

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

January 23rd, 2017

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

Associate Supervisors Present: Nancy Tosta

Guests Present:

Staff Present: Bea Covington, Ava Souza, Brandy Reed, Josh Monaghan, Deirdre Grace, Emily Carlson, Sally Sanford, Matt Maria,

Preliminary Matters:

Chairman Dick Ryon called the meeting to order at 5:06 pm. All attendees introduced themselves. Ryon asked for additions or corrections to the current agenda. Hearing none, the board meeting proceeded with the agenda as planned.

Covington presented the board with information about the upcoming committee and subcommittee meetings. At each board meeting, members will be presented with the current month and the next two months of upcoming committee meetings. The goal is for this to be the master calendar where board members can identify the meetings that are important to them and get information about joining those meetings.

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

Consent Agenda: None. (No board meeting minutes, no KCD LIP applications, no Member Jurisdiction Grant Applications).

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

Public Comment: None.

Pulled Consent Agenda Items: None.

*“Promoting sustainable uses of natural resources
through responsible stewardship”*

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29 **Presentations: Introduce New Operations Staff**

30 Souza introduced the two new KCD staff members, Sally Sanford and Matt Maria.

31 Sally Sanford – Bookkeeper

32 Souza presented Sanford, who is an experienced data-base expert. This will allow KCD to use MIP
33 more effectively. She joined the team in January. Sanford introduced herself to the board and is
34 from Pullman, WA. She attended WSU. Ryon inquired about how Sanford is feeling in her new
35 position. Sanford is enjoying her new role and a Western Washington perspective on agriculture.

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37 Matt Maria – Grants Coordinator

38 Maria introduced himself to the board. Maria is on the board of City Fruit and has been active in
39 the conservation community of Seattle for many years. Maria brings a passion for food and the
40 environment. He is a Peace Corps alumni and dealt with resource management during his service.
41 This experience sparked in him a passion for sustainable and local food. Maria admired the
42 Conservation District's efforts to support healthy food systems. Maria worked for UW managing
43 grants and now is honored and excited to be on KCD's team. He will report on funding
44 opportunities to the board and is excited to broaden the scope of potential grants. Ryon inquired
45 about Maria's meetings with staff. Maria has met with many staff members and is learning about
46 the programs that KCD works with. This way, he can effectively draw on a multitude of stories to
47 inform his grant writing. The scope of work that KCD participates in makes the organization
48 eligible for potential additional grant funding.

49 Covington reminded those gathered that the board will receive a report on the status of different
50 grants; both potential and currently administered. These will be divided by the kind of work they
51 fund and the kind of organization granting the money. Ryon inquired about potential restrictions.
52 Covington reminded us that the organizations goals must drive the funding, not funding sources.
53 This will determine what funds are pursued.

54 **Finance:**

55 2016 Year End Review and Final Numbers – Covington & Souza

56 Covington and Souza presented the year end financials to the board for 2016. Covington outlined
57 the document in the board packets. Each program area is separated out. This has been finalized,
58 adjusted, and reviewed for all final costs. The only difference between the December version of
59 this document and the current presented version is that additional rates and charges money came
60 into KCD accounts during that time.

61 AI 17-005 Resolution 17-002 Establishing Reserve Account Adjustments – Covington

Covington noted that the total number in the financial packet does not reflect movement of encumbered funds. Souza prepared a summary of the packet information for the board that reviews the financials and summarizes them.

Covington asked the senior management team to identify encumbered expenses that were not closed out in 2016. These funds will be moved into reserve accounts, but only by board resolution. These amounts of money will be moved into reserve accounts so that it can be spent as it is encumbered in 2017, fulfilling the intent of the funding even though the funds must move across multiple years.

Prinsen asked about the table Monaghan created with a yearly run-rate. This would be helpful to update so that a yearly comparison would be possible. Covington remarked that the document will be updated to reflect the end of year costs. This includes the Enduris settlement.

The reserve accounts will allow KCD to look at reserve accounts and project the costs in the future. This will inform the run rate that Prinsen has asked about.

Covington remarked that this is a "journal entry" to distinguish funds. This is not actually creating a separate bank account. This process allows KCD to internally manage the funds more efficiently and determine which funds have been promised to multi-year projects while still functioning within a single budget year.

Prinsen remarked that we have made a commitment to invest in what we promise to the community. We are meeting that requirement and we are on target with a few unexpected events. We are making great progress and continuing to lower the costs. Ryon commented that this is on the agenda earlier in the year and that this has been a huge team effort to put forward this work in a timely manner.

Knutsen moved; Mosby seconded passed unanimously a motion to approve AI 17-005 Resolution 17-002 Establishing Reserve Account Adjustments (5 ayes, 0 nays)

AI 17-006 Resolution 17-003 Delegating Signing Authority to the Executive Director -

Covington thanked Reed for her work delving into KCD historical documents for this item. This resolution deals with internal housekeeping. As a staff, KCD wants to be aligned and consistent with daily operations. This closes the loop on past board resolutions which may have been inconsistent.

This resolution deals with spending and daily activities within the budget approved in November. Covington gave the following example: A senior KCD manager has \$100,000 in an approved program budget for staff funding. Of this \$100,000 the manager projected to use \$50,000 for individual staff hire and \$50,000 for a contractor. However, as situations change, the manager wants to adjust this ratio. Under this new resolution, the manager could ask Covington to approve \$60,000 for staff and \$40,000 for a contractor. This becomes an internal choice rather than a board

98 resolution. However, if a senior manager were to ask \$60,000 for staff and \$40,000 for a vehicle,
99 even under the new resolution, this would require board approval.

100 Covington remarked that anything larger than \$10,000 changes will be brought to the board's
101 attention. Covington remarked that if the charge is a new expenditure, it will be brought to the
102 board. There is a small exception for small works grants (\$15,000 not \$10,000 cap). This gives
103 Covington the ability to work with staff and delegate.

104 Haack asked about the contingency fund that allows for unexpected occurrences. Prinsen
105 commented that the authority is for internal changes to the approved budget. Covington remarked
106 that this piece is included to remain consistent with 13001 because there are currently
107 inconsistencies.

108 **Prinsen moved; Knutsen seconded passed unanimously a motion to approve AI 17-006**
109 **Resolution 17-003 Delegating Signing Authority to the Executive Director (5 ayes, 0 nays)**

110 Souza reminded the board that there is a contractor report included in the board report. There
111 should still be no surprises.

112 **New Business:** None.

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114 **Unfinished Business:** None.

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116 **For the good of the order:**

117 Ryon asked the other board members to report on any items for the good of the order. Souza
118 reminded those gathered that the annual meeting is on Feb 7th; the currently scheduled meeting
119 falls on 13th which is during legislative days. Therefore, staff and board will be in Olympia.
120 Covington inquired about a phone meeting the week of the 13th to find out what business we have
121 besides regular check approval for February.

122 Souza remarked that the phone meeting would be 15 to 20 minutes long. Ryon asked about the
123 requirement to have a regular meeting. Souza reminded the board that the board time can be
124 changed, the public just needs to be notified.

125 Ryon proposed suspending the February meeting if there is no urgency. If something arises, a
126 special meeting can always be called. Souza reminded the board that the financials must be
127 approved. It was determined that the KCD board will hold a phone meeting on Feb 16th at 5pm.

128 Ryon provided board members with Covington's 90-day review. He would like a telephone
129 conference to discuss the 90-day review. Souza commented that Ryon could connect with board
130 members now; however, there is too much information to fit in quickly. Ryon asked about when

board members could meet and discuss the contents of their 90-day review packets for Covington. This should be taken care of as soon as possible. Haack commented that one-on-one discussions with Ryon are reasonable and work well for scheduling. Haack will call Ryon tomorrow evening around 6:15pm. Souza clarified that Ryon is asking for a quorum to approve a motion about this contract. A phone meeting this week with quorum of voting members and a brief discussion would be ideal. Mosby is free tomorrow and after 9:30am. Mosby will call Ryon and Knutsen at 12:00pm. This will take about 15min. If Haack is unavailable, he will send an email that indicates his preference on this topic. Prinsen is not available later this week; but, Prinsen will discuss the matter with Ryon tonight.

The noon call tomorrow is approved; Ryon, Knutsen, Mosby, and possibly Haack will be available at noon to discuss this. Members will call the 425 number or come into the office to participate. Souza will send out a calendar appointment with the phone number.

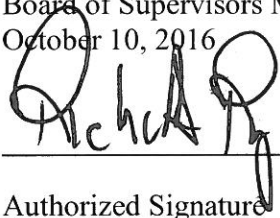
Ryon inquired about additional comments. Knutsen commented that he thinks time should be spent organizing farmers markets. If there was less turn over at each farmers market, then it would be easier to coordinate the events. If cities work together, then potentially the money could be spent more efficiently. Prinsen inquired about the possibility of farmers markets that work with EBT Programs adding a KCD staff member to their team. This would provide support for a specific segment of the market – EBT to allow people to utilize it better. Prinsen commented that we need to look at how we can capitalize and run a program using Member Jurisdiction Grant funds. Each market functions differently; and there are many challenges that are shared across farmers markets. Covington remarked that the advisory board could be helpful in this discussion.


Mosby commented on his experience as a participant in farmers markets. Auburn farmers markets face challenges. However, they recognize the challenges that they face and are trying to switch it around. Covington remarked that she had connected with Auburn about using farmers market. Mosby commented that we face challenges around cooking skills that it is important for everyone to have access to healthy, fresh food.

Prinsen commented that the Rotaries and other groups are doing things to help this problem. We need to see what we can do to weave these programs together. Movements gain power when they work together. Grace commented that this is a priority for KCD. Prinsen commented that even when a program is great there are opportunities to improve and expand, especially when we are working together.

Prinsen reminded the board about the “ugly fruit” movement and inquired about how ugly fruit, farmers markets, and EBT programs could work together for synergies.

Knutsen moved; Mosby seconded passed unanimously a motion to adjourn the meeting at 6:00 (5 ayes, 0 nays)





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Authorized Signature

Date

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Summary of Motions

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- 1) Knutsen moved; Haack seconded passed unanimously a motion to approve the agenda as amended (5 ayes, 0 nays)
- 2) Prinsen moved; Knutsen seconded passed unanimously a motion to approve the consent agenda (5 ayes, 0 nays)
- 3) Knutsen moved; Mosby seconded passed unanimously a motion to approve AI 17-005 Resolution 17-002 Establishing Reserve Account Adjustments (5 ayes, 0 nays)
- 4) Prinsen moved; Knutsen seconded passed unanimously a motion to approve AI 17-006 Resolution 17-003 Delegating Signing Authority to the Executive Director (5 ayes, 0 nays)
- 5) Knutsen moved; Mosby seconded passed unanimously a motion to adjourn the meeting at 6:00 (5 ayes, 0 nays)