

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

August 13, 2003

1 **Supervisors Present:** Max Prinsen, Chairman Scott Wallace, Vice Chairman, Lynn Sullivan,
2 Secretary/Treasurer

3 **Associate Supervisors Present:** None

4 **Guests Present:** Stu Trefry, Washington State Conservation Commission; Linda Hansen, WRIA
5 9 Forum; Jeanne Lamsdorf-Bucher, WRIA 8 Forum; Sally King, WRIA 8 Forum; Julie Hall,
6 Seattle Public Utilities; Richard Gelb

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

8 **NRCS Staff Present:** None

9 Chairman Max Prinsen called the meeting to order at 6:10pm.

10 The meeting agenda was reviewed and confirmed, introductions were made around the room.

11 July board meeting minutes were reviewed and no changes were made.

12 **Sullivan moved, Wallace seconded, Passed unanimously a motion to approve the July 9,**
13 **2003 board meeting minutes as read.**

14 Stu Trefry from the Washington State Conservation Commission reported to the Board on the
15 results of the recently completed District Operations Review. There were no findings or
16 suggestions for improvement in District operations and Trefry was very complementary on the
17 improvements made in operations at KCD in the past three years. Trefry asked the Board and
18 staff what the WCC could be doing to help the District, and G. Reed responded that there be
19 more communication on grant issues. Sullivan described the current internal audit procedure as
20 not very useful and it was suggested the form be reviewed. She did say that hiring an outside
21 accountant as was done last year helped somewhat.

22 Trefry asked to be informed when the exit interview for the upcoming State audit is scheduled,
23 as he would like to attend.

24 B. Reed suggested that the District Supervisor manual be revised and that it contain more
25 information on financial management. Sullivan said the current manual is difficult to use. B.
26 Reed liked the idea of two manuals, one for an overview and another one for new supervisors.
27 Prinsen suggested that the manual could be posted on the WCC website for easy access and
28 updating.

29 Trefry asked for feedback on the operations review process from the Board and staff. B. Reed
30 asked about the question regarding the listing of salaries in the minutes, that the KCD
31 incorporates them by reference so as to protect the privacy of the employees. Trefry said the
32 review questions will be revised and use more “fact based” questions. The Commission is trying

*“Promoting sustainable uses of natural resources
through responsible stewardship”*

33 to make sure all Districts are reviewed every 24 months. B. Reed asked about the Board
34 reviewing the District personnel policies every year and Trefry responded that it's a good idea as
35 personnel laws change. There was also mention of the question regarding bank reconciliation
36 being performed by a "disinterested person", which is not done at the District due to its small
37 staff. This issue is mitigated by other accounting controls in place.

38 Trefry said that \$270k of dairy waste cost share has been returned to the WCC and the
39 Commission has created criteria for distributing it. Under the criteria, 3 King County farms will
40 receive cost share grants and the funds must be distributed by November of this year.

41 The Board thanked Trefry for all his good news. G. Reed asked to be kept informed about the
42 District board election issue. Trefry mentioned that the WACD President, Paul Stoker has
43 expressed interest in having some of KC staff serve on committees to address issues facing
44 districts and prepare for the next legislative session.

45 Hamilton Lucas reviewed with the board the total monthly expenses for June. There were no
46 items requiring additional explanation.

47 **Wallace moved, Sullivan seconded, Passed unanimously a motion to approve the checks**
48 **numbered 7312 thru 7384 for a total amount of \$236,444.63.**

49 The budget tracking report for July was distributed and reviewed. The balance sheet was
50 reviewed as well. The District has \$ 1.2 million non-restricted fund balance and \$ 4.2 in
51 restricted fund balance available at the end of July.

52 **Wallace moved, Sullivan seconded, Passed unanimously a motion to approve the July**
53 **financial report.**

54 Several City of Seattle Non-Competitive Grant Applications were presented to the board for
55 approval:

56 B. Reed presented the application for a salmon pre-spawn mortality study by Seattle Public
57 Utilities. Sullivan asked Julie Hall from SPU to give an overview of the project. Hall said the
58 project's goal was to determine mortality causes in urban creeks, specifically Longfellow creek,
59 where there was a large die-off of pre-spawn salmon last fall. Prinsen wanted to know the names
60 of the contractors on the study, and Hall responded that various groups would be involved,
61 including NOAA, USGS, Washington Trout, and King County. Wallace asked what Washington
62 Trout would be doing and Hall responded that they are currently doing surveys and she was not
63 sure how much of the total project cost would be allocated to their activities. Wallace asked if
64 they were the only supplier of the services needed by the study and Hall responded that the
65 County has contracted with them for the past 5 years or so as there are not enough biologists on
66 staff at King County to handle the workload. Discussion ensued regarding Washington Trout
67 contracting on a District non-competitive grant funded program due to concerns about their
68 working relationship with the District in the past. B. Reed suggested that the application could be
69 approved contingent upon who will be performing contract work on the study. Hall said that the
70 grant might focus exclusively on water quality work instead of fish counting, and that she would
71 contact B. Reed to notify on her on Washington Trout's role on the project.

72 **Wallace Moved, Sullivan Seconded; Passed a motion to approve the City of Seattle non-**
73 **competitive grant application for \$40,000 for the City of Seattle Salmon Pre-Spawn**
74 **Mortality Investigation Project, subject to verification of contract partners and contracted**
75 **professional services.**

76 B. Reed presented two applications for the City of Seattle Marine Nearshore Inventory Project.
77 The original application was divided because doing so helped define the “ownership” of the
78 various pieces of the project and helped the funding make sense when compared with the
79 Washington Department of Fish and Wildlife grant application. Thus, one contract is for a
80 bathymetric analysis (LIDAR), and the other is for an inventory of nearshore conditions.

81 **Wallace moved, Sullivan seconded, Passed unanimously a motion to approve the City of**
82 **Seattle non-competitive grant application for \$40,000 for the City of Seattle LIDAR project.**

83 **Sullivan moved, Wallace seconded, Passed unanimously a motion to approve the City of**
84 **Seattle non-competitive grant application for \$60,000 for the City of Seattle Marine**
85 **Nearshore Inventory Project.**

86 B. Reed presented a grant application from the City of Bellevue for \$60,000 for salmon spawner
87 surveys. The study will address pre-spawn mortality as well. Prinsen asked about contractors on
88 the project, and it was suggested that B. Reed find out who are the intended contractors and
89 report back to the board.

90 **Wallace Moved, Sullivan Seconded; Passed unanimously a motion to approve the City of**
91 **Bellevue non-competitive grant application for \$60,000 for the City of Bellevue 2003 Salmon**
92 **Spawner Surveys.**

93 B. Reed presented a revised non-competitive grant application for WRIA 8 that details the
94 activities associated with a stewardship program. There was discussion about the details of
95 workshops to be funded by the grant, which is what the Board was looking for when they sent
96 the original application back to be revised. Prinsen said that the board realizes that it takes staff
97 to do the work, but the Board wants to be assured the non-competitive grant money won't be
98 spent to maintain staff positions at King County. The board wants to see activities that are new,
99 not maintenance of ongoing programs.

100 **Sullivan Moved, Wallace Seconded; Passed unanimously a motion to approve the Cedar-**
101 **Lake Washington- Sammamish Watershed Forum non-competitive grant application for**
102 **\$74,181 for the WRIA 8 Watershed Stewardship Project.**

103 B. Reed presented three applications from the Green-Duwamish-CPS watershed forum. The first
104 application was for monitoring of a nearshore restoration project that includes bulkhead removal,
105 the results of which are of great interest to a number of jurisdictions. There was discussion about
106 presenting the results of the monitoring to the Board. B. Reed said that a presentation would be
107 in addition to the required reporting already in place. Wallace asked about the contractors and
108 was told that Anchor Environmental would be doing the work on the project.

109 **Wallace Moved, Sullivan Seconded; Passed unanimously a motion to approve the Green-**
110 **Duwamish- CPS Watershed Forum non-competitive grant application for \$ 30,000 for the**
111 **Enhanced Monitoring for Seahurst Park Nearshore Restoration Project.**

112 The next project is a supplement to a juvenile survival study undertaken in 2003. The goal is to
113 get better information on where the fish are coming from and what types of habitat they use at
114 different points in their life cycle. There is no overhead in the project budget, all employees are
115 temporary. Wallace stated that sooner or later, we should get over the study phase. The response
116 was that the information obtained from this study would be used to complete the WRIA 9 habitat
117 plan. End of September 2004 is the deadline for completion of the plan.

118 **Sullivan Moved, Wallace Seconded; Passed unanimously a motion to approve the Green-**
119 **Duwamish-CPS Watershed Forum non-competitive grant application for \$16, 746 for the**
120 **WRIA 9 Technical Committee Research Opportunity Fund.**

121 The Puget Sound Nearshore Ecosystem Restoration project was originally presented in March,
122 and the Board requested that the application show that the grant funds were to be spent in waters
123 related to the KCD membership area, not all of Puget Sound. The new application specifically
124 excludes Federal Way (outside the KCD membership area) and Seattle (LIDAR work to be
125 completed under a separate grant with Seattle). There was discussion of how the project related
126 to recent stories in the media about the condition of Puget Sound. Prinsen asked about
127 stakeholder concerns about where grant money goes, that this project is a tiny piece of a larger
128 project and that it could be said that the money gets spent but does the total project get
129 completed? He felt that the application budget should show matching funds or be task specific.
130 Sullivan said she would like to see how KCD grant funding fits into total project costs as well.

131 **Wallace Moved, Sullivan Seconded; Passed unanimously a motion to approve the Green-**
132 **Duwamish-CPS Watershed Forum non-competitive grant application for \$50,000 for the**
133 **Puget Sound Nearshore Ecosystem Restoration Project.**

134 The grant agreement revision requests were discussed and evaluated:

135 **Wallace Moved, Sullivan Seconded; Passed unanimously a motion to amend the City of**
136 **Bellevue/Cedar-Lake Washington Watershed Forum Kelsey Creek Fish Ladder Project grant**
137 **agreement, approving the revised budget as submitted.**

138 **Wallace Moved, Sullivan Seconded; Passed unanimously a motion to amend the City of**
139 **Seattle/Cedar Lake-Washington- Sammamish Watershed Forum Cedar River Chinook**
140 **Redd Surveys Project grant agreement, extending the project completion date and**
141 **approving the revised budget as submitted.**

142 **Wallace Moved, Sullivan Seconded; Passed unanimously a motion to amend the City of**
143 **Clyde Hill 2003 Arbor Day Celebration Project grant agreement, approving the revised**
144 **budget as submitted.**

145 **Sullivan Moved, Wallace Seconded; Passed unanimously a motion to amend the City of**
146 **Snoqualmie/Snoqualmie Watershed Forum Kimball Creek Water Quality Monitoring and**
147 **Improvement Plan grant agreement, extending the project completion as submitted.**

148 **Sullivan Moved, Wallace Seconded; Passed unanimously a motion to amend the City of**
149 **Woodinville/Cedar Lake Washington- Sammamish Watershed Forum Sammamish Releaf**
150 **2003 Project grant agreement, approving the revised budget as submitted.**

151 Two certifications of Dairy Nutrient Management Plans were reviewed; Norman Brook Dairy
152 and Van Hoof Dairy.

153 **Wallace Moved, Sullivan Seconded; Passed unanimously a motion to certify the Dairy**
154 **Nutrient Management Plans for the Norman Brook and Van Hoof Dairies.**

155 Prinsen discussed the ALEA grant that the District is involved in. Some agreements are being
156 drafted between the District and S.H.A.D.O.W detailing the roles of each party in the project. He
157 feels the project is moving forward and by September all the contracts should be in place.

158 There was not much progress this month with the overhead issue (on non-competitive grant
159 contracts). Prinsen met with Joanna Richey from King County Water and Land Division recently
160 to discuss the issue at her request. LeeAnn Merrill will be our designated liaison between the two
161 agencies to further work on interagency coordination. The goal is to strengthen the roles and
162 relationship of each agency and work on the issues.

163 The board member vacancy was discussed. Prinsen said we would have an application process
164 and identify what skills the current Board has and what we need to look for in a new member.
165 The Critical Areas Ordinance was brought up as being a big issue politically and Prinsen said he
166 thought King County must find a way to “pay” the District for its services to the county. Richard
167 Gelb asked what the county wanted the District to do. Prinsen explained how the District is being
168 written in to the CAO to perform specific functions, which have not yet been clarified or
169 communicated to the District. Lengthy discussion ensued on the CAO and current speculation on
170 the latest developments on how King County Department of Development and Environmental
171 Services and Water and Land Resources Division are trying to make a “flexible” CAO work for
172 landowners.

173 B. Reed updated the Board on the Hedgerow poster project. B. Reed also asked the Board to
174 consider funding the project at a higher level in order to have the KCD name associated with all
175 future printings of the poster. The Board was agreeable to the concept, and expressed excitement
176 over moving forward on the project. B. Reed will provide the board with more details on
177 additional funding levels at the next board meeting.

178 There was no NRCS report for the meeting.

179 A District cell phone was stolen out of an employee’s car and will need to be replaced and
180 several tools needed to be surplused.

181 **Wallace Moved, Sullivan Seconded; Passed unanimously a motion to declare surplus the**
182 **stolen cell phone, KCD C-06, and 2 each shovels and loppers.**

183 **The meeting was adjourned at 8:40pm.**

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187 _____
Authorized Signature

_____ Date

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Summary of Motions

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204 ***Nearshore Inventory Project.***

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206 **Bellevue non-competitive grant application for \$60,000 for the *City of Bellevue 2003***
207 ***Salmon Spawner Surveys.***

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