

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

REGULAR MEETING

April 12, 2010

APPROVED

1 **Supervisors Present:** Bill Knutsen, Chair, Bob Vos, Vice Chair, Scott Wallace, Supervisor,
2 Preston Drew, Supervisor

3 **Associate Supervisors Present:** Max Prinsen

4 **Staff Present:** Sara Hemphill, Susan Wermus (Clerk), Brandy Reed, Jessica Saavedra, Marla
5 Hamilton Lucas, Jason Chambers

6 **Guests Present:** Soray Lowry, City of SeaTac, Judith Noble, City of Seattle, Jeannette
7 McKague, citizen, Matt Livengood, citizen, Yvette Lizee-Smith, WRIA 7

8 Chair Knutsen called the meeting to order at 6:07 pm. A quorum was present.

9 Introductions were made and the agenda was reviewed.

10 **Vos Moved; Wallace Seconded, Passed unanimously a motion to approve the meeting**
11 **agenda. (4 ayes, 0 nays)**

12 PUBLIC COMMENT:

13 Soray Lowry made comment to the board regarding the City of Kent's Riverview Park Channel
14 Restoration construction Project which is included in the meeting's consent agenda for grant
15 approval. The project would involve pulling the local community together to design appropriate
16 conservation use of an 8 acre property in a diverse community.

17 CONSENT AGENDA:

18 Drew requested that the following items be pulled off the consent agenda and added to
19 Unfinished Business for further discussion: AI 10-033, AI 10-036, AI 10-038, AI 10-040, and AI
20 10-041.

21 **Wallace Moved; Vos Seconded, Passed unanimously a motion to approve the consent**
22 **agenda. (4 ayes, 0 nays) [Board Minutes 03-08-10, AI 10-034, AI 10-035, AI 10-037, AI 10-**
23 **039, and AI 10-032: motion to approve ratification of King Conservation District Checks**
24 **12803 - 12889 in totaling \$485,969.55.]**

25 PRESENTATIONS:

26 Reed's Implementation Program Overview presentation was postponed to the May 10, 2010
27 meeting.

28 REGULARLY SCHEDULED ITEMS:

29 Hemphill provided the Executive Director's report. Follow up with legislators continues after
30 the end of the 2010 legislative session and topics being discussed with legislators are the KCD
31 assessment funding and the KCD supervisor's election process. Many of the Advisory
32 Committee current members have decided to continue their participation. The next Advisory
33 Committee meeting is scheduled for April 20, 2010 at which time the committee will finalize
34 their charter. On April 23, 2010 KCD will meet with King County representatives Fred Jarrett
35 and Pam Bissonnette. KCD was approached by the National Fish and Wildlife Foundation, a
36 nonprofit organization funded directly by US Congress, to partner on already approved projects
37 which recently lost King County funding. NFWF is eager to partner with KCD long term. A
38 special meeting of the KCD Board of Supervisors is scheduled for April 26, 2010 to vote on
39 whether or not to move ahead with this potential partnership.

40 Knutsen provided the Board Chair report. The recent meeting with cities representatives
41 regarding pooling jurisdictional funds was a great success.

42 Vos encouraged supervisors to initiate and maintain contact with cities representatives.

43 Wallace reported on a recent meeting with Goldsmith and Associates regarding their possible
44 involvement with KCD engineering needs.

45 Drew reported that he is continuing work on details of a proposed KCD forestry program.

46 Knutsen invited Matt Livengood, former KCD supervisor, and Max Prinsen, former and future
47 KCD supervisor as well as current KCD associate supervisor, to join the group at the table.

48 Hemphill reiterated the importance of board subcommittees becoming more active especially
49 given that the full board meets once per month.

50 The Administration and Budget Subcommittee, the Strategic Planning and Stakeholder Relations
51 Subcommittee, and the Program Development, Science and Engineering Subcommittee did not
52 have reports.

53 The Grants Subcommittee met 3/8/10 and 3/29/10 and are continuing to bring forth applications
54 to the full board. Saavedra presented to the board the presentation she gave recently to cities
55 representatives regarding pooling jurisdictional funds from the 1998 – 2004 assessment years
56 totaling approximately \$158,000. Cities representatives voiced at the meeting that they need
57 additional communications on how best to utilize KCD funds.

58 Hamilton Lucas provided the Finance Manager report. She provided the board with the profit
59 and loss statement and the balance sheet. She pointed out that the next influx of assessment
60 funds will come in April and staff costs are lower than expected because an engineer has not yet
61 been hired.

62 Reed provided the Implementation report. Family Forest Owner Field Day will occur at the end
63 of July and the Rural Forest Commission has asked KCD for sponsorship level funding support.
64 WRIA 7 has funding to support Coached Forest Planning for the fall of 2010 in Snoqualmie.
65 Knutsen will attend the Firewise Advisory Committee meeting on Wednesday. The 2010 KCD
66 Plant Sale supported almost 600 customers, sold 10-15,000 native plants, and brought in
67 approximately \$75,000 in revenue. The plant sale paid for itself. The Goldsmith relationship
68 looks promising for engineering needs as efforts continue to find a full time staff engineer.

69 Chambers provided the Outreach report. The Outreach Subcommittee has been meeting weekly
70 and is the process of brainstorming a short and long term strategy. Mock up website options are
71 being developed.

72 Knutsen recessed the meeting for a break at 7:36 pm and reconvened the meeting at 7:45 pm.

73 PUBLIC HEARINGS:

74 None scheduled.

75 UNFINISHED BUSINESS:

76 Web Site

77 Chambers presented a web site development update to the board. The District's outreach
78 strategy is in development but will continue to include presence at fairs / festivals, regular press
79 releases, and a redesigned web site. Mock up examples of a revamped web site as well as a KCD
80 blog are in development. Constituents are utilizing electronic media more and more. Chambers
81 has been utilizing social networking tools like Twitter to communicate regarding District
82 business.

83 Opportunity Fund: Wild Fish Conservancy Weiss Creek Restoration Project Maintenance [AI 10-
84 033]

85 Drew asked for more details. Reed explained that the project is complete and that the
86 amendment is in regards to managing details of a prior award. The project involved weed control
87 and fencing and native plant installation.

88 **Wallace Moved; Vos Seconded, Passed unanimously a motion to approve the Agreement**
89 **Amendment Request for Wild Fish Conservancy Weiss Creek Restoration Project**
90 **Maintenance, revising the budget as submitted. (4 ayes, 0 nays) [AI 10-033]**

91 MJ&WRIA: City of Bellevue Pollution Source Control Incentive Program [AI 10-036]

92 Drew asked for details. Saavedra responded that the amendment is to decrease the scope of work
93 and return unused funds. Urban Bellevue landowners were not greatly incentivized to participate
94 in the drain filter installation effort.

95 **Wallace Moved; Drew Seconded, Passed unanimously a motion to amend the City of**
96 **Bellevue Pollution Source Control Incentive Program grant agreement, decreasing the**
97 **scope of work and returning funds in the amount of \$37,680.47. (4 ayes, 0 nays) [AI 10-036]**

98 MJ&WRIA: City of Seattle Martha Washington Shoreline Restoration [AI 10-038]

99 Drew asked why the hauling of gravel in this project is proposed as via barge. Vos responded
100 that sometimes grantee bids are estimates. Saavedra added that the grantee expects more
101 extensive monitoring needs and that the contract costs were more than anticipated.

102 **Wallace Moved; Vos Seconded, Passed unanimously a motion to amend the City of Seattle**
103 **Martha Washington Shoreline Restoration grant agreement, extending the completion date**
104 **to April 30, 2010, revising the budget as submitted, and revising the award amount from**
105 **\$120,000 to \$109,284. (3 ayes, 0 nays, 1 abstain - Drew) [AI 10-038]**

106 MJ&WRIA: City of Kent Riverview Park Channel Restoration Construction 2010 [AI 10-040]

107 Drew commented that the project is overpriced.

108 **Wallace Moved; Vos Seconded, Passed unanimously a motion to approve a Green-**
109 **Duwamish-CPS (WRIA 9) grant application for \$690,000 from WRIA 9 2006, 2007, 2009,**
110 **2010 Assessment Funds for the City of Kent Riverview Park Channel Restoration**
111 **Construction 2010 Project. (2 ayes, 1 nay - Drew, 1 abstain - Vos) [AI 10-040]**

112 MJ&WRIA: City of SeaTac Riverton Site Public Engagement/Conceptual Design Project [AI
113 10-041]

114 **Drew Moved; Wallace Seconded, Passed unanimously a motion to approve the City of Sea**
115 **Tac Member Jurisdiction grant application for \$25,000 from 2002-2006 Sea Tac**
116 **Assessments for the Riverton Site Public Engagement and Conceptual Design Project. (4**
117 **ayes, 0 nays) [AI 10-041]**

118 Executive Director Search [AI 10-042]

119 Knutsen provided an update to the board on actions to move ahead with the Executive Director
120 search. A finalized position description is ready for advertisement. Process consultation was
121 made with area conservation districts. The recommendation is to authorize Another Source, a
122 third party contractor, to advertise the position, collect interested candidates, and do initial
123 candidate screening. After which, a committee of appropriate stakeholders will review the
124 recommended candidates from Another Source and recommend 3-5 candidates to the board of
125 supervisors. The board will interview final candidates and make a selection. The Executive
126 Director Search Committee will be comprised of: two Board Supervisors, one Advisory
127 Committee member, one City of Seattle representative, one KCD cooperator, one farmer, one
128 Agriculture Commission representative, one forestry representative, and one KCD staff member.

129 Drew and Wallace will serve on the committee representing the board of supervisors. The end
130 date for accepting applications will be April 30, 2010.

131 **Knutsen Moved; Vos Seconded, Passed unanimously a motion to proceed with advertising**
132 **the Executive Director position description and seating the Executive Director Search**
133 **Committee, subject to definition by Eric Frimodt (District attorney), Bill Knutsen (Board**
134 **Chair), and full board feedback. (4 ayes, 0 nays) [AI 10-042]**

135 Compensation

136 Hemphill, Reed, and Monaghan have been working on revamping current staff position
137 descriptions. Additional human resources expertise is required and several options are on the
138 table to fill this need. Three staff members are not currently being compensated appropriately
139 according to their current responsibilities and Koss recommended that this compensation
140 discrepancy be rectified before moving ahead with a new District wide compensation plan roll
141 out. The funds are available to make compensation adjustments for the three identified staff
142 members. Further discussion of this topic will take place during tonight's executive session.

143 Engineer Search

144 The position description is currently being revised and the hope is to use Another Source for
145 advertising and initial candidate screening.

146 Advisory Committee

147 The next meeting is scheduled for April 20, 2010 and this is the second meeting of the year. The
148 meeting agenda includes finalizing the committee's charter and discuss committee membership.
149 All current committee members plan to remain on the committee and eleven people have
150 expressed interest in participating on the committee. The finalized charter will be brought
151 forward to the board for approval. The Advisory Committee will make recommendations to the
152 board for populating the unfilled committee seats. Knutsen has invited Advisory Committee
153 members to attend board meetings. Vos suggested reinstating the Associate Supervisor
154 positions.

155 NEW BUSINESS:

156 Board Meeting Locations

157 Hemphill strongly recommends nurturing stakeholder relations via holding board meetings at
158 identified locations across King County.

159 Executive Session: Personnel Matter 42.30.110 (1)(g)

160 Knutsen began executive session at 10:01 pm. Ten additional minutes were requested at 10:16
161 pm. Five additional minutes were requested at 10:26 pm. Ten additional minutes were requested
162 at 10:31 pm. Executive session ended at 10:40 pm and the board meeting was reconvened.

163 National Fish and Wildlife Foundation

164 Hemphill informed the board of a current opportunity to partner with the National Fish and
165 Wildlife Foundation (NFWF), a nonprofit organization funded by U.S. Congress. Funding via
166 King County for already designed NFWF projects was lost and NFWF is in need of matching
167 funds. A third party would manage the fifteen identified projects and \$20,000 to cover
168 administrative costs. Hemphill believes this to be a significant opportunity for a long term
169 partnership. A special meeting has been called for April 26, 2010 to discuss and take action on
170 this potential partnership.

171 Compensation [AI 10-043]

172 This action item has been tabled until the April 26, 2010 special board of supervisors meeting.

173 Vos offered to cover food and beverage costs for the next regular board meeting on May 10,
174 2010.

175 Knutsen adjourned the meeting at 11:30 pm.

176

177

178

179 _____
Authorized Signature

_____ Date

180

181

Summary of Motions

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