

# KING CONSERVATION DISTRICT

## Board of Supervisors

### Meeting Minutes

May 8<sup>th</sup>, 2017

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

3 **Associate Supervisors Present:** Nancy Tosta (5:10pm)

4 **Guests Present:**

5 **Staff Present:** Bea Covington, Ava Souza (via phone), Brandy Reed, Deirdre Grace, Josh  
6 Monaghan (via phone), Emily Carlson

7 **Preliminary Matters:**

8 Meeting called to order at 5:00 pm by Dick Ryon. All attendees introduced themselves. Ryon  
9 asked for additions or corrections to the current agenda.

10 Prinsen requested finance report be moved to become the first item on the agenda; Mosby  
11 seconded. Unanimous vote to change finance to be first on the agenda.

12 **Prinsen moved; Mosby seconded passed unanimously a motion to address the Finance item**  
13 **before the consent agenda (4 ayes, 0 nays)**

14 **Finance:**

15 AI 17-028 check numbers 19387 through 19463 for a total of \$208,019.74 non-payroll EFT's  
16 totaling \$18,150.05 Bank Fees of \$18.00 and April 2017 payroll for \$183,699.95 – Souza

17 Souza presented the finance report and Covington passed out the accompanying graphs for the  
18 reports. KCD is under budget, which is typical for KCD at this time of year. KCD is a bit over  
19 budget in operations and board expense categories, but these were expected overages. The large  
20 expense for this month is the WADE conference.

21 Knutsen inquired about the LIP budget. Reed responded that when a contract through LIP is paid  
22 out, the payment date depends on when the project is completed. Most the projects paid out so far  
23 are projects that were budgeted for last year. Prinsen inquired about the reserve funds suite. Souza  
24 responded that the LIP budget moves funds to reserve accounts once the funds are committed to  
25 specific landowner projects. Prinsen commented that this is still money which KCD can't move to  
26 another category and must be committed to LIP. Prinsen is interested in breaking out this money  
27 to demonstrate that this money is not free to be moved from program to program.

28 Souza commented that she filed for the 2016 BARS audit and KCD is ahead of schedule.

**Prinsen moved; Knutsen seconded passed unanimously a motion to approve AI 17-028 check numbers 19387 through 19463 for a total of \$208,019.74 non-payroll EFT's totaling \$18,150.05 Bank Fees of \$18.00 and April 2017 payroll for \$183,699.95 (4 ayes, 0 nays)**

Souza left the meeting.

**Consent Agenda:**

Ryon read the consent agenda items aloud and all items were voted on.

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KCD LIP Applications: - None; LIP Contracts report only

Member Jurisdiction Grant Applications

1. AI 17-024 City of SeaTac – Community Garden
2. AI 17-025 City of Renton – 2017 Farmers Market – Marketing and Promotion
3. AI 17-026 White River Valley Museum – Pollinators, Fieldtrips, and Farmyard Drainage
4. AI 17-027 King County 2017 – Keeping Farmers Farming

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

**Public Comment:** None. Closed at 5:33pm.

**Pulled Consent Agenda Items:** None.

**Finance II:**

Washington State Conservation Commission Master Grant Agreement Overview – Reed

Covington invited Reed to give this overview this topic. Reed presented this as an overview in preparation for next month (June). WSCC is a state agency and goes through a funding appropriation process through the state legislature cycle. Funding is allocated to WSCC for the services that they provide; within that suite is the master grant agreement where funds are moved to local conservation districts who carry out that work. The mechanism used to fund conservation district work is the master grant program. Many grants are administered contractually through WSCC. KCD has about 6 grants (implementation, CREP, livestock technical assistance, cultural resources, shellfish grant, nonshellfish grant) through the master grant program. For KCD to enter those contracts (every two years), KCD must process the paperwork for the master grants effective July 1<sup>st</sup>, 2017. The pieces of paperwork include: the master grant contract with terms around accessing WSCC money (similar to interlocal agreement); a grant addendum that is processed separately; the authorized signers approval (who has the ability to sign timesheets, cost share

agreements grant documents, etc); and district resolution for cost share program (recycled from current cost share program). These pieces will be in the packet in June.

Regarding the grant addendum, KCD can only look at estimates because funding has not been allocated yet. Staff can make good educated guesses about what KCD can expect to see (estimated maximums). This will mean that when the WSCC does get a budget, KCD can move forward with these grants as soon as they know how much money they are giving out.

Ryon inquired about the terms of the contract and if they are negotiable. Reed indicated that the terms are not negotiable. Reed indicated that this is a preview of what to expect and that there will be several action items to be associated with this next month. Knutsen inquired about the total money allocated by the WSCC. Reed responded that the shellfish grants can be the most difficult to predict. The livestock technical assistance is also difficult to predict because KCD often works with landowners before they are referred to the USDA for corrective action. The allocation formula for livestock technical assistance will be revisited. Ryon inquired if we are obligated to except the WSCC money. Reed responded that we are not obligated to accept, but we receive funds for projects we could not support otherwise. Knutsen inquired about irrigation for farmers. Reed reminded the board that KCD does not receive irrigation funds and the irrigation efficiencies grants are allocated off areas of priority. Irrigation is becoming more important in the Snoqualmie Valley and KCD is interested in advocating for the allocation of that funding. Mosby inquired about the irrigation efficiencies from NRCS. Reed clarified that we are still following NRCS practices. Monaghan commented that the irrigation funds prioritize areas where you can increase stream flows for salmon.

**Adjured for 15 min break. Meeting will resume at 5:45pm.**

**Unfinished Business:**

Committee Proposal – Ryon

Ryon reminded the board of their previous discussions about committee assignments and potentially restructuring committee work. Covington sent a memo synthesizing the information from the previous board meeting. This will help KCD organize the strategic approach to programs. Meeting more than once per month can be difficult, but it was suggested by the board to have another monthly discussion.

Ryon inquired about the board's thoughts around this topic. Ryon wants to make sure that it is convenient for people to meet. Covington remarked that the disadvantage for meeting here would be board members needing to bring their own food to the meeting. Tosta is interested but has limited availability. Ryon confirmed the day and time would be 3<sup>rd</sup> Monday of the month from 12:30pm to 1:30pm or 2pm.

Ryon then discussed the committees board members sit on. Various committees are represented in the document that Ryon distributed. Ryon commented that it is beneficial to have board members attending multiple meeting types and conversing with staff. Board members can select topics that



interest them and drop in to learn more. There are also committees that hold political and economic importance to KCD's work where board member input would be especially helpful. The top four sub committees listed on the last page of this document are considered the most critical (Finance, Grants, LIP, and Programs and Policy Committees). Prinsen commented that we should include in our judgement around what committees to join what the external committees are impacting us. Prinsen would like more feedback around the political arena.

Covington remarked that Finance, Grants, and LIP committees are tactical committees with long-term goals and consequences; staff will continue working on these and bringing important decisions to board members. Knutsen commented that the Grants Committee is a great orientation for new board members to KCD's programs. Ryon is looking to decrease the number of committees that he sits on.

This year, the Social Justice and Equity Committee is simply gathering data to report back to KCD.

Knutsen would like to see KCD have a closer relationship with the City of Seattle on an elected level. Grace commented that KCD staff meets with Seattle's Office of the Environment. After Seattle developed their Social Justice Initiative, they applied that initiative to the KCD grant program. Covington remarked that we would still like to see more involvement with the City of Seattle Council.

Ryon drew the conversation to a close and reminded the board to expect a meeting around noon on the third Monday of the month. Covington will collect ideas from board members, compile the topics, and board members can rank topics of interest to discuss during the meeting. Ryon inquired about Prinsen's interest in resigning from the grant committee; Prinsen invited another board member to join the grant committee and make it three board members on the committee. Tosta inquired about the schedule for the committee meetings. Covington commented that staff will cc interested board members when committees meet so that board members can join if they are interested and have time (because meeting schedules are not always regular). For each committee, we do have the electronic information about when the committees meet; Covington will send this information out.

Tosta inquired about eliminating any of these committees. Ryon remarked that attending PSCD caucus meetings are helpful for senior staff and supervisors to attend. Prinsen commented that he would be interested in seeing a guest speaker attend the strategic meetings to speak about future opportunities. Knutsen commented that KCD used to have presentations at each board meeting.

#### **New Business:**

##### General Updates - Covington

Covington updated the board on the flood control district. Their board meets regularly and the next opportunity to attend is July 10<sup>th</sup> or October 9<sup>th</sup> at 1:30pm in Seattle. The agenda and minutes are posted online for these meetings. Covington will update the board about these opportunities. May 23<sup>rd</sup> in Ellensburg is another training, relating to Conservation Districts and Tribal relations. We

are not limited in the number of people who attend. There is a large interest from supervisors and staff. Knutsen commented that other tribes can be invited and we should talk to the Muckleshoot tribe and Snoqualmie tribe and invite them to join the conference. Mosby is interested in joining; Covington reminded the board that the end of registration is May 18<sup>th</sup>, please email Ann Horner indicating your interest before that date.

The Urban Forestry proposal was approved by the Advisory Committee.

The Board Training on May 25<sup>th</sup> will be regarding good workplace conduct.

Covington gave an update on grants submitted to fund KCD programs (list included in supplemental documentation). KCD will hear more information about the grants awarded in early June. Covington remarked that Maria has been instrumental in aiding with the grant application process and has been coordinating these grants.

Covington remarked that Linda Nunzig and Monty at Snohomish CD have discussed with her the Focus on Farming Conference. This year, the board for Snohomish CD is taking a harder look at the conference and is considering scaling back their participation. The Focus on Farming conference is a unique opportunity representing a whole series of classes to inform farmers about the most recent trends in agriculture. However, attendance has dwindled over recent years. Knutsen recounted his experience with the Focus on Farming Conference because he finds it beneficial. Snohomish CD has sponsored at a \$5,000 level of sponsorship. King CD sponsors the event at a \$1,000 level. Knutsen commented that Snohomish staffs the event heavily and that this is a big commitment for them. The event is in flux, and the event is moving towards a more regional opportunity. The event costs about \$25,000 to put on. Covington remarked that she will get more involved in understanding the mechanics behind the event and what we can do to support this program. Knutsen commented that this event could be highlighted in the KCD newsletter.

Covington remarked that the 12<sup>th</sup> of June is our next board meeting, but the board will be at the Sleeping Lady. Knutsen commented that the board meeting should be rescheduled to allow KCD board to participate in WADE. The board meeting will be moved to Monday, June 5<sup>th</sup>, 2017. Covington reminded the board that they can call in if necessary.

AI 17-029 A motion to approve a budget amendment to cover cost to engage Marc Bolan Consulting to assist with Theory of Change work - Covington

Covington reminded the board that KCD has been collecting information about the theory of change and how this relates to future KCD work. After examining three different consulting firms, this is the firm which rose to the top of the list and which is available to do this work. Bolan has submitted a scope of work. The first half of the budget will be absorbed in 2017, the second half will be absorbed by 2018. This needs board review and approval to move forward. Covington remarked that the current budget could accommodate this, but would cause leanness in other areas.



Knutsen commented that there is a reference to KCCD on page 3 that needs to be amended.

**Knutesen moved, Mosby seconded passed unanimously a motion to approve a budget amendment to cover cost to engage Marc Bolan Consulting to assist with Theory of Change work (4 ayes, 0 nays)**

Prinsen inquired if this person has worked with CDs in the past. Covington remarked that he has worked with other CDs outside of Washington including in Alaska. Prinsen inquired about the goal of this work. Covington commented that Bolan will facilitate a process for the Advisory Committee, the goal is to develop a theory of change model and to see results chains put in place for the program areas. This will allow us to get more resolution on KCD's goals and articulate linkages between programs to show the impact KCD has on the conservation that we do.

This is a guidance and marketing tool for the District. It will shape the way that we collect and present data on our five-year programs of work. Prinsen inquired about Earth Economics; Covington commented that this is a totally different program. Grace added that the Advisory Committee wanted to see the impact; if you aren't familiar with KCD's work, then they wouldn't understand the impact of KCDs programs. This will allow KCD to articulate why our work matters. Covington commented that the assessment will just be a tool to help KCD move forward. Tosta commented that this is a very complicated thing to do. Knutsen hopes that the document will help move KCD forward and focus work. Covington remarked that this is a broad outline and that the next steps will refine this.

Statewide Rates and Charges Proposal - Covington

Covington reminded the board about the state-wide idea of a rates and charges proposal. This has the potential to have serious implications for KCD and the whole CD group that uses rates and charges. The proposal from Shultz is \$20 per parcel and will generate \$60 million in revenue; 30% of that \$60 million would be returned to the districts. As a point of comparison, if KCD could assess at \$20 per parcel, KCD would raise \$12.8 million for the district. Prinsen commented that he would dig up the formula that he wrote many years ago for this. Knutsen commented that he would be concerned with this proposal because of the low amount returned to the districts. Covington commented that there is a certain amount of levy fatigue from rate payers. Covington remarked that there is some thinking and strategizing to do around this issue. Covington commented that we have about \$5,000 allocated to pay a consultant but some of those funds could be allocated in partnership with Snohomish CD to examine the implications of this proposal. Prinsen suggested reaching out to the attorney who wrote up the KCD rates and charges proposal. This may be a topic of conversation at WADE.

Break suggested at 7:23pm meeting resumed at 7:27pm.

Annual Report and Program of Work Update - Grace

Grace updated the board on the annual report and the program of work. As we have fewer Advisory Committee meetings, the operations team must plan several steps ahead. The Annual report draft will be going out next week to the Advisory Committee and the KCD board in June. This process will be repeated in July so that the document can be submitted by the deadline. KCD will give a presentation to Council in September. Grace reminded the board that there is a standard layout for the Report of Accomplishments. The report compares KCD's promises to their deliverables. Prinsen commented that we should also include what we heard from our rate payers. Grace commented that the forestry program is a great example of this sort of adaptation. There could be different programs proposed in the next few years. Prinsen commented that there should be an emphasis on the KCD commitment to these programs.

Tosta inquired about the calendar passed out. Grace commented that this is an outreach meeting schedule detailing meetings that board members may want to attend.

Staff are continuing the beta test the use of Outlook calendars and will also share this information electronically.

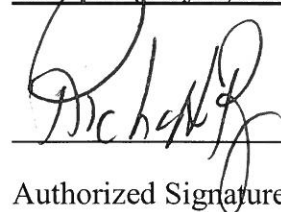
Grace invited the board to the Vashon Island Sheepdog classic (June 8<sup>th</sup> – 11<sup>th</sup>). Temple Grandin is coming on the Sunday of the event.

## Closing Items

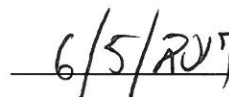
### Closing items – Ryon

Ryon highlighted the Seattle Times feature on Mark Musick.

**Knutsen moved; Prinsen seconded passed unanimously a motion to adjourn the meeting at 7:41 pm (4 ayes, 0 nays)**



Authorized Signature



Date

## Summary of Motions

**Prinsen moved; Mosby seconded passed unanimously a motion to address the Finance item before the consent agenda (4 ayes, 0 nays)**

**Prinsen moved; Knutsen seconded passed unanimously a motion to approve AI 17-028 check numbers 19387 through 19463 for a total of \$208,019.74 non-payroll EFT's totaling \$18,150.05 Bank Fees of \$18.00 and April 2017 payroll for \$183,699.95 (4 ayes, 0 nays)**

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

240 Knutesen moved, Mosby seconded passed unanimously a motion to approve a budget  
241 amendment to cover cost to engage Marc Bolan Consulting to assist with Theory of Change  
242 work (4 ayes, 0 nays)

243 Knutsen moved; Prinsen seconded passed unanimously a motion to adjourn the meeting at  
244 7:41 pm (4 ayes, 0 nays)