

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

December 10, 2003

1 **Supervisors Present:** Max Prinsen, Chairman, Scott Wallace, Vice Chairman, Bobbi
2 Lindemulder, Member

3 **Associate Supervisors Present:** None

4 **Guests Present:** Matt Livengood, Linda Hansen WRIA 9 Project Coordinator, Perry Falcone,
5 Snoqualmie Forum, Sandy Kilroy, King County DNRP, Elaine Kleckner, WRIA 9 Technical
6 Committee, Leanne Merrill, King County Liaison to King Conservation District.

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 6:07 pm.

10 As Lindemulder had not arrived yet due to traffic, a report on the Washington Association of
11 Conservation Districts was given by two of the attendees, Wallace and G. Reed. The main
12 message from the meeting was that WACD is being proactive about obtaining funding from the
13 Legislature in contrast to the prior policy of just taking what the legislature has given to Districts
14 for funding. The King Conservation District received two awards at the meeting, one for being
15 the top Earth Team and the other for the best partnership with NRCS.

16 The meeting was stalled while the group waited for Lindemulder to arrive so a quorum would be
17 achieved. G. Reed suggested that the board members present discuss and fill out the Washington
18 Conservation Commission customer service survey.

19 It was decided to have the meeting guests make their presentations about grants up for board
20 approval to the board members in attendance while waiting for a quorum.

21 Green-Duwamish-Central Puget Sound Watershed Forum Applications:

22 Hansen and Kleckner talked about the Policy Synthesis and Functional Linkages projects and
23 stated that the final result of these projects will be publication of the draft habitat plan. They
24 discussed how the information obtained could be used to see where development pressure is
25 greatest and includes economic analysis of proposed recovery actions. It is anticipated that a
26 draft plan will be available in May of 2005, along with an adaptive management strategy.

27 Lindemulder arrived at 6:25.

28 Prinsen asked for more detail of contracted services and Wallace asked for the contractor list.
29 Kleckner said the contractors have not yet been selected; most probably they will be King
30 County master contractors.

31 More discussion ensued about the grants meeting KCD policy, WRIA staffing, legal costs for
32 SEPA review, and socio- economic studies of projects.

33 **Lindemulder Moved, Wallace Seconded; Passed Unanimously a motion to approve the**
34 **Green-Duwamish-CPS Watershed Forum non-competitive grant application for \$220,000**
35 **from 2003 Assessments for the WRIA 9 Policy Synthesis and Draft Habitat Plan Production**
36 **Project.**

37 Kleckner explained the models that will be used to evaluate recovery options and determine
38 proposed projects. Wallace asked for a WRIA 9 map that shows the projects on it for KCD's use.

39 **Lindemulder Moved, Wallace Seconded; Passed Unanimously a motion to approve the**
40 **Green-Duwamish-CPS Watershed Forum non-competitive grant application for \$30,000**
41 **from 2001 & 2002 Assessments for the Evaluation of Functional Linkages Phase II Project.**

42 **Lindemulder Moved, Wallace Seconded; Passed Unanimously a motion to approve the**
43 **Green-Duwamish-CPS Watershed Forum non-competitive grant application for \$6000**
44 **from 2002 Assessments for the WRIA 9 Habitat Plan Interpretive Graphic Project.**

45 Wallace requested that the District be supplied with copies of the interpretive graphics product of
46 the project.

47 Prinsen thanked Hansen and Kleckner for their presentation.

48 B. Reed had wanted to make changes to the meeting minutes for October 2003, but she had not
49 completed those changes and had decided that the minutes were acceptable in their current form.

50 **Wallace moved, Lindemulder seconded, Passed Unanimously a motion to approve the**
51 **minutes as read from the October 2003 King Conservation District Board of Supervisors**
52 **meeting.**

53 The minutes from the November 2003 Board of Supervisors meeting were reviewed and no
54 changes were proposed.

55 **Wallace moved, Lindemulder seconded, Passed Unanimously a motion to approve the**
56 **minutes as read from the November 2003 King Conservation District Board of Supervisors**
57 **meeting.**

58 G. Reed presented Dairy Nutrient Management Plans from Kruse, De Groot, Bitney, Keller and
59 Plateau for certification by the board. The Van Beek Dairy was not ready for certification as of
60 the board meeting.

61 **Wallace moved, Lindemulder seconded, Passed unanimously a motion to certify the Dairy**
62 **Nutrient Management Plans for the Kruse, De Groot, Bitney, Keller and Plateau dairies.**

63 The Dairy Federation has requested that it be possible for the District to certify Nutrient Plans up
64 until the December 31st deadline. Prinsen said he would be available to come in to the District to
65 certify plans. There will be 3 appeals regarding non-certified plans for King County Dairies that
66 will be presented to the Washington Conservation Commission.

67 The Dairy Federation has requested that the WCC ask Districts to return 10% of their cost-share
68 grant money so that it can be re-allocated to 6-7 cost share projects. Apparently the other CD's
69 have agreed to do this, and it will result in about \$14,000 more for cost share for KC dairies. The
70 Dairy Federation would rather have cost share available for dairies rather than technical
71 assistance. Discussion ensued. Prinsen requested that the WCC give us a written request for the
72 return of grant funds.

73 **Wallace moved, Lindemulder seconded, Passed unanimously a motion to approve,**
74 **contingent upon receiving a written request from the WCC, returning 10% of the District's**
75 **Dairy Waste cost share grant to the WCC.**

76 B. Reed said that the non-competitive grant subcommittee met to determine the District overhead
77 policy on grants. A meeting was held with King County to inform them that the overhead charge
78 on non-competitive grants would be no more than 25% of salaries and benefits, similar to grants
79 obtained from the Washington State Conservation Commission. The subcommittee proposed that
80 the board approve a policy whereby the non-competitive grants would charge overhead at no
81 more than 25% salaries and benefits.

82 **Wallace moved, Lindemulder seconded, Passed a unanimously a motion to approve a**
83 **policy of allowing overhead charges on noncompetitive grants at a rate not to exceed 25%**
84 **of salaries and benefits.**

85 Hansen asked if the new policy was going to be retroactive. B. Reed said that if the scope of
86 work is complete and a budget revision is requested, the revision request will be granted. If the
87 scope of work is not complete, the request must ask for an increase in the total budget to cover
88 overhead charges that exceed 25% of salaries and benefits.

89 Snoqualmie Watershed Forum Grant Applications:

90 Perry Falcone and Sandy Kilroy presented information about the Tolt River Floodplain
91 Reconnection project. The project will set back a levee at the confluence of the Tolt and
92 Snoqualmie rivers, and allow the rivers to flood an unused part of Tolt McDonald park to help
93 provide salmon rearing habitat in a high use area. The levee removal is experimental and it is
94 expected to help reduce flooding farther down the valley by providing water storage. There was a
95 great deal of discussion regarding the experimental nature of the project, the fact that it is river
96 work being paid for in part by Rural Drainage Program funds meant to provide for drainage of
97 agricultural lands, and the dredging of the Tolt River. G. Reed asked who were the contractors -
98 Parametrix was employed for the feasibility study. There was more discussion.

99 **Wallace Moved, Lindemulder Seconded; Passed Unanimously a motion to approve the**
100 **Snoqualmie Watershed Forum non-competitive grant application for \$125,000 from 2003**
101 **Assessments for the Lower Tolt River Floodplain Reconnection Design and Permit Project.**

102 The next item was a grant for staff support for WRIA 7 Watershed Forum. The grant details the
103 tasks to be completed under the grant, and is similar to others the District has approved in the
104 past.

105 **Lindemulder Moved, Wallace Seconded; Passed Unanimously a motion to approve the**
106 **Snoqualmie Watershed Forum non-competitive grant application for \$62,340 from 2003**
107 **Assessments for the Staff Support for WRIA 7 Watershed Forum & Salmon Conservation**
108 **Planning Project.**

109 The next was a lower Tolt river acquisition project. The purchase will prevent development of a
110 parcel situated between the river and another development. The non-competitive grant will
111 complete the funds needed to purchase the property. Prinsen asked if an appraisal had been done,
112 and it has been completed. There is a possibility that this purchase may be able to leverage the
113 purchase of another parcel, and facilitate the donation of another one.

114 B. Reed said that the first grant for this project had been approved contingent upon getting other
115 funding, and that no agreement had been signed or check issued. Kilroy said that with other
116 funding secured the total covers the agreed upon price.

117 **Wallace moved, Lindemulder seconded, Passed a unanimously a motion to approve the**
118 **Snoqualmie Watershed Forum grant application for \$50,000 from 2003 assessments for the**
119 **Lower Tolt River Acquisition Project.**

120 **Lindemulder Moved, Wallace Seconded; Passed unanimously a motion to approve the**
121 **Snoqualmie Watershed Forum non-competitive grant application for \$85,000 from 2003**
122 **Assessments for the Snoqualmie Agriculture Production District Best Management Practices**
123 **Education & Implementation Program.**

124 Discussion occurred over a budget line item for plant material in the Middle Fork Snoqualmie
125 Riparian Restoration Project at Norman Bridge. As the project includes a budget to purchase
126 plant material, the grant will be funded contingent upon purchasing plant material from local
127 commercial native plant nurseries. Plant material may be purchased from King County DNRP
128 native plant nurseries only if the plant species and quantities are not available through local
129 commercial native plant nurseries.

130 **Lindemulder Moved, Wallace Seconded; Passed unanimously a motion to approve the**
131 **Snoqualmie Watershed Forum non-competitive grant application for \$10,000 from 2003**
132 **Assessments for the Middle fork Snoqualmie Riparian Restoration at Norman Bridge**
133 **contingent upon purchasing plant material from local commercial native plant nurseries.**

134 Grant Agreement Revision Requests:

135 **Wallace Moved, Lindemulder Seconded; Passed unanimously a motion to amend the City**
136 **of Duvall Habitat Protection of Duvall Tributaries & GIS Mapping Project of Sensitive Areas**
137 **and Shorelines grant agreement, approving the revised budget as submitted and approving**
138 **the return of grant funds in the amount of \$13,133.03.**

139 **Wallace Moved, Lindemulder Seconded; Passed unanimously a motion to amend the City**
140 **of Issaquah Pickering Farm Community Teaching Garden grant agreement, approving the**
141 **revised budget as submitted.**

142 **Wallace Moved, Lindemulder Seconded; Passed unanimously a motion to amend the City**
143 **of Issaquah Issaquah Creek Resotration Program grant agreement, revising the scope of**
144 **work and budget contingent upon receiving the correct paperwork and approving the**
145 **return of grant funds in the amount of \$7,909.04.**

146 Hamilton Lucas distributed the list of monthly expense checks for board review. The balance
147 sheet was also distributed for November and a revised October balance sheet due to an error on
148 the original. The budget tracking report was reviewed as of the end of November. An analysis of
149 the major deviations from the budget was itemized.

150 **Wallace moved, Lindemulder seconded, Passed unanimously a motion to approve the**
151 **finance report for November 2003.**

152 **Wallace moved, Lindemulder seconded, Passed unanimously a motion to approve check**
153 **numbers #7549-7598 in the amount of \$347,833.85 for November 2003 month**
154 **disbursements.**

155 G. Reed asked the board to approve the list of consultants for 2004. Jessica Page is a new
156 consultant for 2004 and she will consult on grant writing, specifically the Department of Ecology
157 Centennial Clean Water Grants. The other consultants remain the same as 2003.

158 **Wallace moved, Lindemulder seconded Passed unanimously a motion to approve the 2004**
159 **District consultant list.**

160 G. Reed presented the revised salary schedule to the board for their approval. The schedule,
161 effective Jan 1 2004, includes a 6% COLA for all staff grades and allows an hourly rate up to \$
162 23 per hour for project assistants.

163 **Lindemulder moved, Wallace seconded, Passed unanimously a motion to approve the**
164 **District salary schedule as proposed to be effective starting January 1, 2004.**

165 B. Reed presented the proposed 2004 Workplan and Budget to the board for their review. The
166 operating expense will increase by \$126,000 over 2003. The reasons for this increase are as
167 follows: purchasing computer equipment on a more regular basis rather than waiting until all of
168 the office computers need replacing, additional professional engineering costs as NRCS has not
169 been able to keep up with the District's engineering needs for projects, especially the
170 Agricultural Ditch Assistance Program with King County. The proposed budget will be \$209,336
171 over expected 2004 income. The effect of this budget on the 5 year projected reserves will be to
172 reduce total reserves by approx \$75,000 at the end of 2005.

173 Prinsen thought the since the District had determined the amount it needed to keep in the
174 operating reserve several years ago that it was time to increase it by \$50,000. G. Reed thought
175 that the District needed to be more aggressive in going after Department of Ecology grants to
176 make up for the Conservation Commission grants that are getting smaller. Prinsen felt that the
177 assessment income would increase next year, as there will be more taxable lots due to
178 subdivisions in the county.

179 **Wallace moved, Lindemulder seconded, Passed unanimously a motion to approve the King**
180 **Conservation District 2004 Operating Budget.**

181 B. Reed presented a summary of the 2004 Workplan, and will provide the detail for the plan at
182 the January board meeting.

183 Wallace asked about funding for technical assistance for the 16 non-certified dairies in the
184 county. There is money available for District staff to offer technical assistance. The idea of the
185 District starting it's own cost share program was discussed. B. Reed reminded the board that it
186 has line item veto power over the workplan items.

187 **Wallace moved, Lindemulder seconded, Passed unanimously a motion to approve the Draft**
188 **King Conservation District 2004 Workplan.**

189 The Board interviewed two candidates to fill the currently vacant position. Wallace started the
190 interviews by stating that there was no official procedure for recruiting for positions not subject
191 to election (the two appointed positions on the board are filled by the Washington Conservation
192 Commission), but that filling the vacancy created by Nancy Ahern's resignation last spring was
193 necessary to insure continued operation of the board.

194 Prinsen discussed how the original intent was to have a special meeting to interview and vote on
195 candidates, but that due to the requirement that any special meetings be publicized at a cost of
196 \$250, it was decided to not to hold the special meeting and postpone voting on the new board
197 member as Sullivan was not in attendance. However, Prinsen felt that the board members in
198 attendance could conduct the interviews in advance of a vote at the next meeting.

199 Wallace expressed his wish that the candidate that is not selected for the board will stay involved
200 as an associate board member, where they can participate in every board function except vote on
201 issues brought before the board.

202 The first candidate, Richard Gelb, talked about his background and activities in environmental
203 education, including work with kids to develop a sense of stewardship for the place they live in.
204 He would like the district to become more proactive in proposing habitat protection/restoration
205 projects rather than just acting as a funding source for other jurisdiction's projects. He is
206 interested in working towards reformatting the work program- how the activities line up with
207 enhancements of natural resources base preservation and restoration. He felt that habitat plans
208 like the watersheds are currently working on are not addressing water quality issues and how
209 land use affects water quality. He said that he has time for two meetings a month and can work
210 on issues via e-mail.

211 Matt Livengood was the second candidate. He talked about his prior involvement with the KCD
212 board as an associate. He said that as a landowner with livestock in Maple Valley, he
213 understands the role and constraints that the District operates under. He sees the District as
214 helping people translate and navigate the rules and regulations that confront landowners in caring
215 for their land. He is an alternate on the Cedar River Council.

216 Wallace said that he felt both candidates were well qualified for the Board position, and that it
217 would be possible for the candidate not selected to run for an elected position in March of 2004.

218 B. Reed said the ALEA grant contract is ready for signature, but that the full packet has not yet
219 been completed so the board will need to authorize Wallace to sign it when it is received.

220 **Wallace moved, Lindemulder seconded, Passed a unanimously a motion to authorize**
221 **signing of the ALEA grant contract.**

222 Lindemulder mentioned that the selection process to hire a replacement for Pedro Ramos (former
223 District conservationist in the Renton office) has to be reopened. It will be readvertised in
224 January 2004.

225 As proclaimed by the President of the United States, all federal offices are to be closed on the
226 Friday, December 26th. As the District shares office space with NRCS, a federal office, the
227 District office will be closed on that day as well.

228 **The meeting was adjourned at 10:05pm.**

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232 _____
Authorized Signature

_____ Date

233

234

Summary of Motions

235 **Lindemulder Moved, Wallace Seconded; Passed Unanimously a motion to approve the**
236 **Green-Duwamish-CPS Watershed Forum non-competitive grant application for \$220,000**
237 **from 2003 Assessments for the WRIA 9 Policy Synthesis and Draft Habitat Plan Production**
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254 contingent upon receiving a written request from the WCC, returning 10% of the District's
255 Dairy Waste cost share grant to the WCC.

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257 policy of allowing overhead charges on noncompetitive grants at a rate not to exceed 25%
258 of salaries and benefits.

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294 District consultant list.

295 Lindemulder moved, Wallace seconded, Passed unanimously a motion to approve the
296 District salary schedule as proposed to be effective starting January 1, 2004.

297 Wallace moved, Lindemulder seconded, Passed unanimously a motion to approve the King
298 Conservation District budget for 2004.

299 Wallace moved, Lindemulder seconded, Passed unanimously a motion to approve the Draft
300 2004 workplan summary.

301 Wallace moved, Lindemulder seconded, Passed a unanimously a motion to authorize
302 signing of the ALEA grant contract.

303 The meeting was adjourned at 10:05pm.