

# KING CONSERVATION DISTRICT

## Board of Supervisors

### Meeting Minutes

October 10, 2016

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

3 **Associate Supervisors Present:** None

4 **Guests Present:** Shawn Bunney, Walter Bonomi, Monty Edwards, Nancy Tosta, Shanna Joy, Bea  
5 Covington

6 **Staff Present:** Ava Souza, Brandy Reed, Josh Monaghan, Deirdre Grace, Emily Carlson, Ben Axt,  
7 Paul Borne, Mary Embleton, Jessica Saavedra

8 **Preliminary Matters:**

9 Chairman Dick Ryon called the meeting to order at 5:00 pm.

10 Ryon introduced Mosby, who was appointed by the WSCC to the position of Board Supervisor,  
11 vacated by Salvo. Mosby is an active farmer of organic food and row crops in Auburn. He sells  
12 crop to many major vegetable retailers in the area and participates in a CSA box program. Mosby  
13 commented on the challenges facing local farmers, especially concerning climate change and the  
14 financial stresses that these uncertainties place on farmers. His previous experience includes the  
15 Sumner City Council, Washington Rhubarb Growers Association, and the King County  
16 Agriculture Commission. Mosby is excited to bring experience and expertise to KCD over his  
17 term. He was welcomed by the board.

18 Ryon added two items to new business; AI 16-084 and AI 16-085. The agenda was updated to  
19 reflect these items.

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

22 **New Business 1 of 3:**

23 Ryon introduced Nancy Tosta, who has been a long time participant in the KCD Advisory  
24 Committee and Burien City Council. Tosta needed to attend a special city council meeting and  
25 will be leaving early. Ryon welcomed her and commended her for her experience in  
26 environmentalism.

27 Nancy Tosta thanked the board for accommodating her schedule and considering her as an  
28 Associate Member. She has educational experience in soil science, work experience with the  
29 California Department of Forestry, Department of Interior, and as a private consultant for federal  
30 agencies. In our community, she is a passionate advocate for changes in our food system. She has

31 familiarity with evaluating agencies and projects, including focuses on rural economic  
32 development.

33 Ryon asked Tosta for her opinion on what KCD should do to raise our profile in the urban  
34 community. Tosta recounted her success with CSA programs and indicated that this can create  
35 demand in the community for local and healthy food. One potential area of improvement is that  
36 Tosta would like to see KCD as an active participant in the Sound City Association to help touch  
37 urban populations.

38 Prinsen asked how we could increase communication among our partners and our grant recipients.  
39 Tosta responded that there is an entrepreneurial flavor to the Pacific Northwest that focuses on  
40 creating silos of information; additionally, people are reluctant to speak up and create conflict.  
41 Addressing problems on a systems-level can help get at the root of this problem.

42 Haack asked where Tosta sees KCD's biggest opportunity for growth. Tosta responded that she  
43 would consider it more thoroughly and have a conversation about it in the upcoming weeks.  
44 Knutsen thanked Tosta, for her time before the Board meeting ended.

45 **Prinsen moved; Knutsen seconded passed unanimously a motion to vote Nancy Tosta as**  
46 **Associate Supervisor (5 ayes, 0 nays)**

47 **Consent Agenda:**

48 Ryon read through the consent agenda items. Saavedra read all of the member jurisdiction grants  
49 (totaling \$790,000 in grants) aloud to the board for approval. Knutsen asked to pull AI 16-074  
50 from the consent agenda for further review.

51 **Prinsen moved, Knutsen seconded passed unanimously a motion to approve the consent**  
52 **agenda as revised, excluding AI 16-074 (5 ayes, 0 nays)**

53 **Public Comment:**

54 None.

55 **Pulled Consent Agenda Items: AI 16-074**

56 Knutsen commented that he didn't have time to read the packet and asked Saavedra for more  
57 details on AI 16-074.

58 Saavedra reported that the grant funds are from a mobile farm stand who asked for funds to hold  
59 workshops during the winter season for farm stand attendees. The goal is to raise awareness of the  
60 local food system, King County producers and practices. The workshops will also help gardeners  
61 understand how to grow food in their back yard, better understand nutrition, environmental  
62 practices, and sustainability. They serve five communities in Seattle, distributing food in those  
63 areas. Their partners have asked for something in the off season to continue learning. The  
64 workshops will be free. This will keep the community engaged with the local food producers, even

when it's not the season to harvest and sell food. Part of the grant will go to staff payroll and contracted educational services to implement the workshop. Knutsen asked if this project addresses food deserts. Saavedra indicated that this organization is operating in underserved areas with diverse populations who don't always have access to fresh food, however the grant funds only workshops.

Mosby remarked that there is a struggle to connect school communities with local food because of the timing of the growing season.

Knutsen withdrew his motion, and AI 16-074 did not get approved.

Saavedra asked for clarification on this decision and Knutsen replied that he did not see any indication that the organization requesting funds is qualified to conduct workshops and did not understand the benefits of this project. Additionally, they do not identify specific delivery to the food system. Prinsen suggested that Saavedra and the grant applicants could return with more information and have it reconsidered at a future board meeting.

**Presentations: None**

**New Business 2 of 3**

AI 16-083 / HR Update & Contract Approval – Souza/Board

Souza gave a report to the board about a confidential contract to hire an Executive Director, (in front of them). Prinsen asked a question about Item 7G – because it does not indicate whether the item described in this line could or should be returned to the district. Prinsen indicated that as written in the contract, the item in question seems like a benefit, but it needs to be clear that it should be returned to the district if requested. Knutson indicated that in the numbered list of the contract, number two should refer to the community and indicate the importance of developing a working relationship within the non-environmental community. Souza stated she will make the adjustments, including revising the order of the items on the contract. She reported that the numbers in the contract were not meant to prioritize, just to itemize.

**Knutsen moved; Prinsen seconded AI 16-083 / to move forward with the hiring of an Executive Director for King Conservation District, as revised, and is approved ( 5 ayes, 0 nays) resulting in the employment of Bea Covington**

Covington was then introduced and welcomed by the board. Covington has lived in Seattle for five years. She is an agricultural economics and natural resource management. Her family is involved in farming many crops. She has passion for food systems and farmers. She communicated that she is excited to be joining the team and will be starting immediately. Knutsen invited her to the Focus on Farming Conference taking place this November 3<sup>rd</sup> to see some local farmers and listen to the educational and entertaining speakers featured at this conference. Ryon opened up the floor to questions from staff, who welcomed her. Embleton invited her to an event on October 22<sup>nd</sup> at 21 Acres.

Ryon introduced Bob Schroder, who had just arrived, from the WACD. Schroder comes to WACD from the Liquor and Cannabis Board of Washington and he has experience as an attorney in Chehalis, WA. Currently, he is working on a legislative package. Schroder remarked that Shanna Joy has been supportive and helpful to Schroder as he transitions into this role. Schroder indicated that in the WACD is asking for more than simply maintenance funding from the governor this year, even though the governor is requesting reduction in spending from many agencies. Schroder will be at the annual conference in Eastern Washington focused on building common ground including tribal partnerships. The Commission wants to build on the tribal relationships with the cities and other conservation organizations. He invited the board to join the conference. Schroder also noted that he works for the King Conservation District – the staff and board. He opened up a line of communication and encouraged everyone to bring him questions and comments.

Mark Musick requested photos with the new members of KCD.

**Chairman Comments:**

Ryon reported that Mason Conservation District is petitioning to join the north west area because they believe their constituents are aligned with the common concerns and needs of that area. Mason CD will need to leave the south west area and join the north west area. The Washington Conservation Commission will need to recognize and approve this transition. This is unprecedented and the Commission will need to change by-laws in order to facilitate this transition. Reed indicated that the Puget Sound Caucus is amendable to Mason CD joining the north west region. Although closely geographically located to Mason, Thurston CD is not interested in leaving the south west area at this point. Knutson asked if Mason CD will be applying to the WACD. Schroder indicated that Mason CD has not asked to leave the south west area yet. Prinsen inquired about past relationships with Mason CD that have been challenging. Schroder is interested in moving forward, learning from any disagreements, and invested in avoiding focusing on the past. Instead, he is interested in looking for areas of attraction; it would be great to see Mason CD become a dues-paying member of the WACD. Reed added that the Puget Sound Caucus has been working hard to articulate regional priorities and Mason CD is a part of this effort. Perhaps due to the sustained communication and cooperation between Mason and the other Puget Sound Caucus members, the transition to joining the north-west region makes logical sense.

Ryon went on to say that the board tightened up to support KCD after the Executive Director's contract ended. Collaboration and shared responsibilities are the most important to success. KCD staff and board are excited to have Covington join the team, and Ryon indicated pride in KCD staff and the efforts that they've made without an Executive Director.

Knutsen read aloud a FFFP letter (summarized in previous board meetings) to remind the group of the hard work and dedication of the staff at KCD.

**Finance:**

Finance Sub-Committee Update – Souza

Souza updated the board on current finance issues. The senior management team had discussed the budget with some board members prior to the meeting. At the November board meeting, Souza will give a full budget debrief and full five year plan. This month, there are no anomalies in the monthly reports and nothing is out of order. Souza made the changes suggested at the last meeting – moving encumbered funds out of the budget because those dollars are already promised elsewhere. Prinsen elaborated that this provides more clarity when planning with unencumbered funds. This is a category change and will not affect the balance, but provides a better snapshot on how KCD is running. Predictive analysis in the past was extremely time consuming and involved many hours of staff time. This change streamlines the monthly financial report and reduces the staff time needed to create it. Souza indicated that more changes will be made as this moves forward and that KCD is in the process of implementing fully MIP. Haack commented that costs would be categorized differently. Reed showed an example of the changes on page 8 of the finance report. In this example, the sponsorship and awards column shows how much money has been spent on cost share awards for the Landowner Incentive Program. This is slightly misleading. If checks are hitting the books in different years than the money was committed, it can make financial planning confusing and time consuming. The changes made here will make it easier to identify budget needs. Prinsen elaborated that the money is committed in different years than it is collected, and so we should remove this and simplify the information.

AI 16-076 – Souza

**Prinsen moved; Knutsen seconded passed unanimously a motion to approve AI 16-076 check numbers 18771 through 18836 for a total of \$290,171.57 non-payroll EFT's totaling \$29,034.47 Bank Fees of \$33.00 and Sept 2016 payroll for \$137,127.35 (5 ayes, 0 nays)**

Souza requested to speak about another financial matter. The board conceded Souza elaborated that KCD requested the insurance company Enduris for a payment plan so that these costs could be included in the 2017 budget. Enduris agreed to receive payment next year. KCD will pay \$35,000 in six payments starting in January of 2017.

**Knuteson moved; Prinsen seconded passed Enduris Update AI 16-82 (5 ayes, 0 nays)**

**New Business 3 of 3**

AI 16-077 Snoqualmie Drainage Maintenance Contract Completion- & AG Drain Update Axt

Axt introduced himself and reported on the whole year. Three projects are up for approval – drainage ditches at Goose & Gander Farm and Dolder Farm; a bridge project in Cherry Valley. However, the Cherry Valley bridge project was not completed this year. During these drainage improvement projects, contractors dredged old ditches, removed invasive plants, and planted native trees and shrubs. Mosby inquired about the size of the vegetation, as this can be a concern for keeping ditches clear. Axt responded that the landowners can choose their shrubs and trees to provide shade. This reduces maintenance because it shades out the reed canary grass. Mosby recalled a previous work site that had trees planted and had grown over in two years. Axt acknowledged that this is a challenge and that we need to plan for coppicing every five

years. This mowing will keep the stem size of the plants down to make management easier while providing shade benefits.

Axt showed numerous before and after photos of projects improved with KCD funds and resources. Knutsen asked about potentials for planting natives on slopes with erosion concerns. Axt affirmed this use of native plants and indicated that natives are left where possible during project construction. Axt will communicate with King County Department of Roads about this topic and see if they are interested in maintaining plantings on slopes since this is similar to their regular practices. It does not fit into KCD programs because the width of the planting would not meet requirements for buffer widths.

Overall, the final cost was \$22219.56 after tax and the program was able to return 11 acres to production, improve 10 acres for production, and dredge 2000 feet of ditch. DNR excavating was the contractor for this project. Axt recommended that the contract be approved since the contractor fulfilled his work.

Axt commented that KCD holds 50% of the contract funds until the contractor is approved. This money is retained for claims of employees and taxing bodies. The contractor completed the work to KCD's specifications. If the drainage was inadequate, it's not because of the contractor.

Haack inquired about increasing the projects for next year. Axt indicated that more staff and resources would be needed. Next year, Axt hopes to do twice as much work. This will be mainly through small projects that are added to current ADAP programs. Monghan remarked that Axt is a relatively new employee and will continue to improve this program over time. Axt indicated that projects can be bundled for contractors, even though all projects must be pre-approved and have their specifications outlined before work can begin. Axt remarked that there are 60 people on our waiting list.

**Knutsen moved; Prinsen seconded AI 16-077 approval of Snoqualmie Drainage Maintenance Contract Completion (5 ayes, 0 nays)**

**AI 16-078 Snoqualmie Fish Farm and Flood Agreement - Monaghan**

Monaghan reviewed previous work on the Fish Farm and Flood Agreement. Monaghan asked the board recommended that Monaghan sign the agreement on behalf of KCD. Monaghan indicated that if the agreement is signed KCD must uphold their promises in the project. Haack spoke of the deep skepticism from the rural community and the importance of holding ourselves accountable for the work that has been promised. Monaghan remarked that the FFFA has brought people together to communicate and collaborate. Prinsen asked if there was an opportunity to tie this in with water storage. Haack indicated that this is an area of interest because water storage is predicted to become more difficult. Now that water storage is a concern, resistance to the idea of dams might be changing. Prinsen indicated that water storage takes land out of production. Haack referenced the Tokel Creek site, a super-fund site which is a large pond near a river. Knutsen indicated that historic WIRA agreements work on public land first and only work with private landowners as a last resort. Most meaningful land has been developed for habitat purposes. Further uses of public land should address other issues that advance salmon recovery. Knutsen commended Monaghan for his work on the agreement.

**Knutsen moved; Haack seconded AI 16-078 approval of Snoqualmie Fish Farm and Flood Agreement for Monaghan to sign on behalf of KCD (5 ayes, 0 nays)**

215 AI 16-079 KCD Regional Food System Grant Program Award - Embleton

216 Embleton introduced KCD's grant process that provided the board with these recommendations from the  
217 advisory committee. She indicated that there is a change to the Forterra item; the grant request they  
218 submitted funds a community garden and other activities. The issue is that if their garden is unsuccessful,  
219 then Forterra will not have the resources that they need to achieve their other activities. To remedy this, the  
220 Advisory Committee recommended adding in the \$7000 to support the first half of the project.

221 The program was highly competitive. Eleven requests are funded totaling \$746,475. Prinsen asked for a  
222 map of the project sites. Embleton indicated that this map (of 2015 and 2016 projects) already exists and  
223 that the geographic distribution of projects is considered by the working group. Prinsen asked if it is better  
224 to scatter or group projects across the county. Embleton indicated both can be desirable. The projects focus  
225 on core ideas that keep the selected projects consistent with the mission of KCD. Prinsen asked if the  
226 projects were divided by skill set, because it would be a good use of resources to connect previously  
227 successful project coordinators with applicants looking for those specific skills. Embleton indicated that  
228 KCD does refer grant applicants to resources which may provide what they require. By connecting  
229 applicants with resources in our network, we build awareness that helps the community grow. Ryon  
230 indicated that KCD will gain credibility through this process and these sorts of activities will help suburban  
231 and urban partners understand that they are gaining a great resource by working with KCD. Knutsen  
232 inquired about the long-term aspect of these projects; some of these require sustainability of funding.  
233 Embleton responded that she will reach out to stakeholders and board to ask if our role is to be sustainable  
234 funding or if KCD should put a limit on the number of times someone can apply for grants. Knutsen  
235 indicated that we need to provide counseling that will help projects fund themselves after KCD funds are  
236 spent. Prinsen indicated that we need to consider the viability of projects in the long-term; trends in the  
237 grant community are moving to larger funds. Embleton indicated that sustainability of funding is something  
238 that we consider and that this can be expanded when considering future projects.

239 **Knutsen moved; Prinsen seconded AI 16-079 approval of KCD Regional Food System Grant**  
240 **Program Award as revised (5 ayes, 0 nays)**

241 **Ryon called for a break at 7:16 with the meeting to resume at 7:42pm.**

242 AI 16-080 Cultural Resources Unanticipated Discovery Plan (UDP) for KCD as requested by  
243 WSCC - Borne

244 Borne asked the board to approve an unanticipated cultural resource discovery plan (UDP). UDP  
245 is standard practice for most state agencies. The Conservation Commission recommended that  
246 each district adopt a UDP. This project has minimal fiscal impact and requires only staff time to  
247 convey the plan to the landowner. Funding would come from the contractor, rather than KCD, to  
248 pay for the UDP. Prinsen inquired if the contractor is responsible for fulfilling the UDP. He  
249 suggested legal contracts between KCD and future contractors should make contractors aware of  
250 this. Reed indicated KCD contracts are with landowners, not contractors, so this is not required. If  
251 the literature review produces potential problems, then KCD will complete a field survey. Borne  
252 indicated that CREP wants the UDP wording in the plan, even if no cultural resources are  
253 discovered in a literature review. Borne referenced DOT and DOE practices when making this  
254 plan. This is a policy statement and it is the actual document to be included in their plan.

**Prinsen moved; Mosby seconded AI 16-080 approval of Cultural Resources Unanticipated Discovery Plan (UDP) for KCD as requested by WSCC (5 ayes, 0 nays)**

**AI 16-081 Update and Motion to move forward with Election Resolution - Souza**

Souza reported that open position #2 (Dick Ryon) is up this year in May 2017. Souza requested to return to the board at the November meeting with the date and time of this election. She would also like to move forward with John Bodin, contractor from Election Trust, regarding an electronic election. It is less costly to have an electronic voting portal, which costs between \$25,000 – \$27,000. KCD may not hold an election if Ryon will be incumbent. Haack recounted his experience with elections as being straight forward. If more than one individual runs, then the process is more complicated. It is expected that there will be more interest in this position than in previous years. The rules for the election come from WA state legislature and are commented on by the WSCC. Ryon remarked that he is confused regarding the lack of write-in option for elections with only one candidate. Prinsen indicated that is due to the high cost burden on small conservation districts dealing with write-ins. Ryon sees this as an opportunity to show transparency in the election process. Joy commented that the commission has the authority to run the election. They have the authority to change the rules, not the legislature. Feedback can be provided on this topic to the commission at any time. However, if the change is made, then it would apply to all districts. Ryon indicated that constituents have complained that district elections are not transparent enough. He feels strongly that people should have the opportunity to write in names. Ryon indicated that it makes sense to let people write names of their desired candidates.

**Haack moved; Knutsen seconded AI 16-081 approval of Update and Motion to move forward with Election Resolution at the November board meeting (5 ayes, 0 nays)**

**AI 16-084 KCD Urban Forest Health Management Projects - Reed**

Reed began her report by explaining that KCD has a process to identify and select projects for the Urban Forestry program. The working group advanced projects to be presented to the board. Three collaborative projects are up for approval that partner with cities in KCD's jurisdiction. 1) City of Redmond – this project facilitates the stewardship of neighborhood management of natural areas. Redmond will work with homeowner's associates to develop stewardship of nearby green spaces. The community will select a forest steward to train and lead the group. If successful, this project will be expanded into their Green Redmond program. 2) City of Seattle – this program expands green partnerships on public lands into private properties. This is an opportunity to work with landowners who can work with the city to control weeds and plant natives. The housing authorities connected to the parks will be trained to adopt areas and integrate stewardship into land management practices. This project will have an outreach component which explains backyard tactics for stewardship. The program will include tours of demonstration projects. Haack asked if there is an inventory of potential sites for this program. Reed responded that there were many sites suggested but three were selected from Redmond, two from Seattle. The focus right now is how to engage the nearby landowners. Seattle will integrate the result into their permanent programs. Ryon voiced concern over the longevity of these projects, since past projects have been abandoned when landowners sell their properties. Reed indicated that this project is different because it provides training to a specially selected individual who is willing to volunteer and serve within their community. The forest steward would be a motivated individual, empowered to change the community's relationship to the green space. Prinsen indicated that through this process, these activities will become habit and commended the green cities for their consistency

in maintaining good projects. 3) Technical assistance for the cities of Clyde Hill, Yarrow Point, and Hunts Point to get tree canopy assessments. The partnership of three cities allows them to engage contractors collectively. This brings KCD up to 10 active urban forestry projects. Prinsen asked Reed to check with Saavedra about past projects that seem similar to item#3.

**Prinsen moved; Haack seconded AI 16-084 KCD Urban Forest Health Management Projects (5 ayes, 0 nays)**

**AI 16-085 Totem Lake Right of Entry Agreement - Reed**

Reed updated the board on the Totem Lake project. KCD is the owner and is actively managing the property for recreation and long-term stewardship. Kirkland would like to put in a pedestrian over-pass through the park. The request shows where the foot traffic would cross NE 24<sup>th</sup> St/124<sup>th</sup> Ave NE and Totem Lake Blvd. Kirkland has asked to assess Totem Lake property for the location of pillars for the foot-trail. This requires them to access the property. Ryon indicated that this is a good gesture to make and is in favor.

**Knutsen moved; Haack seconded AI 16-085 Totem Lake Right of Entry Agreement (5 ayes, 0 nays)**

**Totem Lake Land Transfer – Executive Session**

At 8:23pm Ryon declared Executive Session for thirty minutes to discuss a real estate property issue. At 8:53pm the Executive Session was extended for 35 more minutes for an end time of 9:30pm. No announcements were made.

**Knutsen moved; Haack seconded passed unanimously a motion to adjourn the meeting at 9:16pm (5 ayes, 0 nays)**



11/14/2016

Authorized Signature

Date

**Summary of Motions**

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

**Prinsen moved; Knutsen seconded passed unanimously a motion to vote Nancy Tosta as Associate Supervisor (5 ayes, 0 nays)**

**Prinsen moved, Knutsen seconded passed unanimously a motion to approve the consent agenda as revised, excluding AI 16-074 (5 ayes, 0 nays)**

- 328 Knutsen moved; Prinsen seconded AI 16-083 / HR Update and contract, as revised, is  
329 approved ( 5 ayes, 0 nays) resulting in the employment of Bea Covington
- 330 Prinsen moved; Knutsen seconded passed unanimously a motion to approve AI 16-076 check  
331 numbers 18771 through 18836 for a total of \$290,171.57 non-payroll EFT's totaling  
332 \$29,034.47 Bank Fees of \$33.00 and Sept 2016 payroll for \$137,127.35 (5 ayes, 0 nays)
- 333 Knuteson moved; Prinsen seconded passed Enduris Update AI 16-082 (5 ayes, 0 nays)
- 334 Knutsen moved; Prinsen seconded AI 16-077 approval of Snoqualmie Drainage Maintenance  
335 Contract Completion (5 ayes, 0 nays)
- 336 Knutsen moved; Haack seconded AI 16-078 approval of Snoqualmie Fish Farm and Flood  
337 Agreement for Monghan to sign on behalf of KCD (5 ayes, 0 nays)
- 338 Knutsen moved; Prinsen seconded AI 16-079 approval of KCD Regional Food System Grant  
339 Program Award as revised (5 ayes, 0 nays)
- 340 Prinsen moved; Mosby seconded AI 16-080 approval of Cultural Resources Unanticipated  
341 Discovery Plan (UDP) for KCD as requested by WSCC (5 ayes, 0 nays)
- 342 Haack moved; Knutsen seconded AI 16-081 approval of Update and Motion to move forward  
343 with Election Resolution at the November board meeting (5 ayes, 0 nays)
- 344 Prinsen moved; Haack seconded AI 16-084 KCD Urban Forest Health Management Projects  
345 (5 ayes, 0 nays)
- 346 Knutsen moved; Haack seconded AI 16-085 Totem Lake Right of Entry Agreement (5 ayes,  
347 0 nays)
- 348 Knutsen moved; Haack seconded passed unanimously a motion to adjourn the meeting at  
349 9:16pm (5 ayes, 0 nays)