

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

March 9, 2015

1 **Supervisors Present:** Bill Knutsen-Chair, Dick Ryon-Vice Chair, Auditor Max Prinsen, Jason
2 Salvo at 5:10 pm, Kit Ledbetter at 5:15 pm

3 **Associate Supervisors Present:** None- Jim Haack- honorary

4 **Staff Present:** Sara Hemphill, Rachel Konrady – Clerk, Brandy Reed, Dierdre Grace, Jessica
5 Saavedra, Carolyn Hojaboom- contractor, Ken Pritchard- contractor, Josh Monaghan

6 **Guests Present:** Eric Nelson, Jim Haack, Shirley Bishop, Bruce Lachney, Clare Flannagan-
7 NRCS, Mark Sollitto

8 Chairman Bill Knutsen called meeting to order at 5:00 pm.

9 Introductions were made and the agenda was reviewed.

10 **Prinson moved; Ryon seconded Passed unanimously a motion to remove AI 15-018 from the**
11 **Consent Agenda and to add 6 items to the agenda (3 ayes, 0 nays)**

12 **Josh Monaghan- Regional Food – New Business**

13 **Report from Burien**

14 **Report from AFT- Brandy and Eric**

15 **Report from Grant Program- Prichard**

16 **Snoqualmie Valley Preservation Alliance**

17 **Prinsen moved; Ryon seconded passed unanimously a motion to approve the consent agenda**
18 **(3 ayes, 0 nays)**

19 **Public Comment:**

20 Clare Flanagan- NRCS is working on RCPP grant agreement likely on the Neuwakum Creek.
21 Progress will continue.

22 **Finance:**

23 **Prinsen moved; Ryon seconded Passed unanimously a motion to approve check numbers**
24 **16993 through 17075 for a total of \$262,502.24 non payroll EFT's totaling \$508,416.38 and**
25 **February payroll for \$116,548.33 (3 ayes, 0 nays)**

26 Comment: Unsure how these checks align with budget

27 Finance and Budget Report-

28 Hojaboom provided Burn Rate Report. The total spent was about \$63,000 over the expected
29 expenses, contractors and capital outlay where in excess of excepted expenses, these were
30 discussed last year as costs were incurred. Second report provided is a Net Asset Roll-forward.
31 Carloyn explained each report in detail. Moving forward we are working on using consistent
32 terminology. Unrestricted = can use now. Contingency = designated for cushion or emergency use.
33 Restricted to return to rate Payers = use for legal settlement. Restricted for Member jurisdictions
34 = for MJ grants, is restricted, may not be awarded. Restricted for committed net assets
35 (encumbered) = OPP Fund grants or cost-share (OPP Fund and LIP). Lower portion, to show where
36 the funds exist have funds to cover liabilities and contingencies. Prinsen helped clarify that report
37 especially on contingencies and liability. Haack – How liquid is the investment pool? –Hojaboom-
38 quite liquid. Bonds are not as liquid and were invested in last year- Prinsen- example: bonds would
39 not be created from the lawsuit restricted funds. Haack- No capital assets? Hojaboom- cash basis,
40 no depreciation, it is cash out the door. Hemphill- we use state investment pool, considered very
41 conservative. Prinsen- When will we get a current burn rate table? Hojaboom- the goal is the next
42 board meeting. New software has created continual issues in keeping up with reporting, lots of
43 staff time to get up to speed on new software.

44 Presentations:

45 501 Commons: 5:33 pm

46 Shirley Bishop and Bruce Lachney from 501 Commons. Bruce does consulting work, strategic
47 planning and organizational modeling and is a small farmer in Pierce County, worked with WRIA
48 group. 501 Commons provides services for Non-profits and governments with regards to
49 organizational change. Can either plan or let happen organically. Organizational Planning- Will
50 look at current model and see if the current model is the most efficient? Do we have the right
51 experts? Compensation issues, legal issues? Strategic planning is the second phase. What is the
52 goal of KCD? Where do we see ourselves in 5 years? Bruce will help with modeling and strategic
53 planning. Shirley Bishop is consultant, history has worked with non- and for profit companies in
54 management services. Board governance is her expertise! Prinsen asked has either has worked
55 with CD, neither has. Hemphill commented that she is grateful for the guidance at this time, thanks
56 to Bill for asking for these contractors. She commented that KCD has not been able to create a
57 Board Policy Manual as of yet and looks forward to creating a policy that is congruent with WSCC
58 guidance, but fits well with KCD and our future. Knutson commented that Bruce and Shirley will
59 be facilitating the upcoming Board Retreat.

60 Break was called at 6:24 pm and resumed 6:34 pm

61 New Business

62 AI 15-021 LIP Policy: Adoption of Practice Maximums

63 **Prinsen moved; Ryon seconded passed unanimously a motion to approve AI 15-021 LIP**
64 **Policy: Adoption of Practice Maximums. (4 ayes, 0 nays)**

65 **Report on Regional Food Program- Monaghan and Nelson:**

66 Monaghan provided report on status of Regional Food Program, simply for information.
67 Monaghan provided second report with program implementation specifics. In March it will be
68 introduced, then will be brought to AC, then brought back to board in April revised, then back to
69 AC, and finally brought to BOS in May as final version. Monaghan reviews the document in detail,
70 Grant Selection Criteria, Background, Program Development, and Early Action Projects. Early
71 action projects are an opportunity lost if waited, likely based on seasonality. Ryon asked if all
72 projects must score in every category. Discussion around categories of selection criteria, eight
73 primary questions that will be asked of the AC. The next two reports focus on the 2 questions
74 around this program that will be brought to AC. Final document provided looks at KCD Board of
75 Supervisors Additional Policy Questions, left with Board for review.

76 **Burien Greenhouse Report- Solletto:**

77 Many staff members visited an eight acre site in Burien that contains many greenhouses and is an
78 active nursery with flowers and vegetable starts production. Ask of the Board: could KCD support
79 the transition of ownership of this land supporting the land use of agriculture by applying for
80 funding through the Park Expansion Levy? Property is currently paved and not considered
81 farmland. Cannot access Conservation Futures Funding. Parks Levy funding could be a possibility.
82 Could KCD co-sponsor with the City of Burien a proposal for the Park Levy funding? City of
83 Burien has yet to agree to proposal. KCD would provide funding to Solletto to develop funding
84 proposal: \$3,000. Discussed: current uses on property, does this fit in with KCD's goals?

85 **Prinsen moved; Salvo seconded Passed unanimously a motion AI 15-022 to provide \$3,000**
86 **used to partner in the grant application process for Burien property. (4 ayes, 0 nays)**

87 **Report on American Farmland Trust- Newaukum Creek Early Action Project:**

88 Reed provided overview about recently awarded 5 year grant through Precision Conservation to
89 the WSCC from NRCS. Goal is to monitor results of conservation actions taken in conjunction
90 with support from CDs and NRCS. Newaukum Creek was one of the early action areas identified.
91 A new relationship and partnership with AFT has begun around this grant. Helps achieve goals of
92 targeted sub-basin approach outlined in Implementation Plan- will achieve critical mass around
93 outreach through Pussy Foot Creek in the Enumclaw Plateau. Report provided with summary
94 overview.

95 **Grants Program Report- Pritchard**

96 Provided two documents: Overview of Jurisdiction Grant Program and Packet of Awarded
97 Jurisdiction Funds. Pritchard did an inventory of the Member Jurisdiction Grant Program.
98 Information began to be gathered in significant quantities in 2003. An increase in grant fund

99 requests happened in 2007. Larger jurisdictions have applied more often and more consistently. It
100 was a difficult project to compile data, used multiple sources. Prinsen recommended measuring
101 other variables such as social equity, etc. in future reports.

102 Snoqualmie Valley Preservation Alliance Report- Hemphill, Pritchard, Haack

103 SVPA are looking to create a watershed improvement district in the Snoqualmie Valley. This
104 would allow them to become a jurisdiction. Their goal is to deal with water rights for land owners
105 in their future jurisdiction. There is strong local political movement behind this. KCD would
106 become the applicant for a DOE Grant as SVPA are not currently eligible. Grants are due in March.
107 Grant would help establish a water bank and help with water storage and flood storage research.
108 Pritchard is advising against KCD becoming 'agent' for other agencies unless some sort of
109 compensation is allotted for staff time used to administer grants. KCD would be financially
110 responsible for the grant. Knutsen requests a budget for staff time involvement. Pritchard will
111 provide a 1 page document detailing KCD involvement.

112 Consensus reached on need for further information gathering. Telephone vote will be taken after
113 further information is provided.

114 **Unfinished Business:**

115 Executive Director Report Legislature - Hemphill

116 KCD will be in Olympia for two days. We are supporting legislation to support the full operating
117 budget for the WSCC. WACD staff asked that we allow Sarah to campaign on behalf of WACD.
118 March 24th & 25th. Lawsuit is settled.

119 Outreach Comprehensive Report / AC Report- Hemphill

120 Grace provided Community Engagement Report. Outreach has spent lots of time with AC and
121 Program Development. KCD attended NW Flower and Garden Show. Soil samples have
122 dramatically increased!! Native Plant Sale was a great success. Walk-up sales sold out quickly.
123 Voting period is still open for Board of Supervisors position, lots of effort taken to market election,
124 will see if it results in increased voting.

125 Board Retreat- Knutson.

126 Retreat information has been provided to supervisors.

127 NOTE: Any staff member bringing materials to BOS Meeting MUST provide 15-20 copies

128 Executive Session began at 9:21 will commence for 20 minutes; 5 additional minutes requested at
129 9:41; 3 additional minutes at 9:46; meeting closed at 9:49.

130 Members in attendance in executive session:

131 Bill Knutsen, Dick Ryon, Jason Salvo, Max Prinsen, Jim Haack, and Wallace Wilkins- Consultant

132 Prinsen moved; Salvo seconded Passed unanimously a motion adjourn meeting. (4 ayes, 0
133 nays)

134

135 There being no more business before the board, the meeting was adjourned at 9:50 pm

136

137 William M. Knutsen 4-13 2015

138 Authorized Signature

Date

139

140 Summary of Motions)

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