

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

December 10<sup>th</sup>, 2018

1 **Supervisors Present:** Dick Ryon – Chair, Bill Knutsen – Secretary Auditor, Max Prinsen, Jim  
2 Haack

3 **Associate Supervisors Present:** Nancy Tosta

4 **Guests Present:** None.

5 **Staff Present:** Bea Covington, Ava Souza, Josh Monaghan (via phone), Deirdre Grace, Emily  
6 Carlson, Lindsey Davidson, Laura Redmond, Jessica Saavedra,

7 **Preliminary Matters:**

8 Meeting called to order at 5:00pm by Dick Ryon. All attendees introduced themselves. Ryon asked  
9 for additions or corrections to the current agenda.

10 Dick Ryon circulated a one-page amendment to the 11.19.18 Board of Supervisors minutes.

11 **Knutsen moved; Prinsen seconded passed unanimously a motion to approve the agenda (4**  
12 **aves, 0 nays)**

13 **Consent Agenda:**

14 Ryon read the consent agenda items aloud and all items were voted on, with the amendments to  
15 the minutes as noted by chairman Ryon.

16 Board Minutes: 10.15.18 Grant Sub-Committee Meeting, 10.15.18 Regular Board Meeting,  
17 11.19.18 Regular Board Meeting

18 a) KCD LIP Applications:

19 1) AI 18-092: LIP App: Lichter – Aquatic Area Buffer

20 b) Member Jurisdiction Grant Applications:

21 1) AI 18-093: Des Moines Farmers Market – 2018 Senior Healthy Eating Initiative

22

23 Prinsen pulled the 11.19.18 minutes and asked that they be discussed separately.

24 **Knutsen moved, Haack seconded passed unanimously a motion to approve the consent**  
25 **agenda as amended (4 ayes, 0 nays)**

26 **Pulled Consent Agenda Items:** 11.19.2018 Regular Board of Supervisors Meeting Minutes.

27 Prinsen noted that there was an error in lines 115 to 122. He requested that the minutes be revised  
28 and reviewed at the next Board meeting.

29 **Presentations:** None.

30 **Finance:**

31 AI 18-094: A motion to approve check numbers 21169 through 21283 for a total of \$749,922.39;  
32 non-payroll EFT's totaling \$138.07; Bank Fees of \$93.00; and November 2018 payroll for  
33 \$222,099.72 – Souza

34 Souza presented the finance report to the Board; rates and charges funding was deposited into  
35 KCD's account. A portion of the funding for this month's check run was pulled from the reserve  
36 funds.

37 **Knutsen moved; Prinsen seconded passed unanimously a motion to approve AI 18-094: A**  
38 **motion to approve check numbers 21169 through 21283 for a total of \$749,922.39; non-**  
39 **payroll EFT's totaling \$138.07; Bank Fees of \$93.00; and November 2018 payroll for**  
40 **\$222,099.72 (4 ayes, 0 nays)**

41

42 **Unfinished Business:**

43 AI 18-087: 2019 Budget Approval – Covington

44 Covington summarized the budget discussion from last month's board meeting.

45 A discussion progressed regarding funds from the sale of real property and the possibility of  
46 future funded partnerships.

47 Board members and staff have discussed the modifications to the budget in accordance with  
48 Board direction. In the budget, a number of cuts have already been made, for example, there are  
49 no overtime allotments for staff, staff training budgets have been reduced, external consultants  
50 have been eliminated where possible, and legislative days have been reimaged to partner more  
51 closely with WACD in 2019.

52 Going into the most recent budget revision exercise, KCD had seven staff positions that were  
53 vacant due to staff transitions. The leadership team met, with Supervisors Haack and Ryon to  
54 review options. Covington presented the results of these discussions and reviewed the  
55 responsibilities of those positions and how work can be spread out among existing staff to allow  
56 delivery of work. KCD plans to make this transition work through a combination of internal staff  
57 rearrangement, delaying the fulfillment of positions, and filling positions at a lower  
58 programmatic level. These changes are reflected in the current budget proposal before to the  
59 Board. The speculative grant income has been removed from the budget.

60 It was noted that utilizing grants adds an important component because organizations are usually  
61 required to receive grants on a refunded basis; KCD would need to fund the costs of grant  
62 projects until proper documentation can be submitted for reimbursement.

63 A question was raised about payroll liabilities and how these are factored into the budget. Theses  
64 liabilities are currently reflected in the operating reserve, but that is not formally recognized.  
65 There were concerns raised about the timing of the Sound Transit work (and associated  
66 payments) and whether it was accurate to incorporate the full amount into the 2019 budget  
67 proposal.

68 If the Sound Transit funds are not fully allocated to 2019 and if the full burden of payroll  
69 liabilities were to be carried as part of a current year operating budget, it was noted that there  
70 would approximately \$485,000.00 of expenses identified within the budget which would need be  
71 drawn from the reserve funds in 2019, if no alternative funding sources are located.

72 A question was raised about rates and charges funding; it is anticipated that there will be more  
73 parcels included in rates and charges assessments. However, in order to maintain the most  
74 conservative budgeting scenario this increase has not been factored into the budget.

75 It was noted that Reed will be asked to take on a large portion of strategic and forestry work; the  
76 Board recommended reconsidering how this will impact Reed's workload with the goal of  
77 maintaining reasonable expectations for Reed's position.

78 A question was raised about deliverables and how the budget, as outlined, will impact KCD's  
79 deliverables. It was noted that KCD may not be able to provide full support on for each  
80 deliverable as articulated in the program of work, but that KCD is on track to deliver on the  
81 intended conservation outcomes associated with those program deliverables. It was also  
82 requested that this budget be reviewed in the first quarter of 2019 to determine how work is  
83 going.

84 Souza walked the Board through the monthly cash reconciliation process; this process provides  
85 more clarity on where funding is drawn from and internal coding standards will be even higher in  
86 2019. In addition to the MIP reports, it was requested that staff develop a tracking tool to  
87 monitor actual real time expenses against projected timing for those expenses. Souza responded  
88 that the tool has already been created and that she will be coaching program managers on its use  
89 at the first of the year. She will be able to provide monthly updates to the Board in 2019. The  
90 following revisions were made to the budget at the request of the board: 1) It was proposed that  
91 the Sound Transit budget line be removed from the budget and that the line be substituted with  
92 "completed contract work" as the heading and that amount be recorded as \$300,000.00. 2) It was  
93 requested that the cost of payroll liability obligations on salary individuals should be noted in the  
94 budget and in the financials as carried in the reserve fund for clarity. 3) The board proposed  
95 exploring a limited 90-day forestry contract to support Reed's work in this area during the first  
96 quarter of the year. 4) It was noted that the board is comfortable internally shifting work among  
97 current employees and approves the internal advertisement of 3 positions.

98 The urban shorelines program coordinator and two farm planning positions may be advertised  
99 internally, and existing staff may apply to fulfil those positions if qualified. Reed reminded the  
100 board that the CREP program has funds in the 2019 budget that must be spent before July 2019  
101 or they will have to be returned to the Commission. This cannot be accomplished if the position  
102 is vacant. The Board asked about the timeline for advertising and onboarding a new hire.  
103 Covington stated that we typically float a position for 4 weeks and it then generally requires an  
104 additional 4-6 weeks to complete the interview and offer process.

105 It was agreed that the CREP coordinator position could be advertised and a decision can be made  
106 as to whether or not to move forward with interviewing candidates once the 2018 program year  
107 financials have been reviewed and approved and their impact on the 2019 budget has been  
108 factored in.

109 **Knutsen moved; Prinsen seconded passed unanimously a motion to approve the King**  
110 **Conservation District 2019 budget as revised by the board (4 ayes, 0 nays).**

111 Break was called for lunch, the meeting resumed at 7:18pm.

112 **New Business:**

113 WACD Conference Update – Reed/Mosby/Knutsen

114 Reed updated the Board on the WACD conference and the discussions that occurred there. Reed  
115 noted that the cohort was collaboratively engaged at this meeting. Reed noted that partnership  
116 building was an important concept of the entire conference. The diversity and scale of conservation  
117 district partnerships were also discussed.

118 Knutsen noted the quality of the speakers and the professionalism of the content. Orca conservation  
119 was also discussed and how this topic intersects with the work of conservation districts. It was  
120 noted that there were many new faces at the meeting this year and that it was one of the best in  
121 recent memory. The WACD 2019 and 2020 meeting will take place in Tacoma.

122 2019 Legislative Days Update – Reed/Grace/Covington

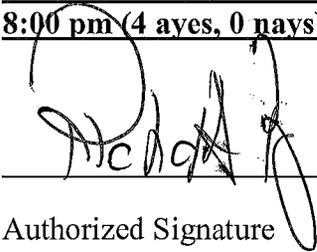
123 Legislative days participation is scaled back this year; and the board will be relied upon to carry  
124 out this work. KCD and the WACD will partner closely on the legislative agenda. There are two  
125 upcoming days (1/28 and 1/29) that legislators will be engaged. Covington distributed handouts  
126 from the WACD which show various program areas and the operational costs of running similar  
127 programs. Covington and Grace will be working with WACD's lobbyist to coordinate legislator  
128 engagement. King County has 10 new legislators and it will be important to bring them to a point  
129 where they understand the general work of conservation districts, and King CD in particular,  
130 before the legislative session begins. The Board will need to take a leadership role in this.  
131 Covington will obtain a list of new legislators and will circulate it to the Board so that they can  
132 choose who to contact. The materials that were prepared for the King County Council presentation

133 along with the Jurisdiction fact sheets will be adequate materials for these meetings. Grace and  
134 her team will put these packets together.

135 Covington noted that KCD will give a presentation to the King County Council on 1/15 and that  
136 there several other important dates in January. Covington will circulate a list of dates and key  
137 contacts for the board to review and provide comment on.

138 A note was made about how KCD can best engage with individuals who care about conservation  
139 but are not involved with conservation districts.

140 **Prinsen moved; Knutsen seconded passed unanimously a motion to adjourn the meeting at**  
141 **8:00 pm (4 ayes, 0 nays)**

142   
143 \_\_\_\_\_ Date 12/10/2018  
144 Authorized Signature

145 **Summary of Motions**

146 **Knutsen moved; Prinsen seconded passed unanimously a motion to approve the agenda (4**  
147 **ayes, 0 nays)**

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