedures, cash flow
96 management and the difficulty of municipalities in finding appropriate projects to be funded with
97 assessment money. B. Reed said that sometimes the District will go to a municipality with
98 project ideas and the District will perform the work and be compensated with the municipality
99 assessment funds.

100 Ahern asked how we can approve a draft budget and have the ability to amend it later if
101 necessary. B. Reed said that this is part of the budget re-allocation issue discussed at last month's
102 board meeting. Prinsen said that it appears that the District will be under budget in 2001, adding
103 more to reserves than was expected. He proposed that if it becomes apparent that the District is
104 under budget that it be possible to add activities to the work plan. He wondered if there was a
105 reason why the District could not run it's own non-competitive grant program if funding was
106 available. Discussion ensued regarding the feasibility of funding an amphibian monitoring
107 project in 2003. Wallace said we could reconsider the budget in July.

108 **A (Ahern), P (Prinsen) unanimously P a motion to approve the draft 2002 workplan and**
109 **budget.**

110 G. Reed said that Sullivan had wanted to wait to decide the question regarding authorization of
111 mid-year budget changes until she could be in attendance at the January board meeting.

112 B. Reed said that we'd had the discussion at the November board meeting and since Ahern
113 wasn't there, the attending members thought it would be good to have her input as she is
114 experienced with the budget management process. For Ahern's benefit, she restated the proposal
115 that had been brought up at the November meeting. This proposal would allow staff to reallocate
116 a certain percentage between line items. Ahern said you would have to keep a running total to
117 keep the total of the changes to within 10% over time. Prinsen said that 10% of a line item that is
118 \$ 1,200 is meaningless. Ahern said that consulting contracts work like this. Using the 10% of
119 total budget amount as a limit is reasonable, just need to have a mechanism to track the changes
120 to ensure they're under a total of 10%. If a category is to be zeroed out, it is the responsibility of
121 the staff to let the board know. Prinsen felt that the level of trust the board has in the current
122 District staff is high, but there must be guidelines. 10% of total budget equals approx \$75,000
123 and if there is a change of more than 50% in a single category, the staff will inform the board of
124 those changes. Ahern said the budget for the District is fairly small. B. Reed said that the budget
125 is approved and the staff is making decisions as needed outside of board meetings, it can be
126 awkward to have to wait for a meeting to get approval for every change. The board is approving
127 checks after the fact.

128 Ahern suggested we include 10% as a rule, and include a monthly reconciliation of budget
129 changes on the budget tracking report. B. Reed said that since Sullivan wanted to have input on
130 this issue we should wait until the January meeting to finalize it, and make a policy statement as
131 part of the final adoption.

132 Wallace asked about salary increases for staff. G. Reed told him that staff would be getting their
133 regular step increases as shown on the salary schedule previously adopted by the board. A
134 discussion ensued regarding reserves and increasing workplan activities to use up some of the
135 reserve.

136 G. Reed said there would be a meeting with Claire Dykeman in January to discuss the Fish and
137 Ditch program and consider revising the Ag ordinance codes. He also distributed a copy of a
138 memo from NRCS regarding the recent declaration of Dec 24th as a holiday for federal workers.
139 He asked the board what they felt about honoring this for District employees, as the office is
140 shared with NRCS.

141 **P (Prinsen) A (Ahern) unanimously P a motion to have the District take December 24th off,**
142 **consistent with the memo from NRCS.**

143 G. Reed noted that there had been zero turnover in staff at the District this year.

144 **A (Ahern), P (Prinsen) unanimously P a motion to adjourn at 7:38pm.**

145

146

147

148

149 _____
Authorized Signature

_____ Date

150

151

Summary of Motions

152

153 **P (Prinsen), W (Wallace) unanimously P a motion to approve the November 14th minutes**
154 **as written.**

155 **N (Nicolls), P (Prinsen) unanimously P a motion to approve check numbers # 6260-6294 in**
156 **the amount of \$ for the month of November.**

157 **A (Ahern) P (Prinsen) unanimously P a motion to approve the November Financial Report.**

158 **P (Prinsen), A (Ahern) unanimously P a motion to approve the City of Renton Non-**
159 **Competitive grant application.**

160 **P (Prinsen) A (Ahern) unanimously P a motion to approve the City of Issaquah restoration**
161 **program non-competitive grant application.**

162 **P (Prinsen) A (Ahern) unanimously P a motion to approve dairy nutrient management**
163 **plans for Keller and Kranic.**

164 **A (Ahern), P (Prinsen) unanimously P a motion to approve the updated dairy waste cost**
165 **share projects list.**

166 **A (Ahern), P (Prinsen) unanimously P a motion to approve the draft 2002 workplan and**
167 **budget.**

168 **P (Prinsen) A (Ahern) unanimously P a motion to have the District take December 24th off,**
169 **consistent with the memo from NRCS.**

170 **A (Ahern), P (Prinsen) unanimously P a motion to adjourn at 7:38pm.**