

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

February 10, 2014

**Supervisors Present:** Bill Knutsen-Chair, Jeanette McKague-Vice Chair (by phone), Max Prinsen-Auditor, Kit Ledbetter, Interim Supervisor Dick Ryon

**Associate Supervisors Present:** None

**Staff Present:** Sara Hemphill, Michael Jones-clerk, Brandy Reed, Jessica Saavedra, Deirdre Grace, Rachel Konrady, Josh Monaghan

**Guests Present:** Bill Peloza, Eric Nelson, Carolyn Hojaboom, Mark Musick

Chairman Bill Knutsen called meeting to order at 6:05 pm.

Introductions were made and the agenda was reviewed

Jessica discussed a change to grant title to City of Auburn International Farmer's Market

**Ledbetter moved; Prinsen seconded passed unanimously a motion to approve agenda changes.(5 ayes, 0 nays)**

Consent Agenda

**Ledbetter moved; Prinsen seconded passed unanimously a motion to approve agenda changes.(5 ayes, 0 nays)**

Bill Knutsen asked to pull Normandy Park LIP application for discussion

**Ledbetter moved; Prinsen seconded passed unanimously a motion to approve revised consent agenda.(5 ayes, 0 nays)**

Bill Peloza discussed AIFM grant. He passed out pamphlet on the Auburn Farmer's Market.

Pulled Consent Agenda Items

Normandy Park LIP Application-do not wish to be added to newspaper list This is a marketing opportunity. Rachel stated this was likely an oversight.

**Prinsen moved; Knutsen seconded passed unanimously a motion to approve the consent agenda (5 ayes, 0 nays)**

Finance Report

Carolyn Hojaboom reviewed the finances for the month. There was a variance of \$394,542 between planned budget and actual balance for 2013. Max asked about previous balance in reserve account. It has increased from 1.1 million to 1.6 million.

Max asked about Areas of focus for 2014. Carolyn said we should look into accounting software and she is looking forward to working with new Bookkeeper. Discussion ensued about frequency of her visits to BOS meetings. They discussed that at least quarterly would be helpful. Comparative balance sheets were discussed as useful. Sara commented on the benefits of the 2 tier accounting system we are employing.

**Prinsen Moved; Ryon seconded passed unanimously a motion to approve year end financials(5 ayes, 0 nays)**

**Prinsen Moved; Ryon seconded passed unanimously a motion to approve check numbers 16020 through 16064 for a total of \$73,064.10, non payroll EFT's totaling \$14,470.14, and December payroll for \$130,286.67.(5 ayes, 0 nays)**

Discussion ensued on the need to transfer funds. It was decided that some needed to be moved.

Josh had comments and handouts on effects of the 2013 funds surpluses effect 2014 budget. At current standing we will not have to use reserve due to surplus from 2013. Some purchases planned for the 2014 budget can to be charged to 2013 budget. Max commented on how a good job was done by staff of adhering to the budget. Editorial changes to the budget have been completed and revised version was delivered to board.

Brandy conducted a review on how to read the balance sheet. Paid time leave covered in long term liabilities as paid time off liability. Under equity accounts return to rate payer is for return to rate payers under the terms of the lawsuit. The Restricted funds line refers to the MJ/WRIA restricted accounts. Committed net assets are programs where district has committed funding such as Opportunity fund, shared endeavor, etc., The contingency reserve is the operating reserve. The unrestricted fund balance is the money available to spend.

#### Unfinished Business

##### Outreach-Hemphill/Grace

Sara discussed the ED report. We were invited to present to the KC regional policy committee. They would like to be briefed on outcome and recommendations from Task Force. This will be conducted on 2/12/14 at 3pm. Focus is on building AC and setting up communications with cities. We are looking to create a list of projects to market to cities. The two main categories to be covered were Urban Forestry and Local Food Systems. Brandy is working on group for Urban Forestry and Eric Nelson working on marketing local food projects.

The Advisory Committee is coming together but not fully formed. Packets are being sent to confirmed members for 12/26/14 AC meeting. They want to keep housekeeping discussions to

60 minimum and move right into the meat of the work. The upcoming ILA negotiation is one area  
61 to be approached. Shawn & Linda will continue to work as facilitators. Deirdre discussed the  
62 importance of local food systems portion.

63 Deirdre and Josh discussed the city outreach portion of the discussion. We are working with  
64 Tukwila on some projects. The King County farmland steering committee is working hard to  
65 create a bond measure. We are working with them to learn and receive some ideas for marketing  
66 as well as provide our expertise on the preservation side of things. Growth and utilization of  
67 local food is the focus of the group. Farmers are concerned that they are not able to make enough  
68 money to support themselves. The decision being looked at is whether to subsidize the price gap  
69 to assist farmers or contracting cities to promise a percentage of expenditures to local food.  
70 Making farming economically viable is a focal point of KCD's purpose. Bill asked what the  
71 target would be. He discussed the questions of competition for usage of the land.

72 Eric Nelson is looking into programs to get cities/urban people into the local food program.  
73 Looking at cities with outstanding funds in their allocation accounts to work with in building  
74 programs such as a CSA Food box like what Pierce County currently does. Voucher programs  
75 could also be utilized similar to the "Fresh Bucks" program. He will also be looking at stock box  
76 programs. Tukwila and Renton are possible target cities for pilot programs. Eric is meeting with  
77 county reps to discuss use of their jurisdiction funding.

78 Brandy Reed discussed the Urban Forestry opportunities to be explored by the forestry  
79 committee. WSU Extension, King County, Seattle Parks and KCD along with other groups met  
80 to discuss forestry initiatives. Three areas of focus were identified. Forest health management  
81 services in urban areas are important to be considered. Forest health management services in  
82 suburban & rural with plots that are smaller than 5 acres areas represent a critical unsupported  
83 area. A lack of understanding & awareness of regulations, codes & best practices appears to be  
84 widespread across local utilities & agencies. Max asked about goals for forestry area. Brandy  
85 responded water quality, air quality and habitat are all areas affected. Deirdre commented on  
86 King County's focus on green infrastructure.

87 Sara discussed our plan to begin conservations with cities. She said the reception has thus far  
88 been very positive. The Seattle grant program is moving forward in a very positive direction.  
89 The AC is going to be a challenge bringing new members up to speed while moving forward.

90 Sara reminded board of upcoming events including annual meeting on 2/24/14, AC meeting on  
91 2/26 and presentation to KC on 2/12.

92 Deirdre Grace discussed recent events including WSCC Tour and leg days. They met with 38  
93 legislators. She passed around copies of the materials given to legislators.

94 Office Space Update-Ledbetter/Souza

Kit discussed that we will be looking at 3 sites March. Our lease expires in June. Sara talked potential improvements involved with staying here and negotiations regarding that.

Strategic Plan-Hemphill Knutsen

Sara stated that the strategic plan is due to the state by the end of May. Need a draft for Advisory Committee by 2<sup>nd</sup> meeting in April. They may need 2<sup>nd</sup> board meeting in March to get this completed.

Election-Souza

Sara discussed that 11 libraries will be used for elections. Notebook is being put together this week for libraries. Bill suggested that we utilize contact networks to get more widespread outreach for election. In meeting with Frank Chopp it was mentioned that we could do our election with the primary.

Annual Meeting-Souza

The Annual meeting is on 2/24/2014 at the SeaTac Double Tree. Carol Smith may come to do a

Bill discussed that Lake Marcel group has filed a complaint with the county. (unbundsmen office). GSC recommended that \$3800 be deducted from award and donate 5 trees. Brandy discussed King County's take on the budget and GSC committees determination that they go back to King county with revised budget proposal.

**Prinsen moved; Ledbetter seconded Passed Unanimously a motion to follow GSC subcommittee proposal to request that King County reduce the grant request by \$3800.(5 ayes, 0 nays)**

Bill has been asked to suggest someone to represent KCD at WRIA 9. Bill proposed making Joan McGilton an Associate Supervisor and representing KCD in this.

**Prinsen moved; Ledbetter seconded Passed Unanimously a motion to adjourn the meeting.(5 ayes, 0 nays)**

Knutsen adjourned the meeting at 9:10 pm

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Authorized Signature

\_\_\_\_\_  
Date

124 Summary of Motions

125 Ledbetter moved; Prinsen seconded Passed Unanimously a motion to approve agenda  
126 changes.(5 ayes, 0 nays)

127 Ledbetter moved; Prinsen seconded Passed Unanimously a motion to approve agenda  
128 changes.(5 ayes, 0 nays)

129 Ledbetter moved; Prinsen seconded Passed Unanimously a motion to approve revised  
130 consent agenda.(5 ayes, 0 nays)

131 Prinsen moved; Knutsen seconded Passed Unanimously a motion to approve consent  
132 agenda excepting pulled items .(5 ayes, 0 nays)

133 Prinsen moved; Ryon seconded Passed Unanimously a motion to approve year end  
134 financials.(5 ayes, 0 nays)

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136 16020 through 16064 for a total of \$73,064.10, non payroll EFT's totaling \$14,470.14, and  
137 December payroll for \$130,286.67.(5 ayes, 0 nays)

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139 subcommittee proposal to request that King County reduce the grant request by \$3800.(5  
140 ayes, 0 nays)

141 Prinsen moved; Ledbetter seconded Passed Unanimously a motion to adjourn the  
142 meeting.(5 ayes, 0 nays)

143 There being no more business before the board, the meeting was adjourned at       pm.

