

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

April 10, 2017

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

**Associate Supervisors Present:**

**Guests Present:** Bridget Kubes (Des Moines Area Food Bank)

**Staff Present:** Bea Covington, Ava Souza, Brandy Reed, Deirdre Grace, Rachel Konrady, Jessica Saavedra, Mark Musick, Emily Carlson

**Preliminary Matters:**

Meeting called to order at 5:05 pm by Dick Ryon. All attendees introduced themselves. Ryon asked for additions or corrections to the current agenda.

Knutsen moved Unfinished Business item number two to New Business item two to encourage discussion and action.

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

**Consent Agenda:**

Ryon read the consent agenda items. Ryon pulled board meeting minutes for further discussion.

Board Minutes: 04.11.2016, 06.29.2016, 07.25.2016, 08.29.2016, 08.30.2016, 08.31.2016, 09.12.2016, and 03.13.2017

KCD LIP Applications:

1. AI 17-018 LIP App: Wayne and Ardis Ingalls: Forest Health Management

Member Jurisdiction Grant Applications

1. AI 17-019 City of Shoreline – 2017 Richmond Beach Saltwater Park Habitat Restoration
2. AI 17-020 City of Sammamish – 2017- 18 Stormwater Outreach
3. AI 17-021 Des Moines Area Food Bank – On the Grow – Learning Garden Truck

27 **Prinsen moved, Knutsen seconded passed unanimously a motion to approve the consent**  
28 **agenda as amended (4 ayes, 0 nays)**

29 **Public Comment:** None.

30 **Pulled Consent Agenda Items:**

31 Ryon directed some corrections to the minutes. He noted the following – For the April 2016  
32 minutes, the presentation was made by the City of Kirkland not King County; in the minutes for  
33 June 2016, line 6 identified “an additional resume” which Ryon changed to “resume of Bea  
34 Covington”; from the June 2016 minutes, Ryon noted that the word “forum” should be removed  
35 from line 7 of the minutes; March 2017 minutes under line 3, Nancy Tosta was present via  
36 telephone and Bill Poloza was present via telephone. Concludes amendments to minutes.

37 **Prinsen moved; Knutsen seconded passed unanimously a motion to approve the amendments**  
38 **to the minutes as amended by chair (4 ayes, 0 nays)**

39

40 **New Business:**

41 **AI 17-023 Approve WSCC Funded Firewise Cost-share Projects - Reed/Griesemer**

42 Reed presented two firewise projects. Last month, the projects for the Conservation Practices Data  
43 system were approved by the board. These two firewise projects are funded through the  
44 commission and must be approved by the board to receive commission funding when it becomes  
45 available.

46 The money was received in fiscal year 2017 and this is a new item of work which KCD is actively  
47 building out. The scope of work is to engage and support communities in becoming firewise. These  
48 projects encourage landowners to thin and limb risky vegetation neighboring the home and  
49 adjacent to residences. This work is completed through the firewise commission grant. This project  
50 involves working on individual landowner cost-sharing and is subject to board approval. Together,  
51 Reed and Griesemer are working on building out a project plan for working on additional firewise  
52 projects. The two landowners outlined here will consume the funding from the commission so far.  
53 Griesemer is not available for the meeting today, but Reed will answer questions in his stead.

54 Ryon inquired about eastern edge of KC and the communities considered high risk for fire. Reed  
55 clarified that KCD does not have funding for engaging member jurisdictions about firewise.  
56 Instead, KCD has funding to work with communities to implement firewise practices. The  
57 communities KCD is working with are within unincorporated King County and some of KCD's  
58 rural forest work may include firewise projects. The current scope of work does not call for  
59 working with member jurisdictions. Reed clarified for Ryon that communities outside the  
60 incorporated areas of Black Diamond and Snoqualmie can access these funds. Ryon inquired about  
61 the Wilderness Rim community. Reed clarified that the grant outlines money for neighborhoods  
62 or money for individuals. Working with neighborhoods allows for projects, and these projects must

be within a designated firewise community. The projects will be planned and implemented by KCD with work completed by June of 2017. Ryon indicated that his question was intended to draw attention to the fact that there are communities who need these services. Reed clarified that King County is doing outreach and education around firewise. KCD comes to the table to help pay for the planning process, run projects, and provide other support. This allows KCD to prioritize communities for plan development and project support. Additionally, KCD looks at rural landowners of forests and identifies landowners who would benefit from firewise work. Ryon agreed that there are property owners who could benefit from this information and work. Covington noted that fire awareness month is coming up and newsletters will feature outreach and education about fire awareness. Reed clarified that our work with firewise will lay the foundation for the longer term, more comprehensive work at KCD that is consistent with our body of work.

Jarret Griesemer joined the KCD board meeting at 5:23pm via phone.

Reed explained that before the board are two landowner cost share agreements to do firewise work as part of the commission firewise grant. Projects must be approved by the board to move forward.

Knutsen inquired about NRCS fire protection. Reed replied that KCD works in collaboration with NRCS and is acting within NRCS framework. The standards and prescriptions have been approved by NRCS. KCD also works with King County and WA Department of Natural Resources to bring these projects to the highest standards. Haack inquired about procurement issues around firewise projects. Reed identified that these contracts are outside the KCD LIP program. The firewise work is designated as a vegetation management cost share of 90/10. Everything in this program is driven through the commission for practices and standards.

Haack asked Griesemer about how he prioritizes outreach in relationship to high levels of fire risk. Griesemer follows KC DNRP practices and the risk levels are based off of King County's work. Many of these high-risk communities have not been able to reduce fuel, despite interest in these programs; KCD allows them to complete these projects. KCD has been working around I-90 corridor in the eastern portion of the county. Reed added that the priority areas have ranking systems to determine which landowners to work with. Ryon indicated that firewise communities receive insurance breaks.

**Knutsen moved, Prinsen seconded passed unanimously a motion to approve AI 17-023 Approve WSCC Funded Firewise Cost-share Projects (4 ayes, 0 nays)**

#### Committee Discussion – Ryon

This item was moved up in the agenda by Knutsen to facilitate time for discussion of this item.

Griesemer left at 5:37pm.

Ryon handed out the list of committees that KCD staff sits on. Ryon gave background on the process leading up to this agenda item. Previously, no data had been collected on this issue.



99 Committees fit four areas – KCD internal, KCD Advisory, WSCC/WACD, and external to KCD.  
100 Ryon found that the board and staff are present on multiple committees and KCD needs to identify  
101 the core committees that are most needed, those that could be beneficial, and those that are not  
102 beneficial. Ryon expressed concern over losing committee membership because committees allow  
103 us to engage with KCD. Ryon inquired about how KCD can tactically serve on these committees  
104 as volunteers.

105 Covington remarked that the A-group (KCD internal committees that act as touch point for  
106 supervisors) and B-group (advisory committee) are the most critical committees. From group A -  
107 Finance, Grants, Programs and Policies are the key committees and board presence is needed for  
108 program and policy decisions. From group B, the advisory committee is important to keep  
109 relationships healthy and productive. For group D (external committees), KCD can generally cover  
110 them with the staff presence. If board members have a particular passion or interest, KCD  
111 encourages board engagement. However, it is not a critical space in need of a board presence  
112 because staff can be relied on to report back to KCD if there is an important concern or item to  
113 review.

114 Prinsen commented that he is the supervisor of the Cedar River Council. Reed noted that watershed  
115 forums should be included here. Haack commented that he sits in the KCD seat for the WRIA 8.  
116 Prinsen commented that because KCD is not paying fees into WRIA 9, we do not have a voting  
117 seat. Covington remarked that WRIA had not been engaged fully. Covington reminded the board  
118 that Group A and B are the most critical to KCD. Prinsen expressed interest in sitting on the Flood  
119 Control District committee because it is the source of funding for WRIA and has a high correlation  
120 with KCD's program of work. The broad strokes of policies are decided at that level; Prinsen is  
121 unaware of how to get on that committee but suggested engaging a few council members (Dunn  
122 and Lampert).

123 Knutsen remarked that the Puget Sound Conservation District Caucus is largely staff driven.  
124 Prinsen commented that most of the process are affirming processes rather than policy-based  
125 decisions. Ryon inquired about how drainage on farms is related to the watershed forum. Knutsen  
126 commented that these contacts are important, and seconded Prinsen's comment about joining the  
127 flood control district. Prinsen commented that policy is created at the flood district, representing  
128 an exciting opportunity for KCD's work. Perhaps this could make these projects more tight and  
129 efficient when working with other groups like Army Corps of Engineers. Ryon commented that  
130 this is an important listening point to bring information back to the group.

131 Haack asked Covington to about the three committees she highlighted. Covington remarked that  
132 KCD board responsibilities for setting direction are most important on Finance, Grants, and  
133 Program Development and Policy. Currently, Program Development and Policy does not regularly  
134 meet. Ryon commented that these three committees deal with the heart of KCD – financial,  
135 programmatic, and grant topics. He floated the idea that there could be a second noticed meeting  
136 during the day – lunchtime, perhaps? This would be an opportunity to sit and talk about these key  
137 issues. It would keep all supervisors engaged in the operational and strategic work.

Prinsen inquired about the frequency of these proposed meetings – perhaps once per month. Knutsen commented that the grant sub-committee functions well and allows the staff to engage on this topic; staff can clean up the grant policy and then bring their recommendations to the board. Prinsen inquired about the problem we are trying to solve. Knutsen responded that for years the grants program was dictated by work with the county (no longer current scope of work). There is much there which is redundant. By using staff time to do housekeeping on these issues, board time could be used efficiently.

Ryon commented that perhaps these three committees could be joined together and make judgements on these important issues. This way, the board would be engaged to think creatively about the solutions to important problems. The intent is to engage the board fully.

Covington commented that the board meetings are business oriented and there should be an opportunity for creative and deep engagement on a large-scale. For example, there are policy issues which may be coming up that will need thoughtful board engagement. The meeting would be a standing meeting with pre-identified topics that allow for creative thinking but all resolutions come to the board.

Knutsen commented that there were two Monday meetings previously, allowing for more discussion. Haack commented that it is tough to add more meetings to everyone's plate. Covington commented that this might be a good lunch-time option. Haack commented that there is not a need to consolidate these meetings but rather add another meeting to do some creative engagement. Haack inquired if this meeting could be held every other month. Prinsen commented that he has a difficult schedule but that Mondays are the most available.

Ryon asked the board to continue thinking about potentially joining these three committees into one noticed meeting. Haack commented that tracking attendance is importance for appointed positions and he would not want to endanger his position by reducing his attendance numbers. Knutsen commented that King County has a similar structure and perhaps there is a working meeting model that KCD could follow. Covington commented that there would be enough noticing that there would be no violation of law, but that there are not penalties for missing a meeting. Haack commented that every other month would be a good timeline, as long as agendas and items are sent out with ample time for review. Knutsen seconded the every other month timeline to avoid adding stress on staff and keep workloads sustainable.

Covington commented that there are conceptual parts of grants and transactional grant business. The conceptual and philosophical grant discussion would be good to have at these proposed meetings. But the business of grants would be separate. Ryon asked about any other comments and tabled the discussion of what external committees we sit on. Ryon and Covington will continue their discussions and move forward.

Covington called on Kubes and Kubes thanked the board for their support of the project. The project has been three years in the making and will be expanding outreach. Kubes left the meeting at 6:20pm.



176

177 **Finance:**

178 Quarterly Finance Review – Souza/Covington

179 Souza introduced the quarterly review; Graphs were not included in the board packet, but were  
180 instead passed out today. These graphs are the first step towards full picture of 2016 and first  
181 quarter of 2017. This allows for a comparison. Currently, KCD is running under budget. By the  
182 next board meeting, Souza will break out the numbers to reflect the expenses typically incurred  
183 every month rather than the lump funds evenly divided over 12 months. Haack pointed out that  
184 dividing the total budget by 12 months has the potential to create a false sense of surplus in any  
185 given month. It appears that we are under budget, when in fact we may not be. Covington remarked  
186 that another way to present this data is to compare using past years' actuals rather than fixed  
187 percentages of the total yearly budget. If we adopt that format over time the board will be able to  
188 compare current expenses with previous years spending, allowing for tighter projections. Prinsen  
189 commented that there should be analysis of any anomalies in the budget. As KCD continues to  
190 refine this process and generate these types of reports, the projections will get more accurate. The  
191 next step will look at these expenditures by program. Souza remarked that this is intended to give  
192 a snapshot of financials and the process will be continually refined. This gives confidence when  
193 checks are signed and allows us to see what has been spent from the budget.

194 Separate from the monthly financials, Prinsen commented that we have established "reach goals"  
195 for additional grant money and that also needs to be analyzed to completely track incoming funds.

196

197 AI 17-022 check numbers 19295 through 19386 for a total of \$485,443.38 non-payroll EFT's  
198 totaling \$1,027.50 Bank Fees of \$33.00 and March 2017 payroll and benefits for \$184,565.24 –  
199 Souza

200 Souza presented the finance report. The missing piece is the Native Plant Sale information, which  
201 is currently being annotated and compiled. There was no other item that calls the attention of the  
202 board here. Covington remarked that KCD is on track with our projections. We are under budget  
203 for the Food and Farm Program/Shorelines Program consulting services.

204 **Prinsen moved; Haack seconded passed unanimously a motion to approve AI 17-022 check**  
205 **numbers 19295 through 19386 for a total of \$485443.38 non-payroll EFT's totaling \$1027.50**  
206 **Bank Fees of \$33.00 and March 2017 payroll and benefits for \$184,565.24 (4 ayes, 0 nays)**

207 Ryon called for a break from 6:40pm until 7:00pm.

208 **Bars Prep Review:**

209 RCW 89.08.210, RCW 89.08.220 - Souza

Souza remarked that we are required to review this every year. These pertain to the role of supervisors and the status of the district. Souza inquired about any questions or comments from the board. No questions from the board.

Schedule 22 – Audit Assessment Questionnaire (unaudited for Fiscal Year ended December 31, 2016 - Souza

This is a series of questions regarding the accounting department for the upcoming audit of KCD. Answers have been reviewed by the executive director. Prinsen inquired about the results of the last audit. Souza commented that the only issue was with the number of voided checks. There has never been a finding from an audit of KCD's programs. Ryon inquired about what is implied from too many voided checks. Souza remarked that the problems occurred with the system going down or checks being printed incorrectly (wrong side, etc.). There is now a printer designated to the check printing, avoiding misprints. Souza commented that there are far fewer voided checks over the past two years. The Schedule 22 helps KCD minimize risk. The only missing piece are the minutes for the year, resolutions, and cash receiving policy. The auditors will confirm with staff the procedures around this. Ryon inquired if there will be an issue with having four different accountants this year. Souza remarked that the position covers that work, not the individual. Many organizations use contractors or temps to do accounting. This is for 2016 and reports on that year for the commission and audit.

Souza remarked that there is nothing that requires board attention specifically, but she wants to keep the board informed and allow them to ask any questions. Covington inquired about the schedule of the bars audit. Souza remarked that we are on-schedule and may even be ahead of schedule by the end of the month after her review. Ryon thanked Souza for her hard work and her management during staff change over. Souza thanked Ryon and Covington for their support and thanked her team for their efforts.

**Unfinished Business:**

ED Updates – Covington

*WADE Conference* - Covington introduced the WADE conference and asked the board to consider coming on Tuesday for WADE because that day includes supervisor-specific trainings. The registration date is Friday, April 14<sup>th</sup>. No more registration will be accepted after Friday, May 12<sup>th</sup>. Haack inquired about the recommended trainings. Covington pointed to the finance and operations tracks as well as the leadership track. Covington requested that the board please notify KCD as soon as possible if you want to join WADE. The board will email Ann Horner to let her know about their availability. Prinsen commented that there is a grant sub-committee on the 12<sup>th</sup>. Covington remarked that it is important for board members to be present at the training, but that there is no specific track required.



246 *Totem Lake* – KCD’s representatives have found the Caribou Cooperation and the relevant  
247 documents have been transmitted. No response as of yet.

248 *USDA Grant* – KCD’s application for the USDA grant to support LIFT program was shortlisted  
249 and the proposal is being put together. Eleven of twelve neighboring conservation districts have  
250 written letters of support for the grant.

251 *Legislative Update* – The house and senate have passed budget recommendation for the year.  
252 Haack had inquired about letters of support for farm preservation. Letters will be sent to key  
253 members of our delegation under Ryon’s signature urging program support at the highest  
254 recommended level (House or Senate versions). Prinsen commented that it would be good to know  
255 where Dow Constantine sits on these issues and attempt to get his signature.

256 A summary of wrap up for legislative days was distributed to the board. Six of legislators have  
257 requested tours of KCD’s work in their districts. Musick commented that the chart shows the  
258 people who KCD met with and if there are any follow up notes. He invites board members to add  
259 more follow up notes that they can fill in.

260 *Last month’s Advisory Committee Meeting* – Presentations were brought forward and the Regional  
261 Food Systems work group recommendations were accepted by the advisory committee the urban  
262 forestry proposal will be revisited at the upcoming advisory committee meeting. The working  
263 groups are a critical place for engagement and can bring recommendations forward to the advisor  
264 committee. The people on the working group need to be present and fully aware of their  
265 responsibilities to communicate with their constituents. There will be a tour of City Soil Farms at  
266 the next advisory committee meeting. A consultant will be engaged to do the theory of change  
267 workshop with the advisory committee. The theory of change is the idea that actions lead to impact  
268 and a desirable end state. This way, programs can be developed based off of specific changes  
269 desired. This organizes goals, objectives, and plans of work that is well established and credible.  
270 It puts KCD in a good place for further conversations around rates and charges.

271 *Hammond Settlement* – KCD will now be referring to this as the Working Lands Initiative. The  
272 Ag drainage portion is moving forward with four thematic areas identified. Knutsen commented  
273 that there is a proposal published about Pierce and Zetty and drainage. KCD is looking for ways  
274 to collaborate and find synergies. There are three years to spend the money.

275 A second part of the Working Lands Initiative covers developing an Ag Strategic Plan for King  
276 County. The first phase of Snoqualmie Valley Farm Fish Flood process is complete. Covington  
277 indicated that a true neutral moderator should facilitate the next phase of Farm Fish Flood Funds  
278 can be a limiting factor here, but it would be valuable to use a neutral moderator because it avoids  
279 revisiting the same issues again and again. There may be opportunities to use Working Lands funds  
280 to support this evolution. Prinsen inquired if King County is afraid to lose control of the project.  
281 Covington commented that this may be a concern, but conversations are underway. Conflict  
282 resolution consortiums may be an option to explore. Covington commented that there could be a  
283 joint buy-in to cover the cost and maintain neutrality.



*Central LIO Meetings* – KCD is represented by Reed. There is movement on the NTA process and a conversation about LIO responsibilities being shifted to WRIA groups. This emphasizes the need for engagement with WRIA groups. This could be a potential topic for board discussion at the creative meetings discussed earlier.

At the last PSCD Caucus meeting, there is a 2021 policy meeting happening after the summer. There is an idea raised for a state-wide \$20 per parcel fee for the Conservation Commission. There are many important implications for KCD and it is important to think about how we engage with this discussion.

*Staffing Changes* - Amy Holmes has moved on from KCD and KCD is advertising for a Senior Farm Planner as a middle-management position. There will also be an entry-level Farm Planner position posted soon. The engineering description is also almost ready to be posted. Next, we will look at the Urban Forestry position and moving it in-house instead of as a contractor. KCD is looking at the vacant resource planner position to be more urban-farm focused (potentially).

Ryon commented that Rob Schroder (executive director for WACD) is leaving on May 1<sup>st</sup> from a personal choice.

Ryon inquired about the May 23<sup>rd</sup> tribal presentation about resolving conflict at the Kittitas Valley Event Center from 9am to 4pm. This is an ongoing series. The tribes are putting this together for the state conservation commission and it is a valuable training to attend.

April 18<sup>th</sup> there will be a presentation about the Snoqualmie river hydrology study looking at flood trends and current conditions 6:30pm to 8:30pm.

Ryon commented that there are many memos from the SCC list serve and he would be interested in enrolling. Reed commented that everyone is registered for gov delivery (all board and staff). This is intended to replace the all districts list and individual commission staff lists. This is now a public engagement intra-agency engagement device. Individual accounts can choose what listservs they are subscribed to. Ryon listed some of the great trainings that he has become aware of through this program.

Shanna Joy is working remotely from Spokane, WA. KCD is unclear about her access to email since emails receive an automatic reply.

#### For the Good of the Order - Ryon

Ryon opened up discussion about any other topics of interest. Covington remarked that there were no calendars printed for this meeting, but the board will receive them tomorrow.

**Prinsen moved; Knutsen seconded passed unanimously a motion to adjourn the meeting at 7:53 pm (5 ayes, 0 nays)**

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Authorized Signature

Date

322

Summary of Motions

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324

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

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326

Prinsen moved; Knutsen seconded passed unanimously a motion to approve the consent agenda as amended (4 ayes, 0 nays)

327

328

Prinsen moved; Knutsen seconded passed unanimously a motion to approve the amendments to the minutes as amended by chair (4 ayes, 0 nays)

329

330

Knutsen moved; Prinsen seconded passed unanimously a motion to approve AI 17-023 Approve WSCC Funded Firewise Cost-share Projects (4 ayes, 0 nays)

331

332

333

Prinsen moved; Haack seconded passed unanimously a motion to approve AI 17-022 check numbers 19295 through 19386 for a total of \$485443.38 non-payroll EFT's totaling \$1027.50 Bank Fees of \$33.00 and March 2017 payroll and benefits for \$184,565.24 (4 ayes, 0 nays)

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