

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

June 5th, 2017

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

3 **Associate Supervisors Present:** None.

4 **Guests Present:** None.

5 **Staff Present:** Bea Covington, Ava Souza, Brandy Reed, Josh Monaghan, Deirdre Grace, Rachel
6 Konrady, Liz Clark, Emily Carlson

7 **Preliminary Matters:**

8 Meeting called to order at 5:02 pm by Dick Ryon. All attendees introduced themselves. Ryon
9 asked for additions or corrections to the current agenda. No additions or corrections were
10 suggested.

11 **Knutsen moved; Mosby seconded passed unanimously a motion to approve the agenda as**
12 **submitted (3 ayes, 0 nays)**

13 **Consent Agenda:**

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

15 Board Minutes: 05.08.2017 and 05.25.2017

16 KCD LIP Applications - Konrady

- 17 1. AI 17-030 LIP App: Forest Health Management: Bill and Amanda Moore
18 2. AI 17-031 LIP App: Forest Health Management: Jean-David and Brenna Larson
19 3. AI 17-032 LIP App: Budget Revision: Cross Fencing: Melissa Tatro – KCD Staff

20 Member Jurisdiction Grant Applications – None.

21 Knutsen requested more information about the 80% survival rate required for the forestry plans.
22 Konrady clarified that there is a requirement for 90% reduction in invasive species and 80%
23 survival rate for native species establishment. Ryon added that 80% is the corporate standard for
24 reforestation.

25 **Knutsen moved, Mosby seconded passed unanimously a motion to approve the consent**
26 **agenda (3 ayes, 0 nays)**

27 **Knutsen moved, Mosby seconded passed unanimously a motion to approve the May 8th, 2017**
28 **minutes (3 ayes, 0 nays)**

29 **Public Comment:** None. Closed at 5:06pm.

30 **Pulled Consent Agenda Items:** None.

31 **Presentation:**

32 **Status of Farm Service Activities – Monaghan and Clark**

33 Covington introduced the presentation by explaining that KCD staff meetings are now including
34 presentations and that this presentation was selected to be shared with the board.

35 Monaghan presented Liz Clark. Clark joined KCD first as a cooperator, and now is an employee
36 who manages assignment of landowners to farm resource specialists.

37 Monaghan indicated that demand is high for KCD planning services. KCD has received increased
38 number of planning requests (farm planning, LIP, equipment rentals) over the past six years. Clark
39 has pushed to move the farm plan and technical assistance requests from paper to digital to
40 streamline the process for each landowner. Monaghan presented information about the acreage
41 served through the farm planning process. Additionally, KCD has increased the number of site
42 visits made by staff each year; while the number of farm plans remains the same. The graphs
43 presented capture information about site assessments and recommendations made by KCD staff
44 which do not always result in farm plans. Ryon inquired if KCD charges for staff time; Monaghan
45 replied that this service is paid for with funds from the rates and charges. Ryon inquired about tax
46 benefits associated with timber harvest and how this might apply to farm management; Reed and
47 Monaghan clarified that farm or forestry plans are required for some tax-deductible programs like
48 PBRs and Current Use Taxation Program. Programs like this encourage landowners to contact
49 KCD and inquire about planning services and the potential tax benefits associated with these
50 planning services. Monaghan clarified that if a Conservation District has a farm plan with a
51 landowner, the plan is protected from public review unless certain circumstances occur. Monaghan
52 commented that this conversation shows the importance of non-farm plan based work and
53 technical assistance.

54 Monaghan reviewed the kind of service requests the farm planning team received this year. About
55 half of the requests are for site visits and technical assistance and about one fourth are farm plan
56 deliveries. Manure spreader usage and poultry processing equipment usage were also high.
57 Separate from these numbers, KCD conducts over 1000 soil tests every year. Mosby inquired about
58 the hay probe rentals and Clark retrieved the hay probe to show how this tool is used. Monaghan
59 showed a graph of the best management practices put under practice by KCD cooperators. Other
60 information about practices installed may not be captured here. Over 114 BMPs were implemented
61 by cooperators through KCDs services. Ryon inquired if the Commission asks for these in their
62 quarterly reports. Reed responded that the Washington Conservation Commission does track this
63 information.

Clark commented that there has been a shift in the types of people coming through the door to ask KCD for services. KCD is now receiving more diverse requests for livestock species and crop species. Clark recommends the "Cultivating Success" class for farmers starting out. Monaghan commented the Clark is organizing participation at the King County Fair for KCD this year. She added that KCD will have a Scooby Doo costume at the booth this year and KCD is looking for an occupant!

Finance:

AI 17-033 check numbers 19464 through 19546 for a total of \$348,153.10 non-payroll EFT's totaling \$1,535.77 Bank Fees of \$15.00 and May 2017 payroll for \$184,660.52 – Souza

Souza presented the finance report to the board; beginning with the news that KCD received over \$2.5 million in collections from rate payers. This is average for this time of year. Year to date year, we've received approximately \$3 million total. Expenses are low for KCD, and as usual, we are at or below our budgeted spending. MIP is being utilized fully; all expenses are in and next month will produce a quarterly report for the board to review. Souza indicated that we are in a good place, and we expect expenses to tick up over the next few months. Over the next few months, Souza is working with the MIP system to break the annual budget into one-month chunks that reference previous year's expenditures.

Next, Souza directed the board to a balance sheet. This shows the current operating budget and money flowing through the member jurisdiction programs. In the future, the individual programs will be broken out for the board. The "return to rate payers" section will now be known as the "working land initiatives" fund. This will allow specific tracking of the Hammond Settlement funds.

Mosby remarked that he likes the format of the budget without graphs. Knutsen remarked that experience is helpful when looking through the budget. Knutsen commented that he has great faith in the KCD budgeting process and KCD Administrative team; trusting staff is the best way to proceed. Covington commented that everyone processes information differently and that the KCD's Administrative team works hard to present information in a variety of ways. Souza reminded the board that MIP was chosen as an accounting program due to its high level of transparency and that moving forward KCD will have more clarity in the movement of funds. Knutsen commented that the most important take-away is that board members have familiarity with accounting materials and information about KCD programs ready to communicate with members of the public.

Knutsen moved; Mosby seconded passed unanimously a motion to approve AI 17-033 check numbers 19464 through 19546 for a total of \$348,153.10 non-payroll EFT's totaling \$1,535.77 Bank Fees of \$15.00 and May 2017 payroll for \$184,660.52 (3 ayes, 0 nays)

Unfinished Business:

AI 17-034 Review/Approve WSCC Master Contract 18-09 and Attachments – Reed

Reed introduced the documents in the board's packets; this information is related to the information presented last month. This business is related to Commission (WSCC) funding. Reed reviewed the process that KCD goes through to receive WSCC funding. Presented here are the contract and all the relevant attachments. This is like an inter-local agreement and these relationships are prescribed and tied to the state biennium funding process. If adopted, the presented contract becomes affective 7/1/17 through 6/30/19. The contract allows KCD to accept the grant money from WSCC when it becomes available. This also gives permission to specific individuals to sign contracts, time sheets, and other documents.

Ryon inquired about the confidentiality clause and what is meant by "the agency". Reed clarified that "the Agency" would refer to the agency which makes the request, not specifically the commission. Ryon inquired about page 8 of the contract, noting that there is a 12% annum interest rate on replacement of funds released to the District. Reed responded that this is a penalty for failing to meet the terms associated with accepting commission funds. Covington and Reed noted that this is potentially a point to bring up in potential future contract negotiations.

Reed outlined the documents here, including the seven grant addenda for grants that KCD is likely to receive WSCC funding. Each addenda is the estimated amount for a specific WSCC grant program that KCD anticipates receiving (i.e. a not to exceed amount).

CREP Grants – Money for cost share and funding of projects through the CREP program. WSCC covers only 10% of the cost, the rest comes from federal funds to the landowner.

Livestock technical assistance grant – KCD is unlikely to get the full amount, but this would be the amount required for loaded technical planning eligible for reimbursement. Through this program, KCD typically receives about \$1000 each year.

Implementation Grant – This grant typically focuses on the Puget Sound water quality improvement and was used to fund freshwater restoration projects through KCD's aquatic area enhancement program and marine shoreline reports. This number is very specific because KCD receives this exact number each year.

Capital budget funding for project implementation for shellfish and non-shellfish funding - These projects are funded through the CPDS. Funding is allocated through a project ranking process and the addendum would allow KCD to receive up to \$300,000 through shellfish and \$300,000 non-shellfish. This would be about 6 projects in for each pool. Reed reminded the board about the board's approval process for projects listed in the CPQS.

Capital budget funding associated with cultural resources reviews – WSCC funding requires a cultural resource review in association with on the ground projects and these funds support it.

137 *Firewise Grants* – It is unlikely that KCD will receive more funding for technical assistance, but
138 it is possible that more money might be more allocated for cost share. This grant outlines \$50,000
139 for technical assistance and \$30,000 for project cost share.

140 There is another potential grant which might be pursued – the efficiencies irrigation grant. But
141 KCD will need to work with WSCC to compete for this funding.

142 Ryon inquired about the Firewise program. Reed clarified that planning and project
143 implementation can happen with individuals and communities. There is an interplay between
144 WSCC and WA DNR around shared budget items. KCD works on the KCD and KCDNRP
145 mutually identified areas of priority for planning and implementation. Reed noted that other
146 secured funding sources allow KCD to implement more broadly. Ryon commented that Firewise
147 is a great tool to open communication with landowners. Reed commented that there is money in
148 the working lands initiative to support Firewise work.

149 Reed also reviewed the “authorized signature” form for approval.

150 **Knutsen moved, Mosby seconded passed unanimously a motion to approve and authorize**
151 **the Chair to sign the WSCC Master Contract No. 18-09 and associated grant addenda and**
152 **authorized signatures form (3 ayes, 0 nays)**

153

154 AI 17-035 Review/Approve KCD Cost Share Policy – Reed

155 Reed reviewed the WSCC policy that each CD must have a cost-share policy that is approved each
156 biennium. Reed directed the attention of the board to the title of the resolution. It has been changed
157 to be inclusive of non-WSCC funding sources in addition to WSCC funding.

158 The labor rates have also been changed to reflect current labor rates for adults and youth (\$22.00
159 per hour for adults and state minimum wage for minors). Labor can be used as cost share match
160 by landowners. KCD asks for a minimum of 10% match from each landowner. Demonstration
161 projects may be funded at up to 100% and failed projects (failed due to no fault of the landowner)
162 receive 100% cost share.

163 **Mosby moved, Knutsen seconded; passed unanimously Resolution 17-004 establishing a cost-**
164 **share ratios and labor rates in association with Washington State Conservation Commission,**
165 **King Conservation District and other funding sources.**

166

167 A break was called from 6:31 to 6:47pm

168

169 **New Business:**

AI 17-036 A motion to approve and sign the agreement with A Farm in the Sammamish Valley to allow work to proceed in the 2017 season - Axt

Axt introduced the topic with a brief explanation about the project. The contract amount is higher than a typical cost share. This is because this project involves more linear feet than typically seen on projects. This project is still funded at the same reimbursement per foot as typical projects.

This is a dredging project and is very typical of ADAP work. This will affect multiple farmers downstream. Mosby inquired about the difference between “artificial ditch” and “real ditch”. Axt responded that “artificial” identifies the ditch was man-made rather than a natural stream which was straightened. These are artificial ditches which have a low probability of housing fish.

Knutsen moved, Mosby seconded passed unanimously a motion to approve AI 17-036 A motion to approve and sign the agreement with A Farm in the Sammamish Valley to allow work to proceed in the 2017 season (3 ayes, 0 nays)

Knutsen inquired about the scope of work. Axt commented that the ditches will be dredged, but will not be dredged to historic depths due to a sewage line that runs under the project. Instead, to avoid the sewage line, ditches will be dredged to a functional height.

Ryon inquired about maintenance of the contract. Axt confirmed that he will run the contract and manage the contractor.

Ryon accepted the contracts and signed them.

ED Update - Covington

Totem Lake – Contact has been made with the representative from Caribou Development. KCD’s legal council is hopeful that the conversation will move forward. The attorney for KCD and City of Kirkland are in discussions.

Annual Report and Program of Work – This process is underway since the Advisory Committee has returned their recommendations on the annual report. The final draft should be ready in the next few weeks and will be circulated as soon as it is ready. The upcoming meeting with the King County Council is tentatively scheduled for July. KCD has a new liaison with King County Council and Covington had a good conversation about the annual reporting documents and the elections process to fill seats on the KCD board. While in the community, KCD will promote supervisor positions for the board to increase awareness. This keeps the process transparent. Covington has also met with several King County Council Members to increase awareness of KCD’s work.

Regional Food Grant – This year, 30 applications were submitted and 15 were recommended for full proposals. The final group will come to the board in October. The strategic initiatives will also be moving forward in four areas (approved by the advisory committee). The City of Seattle has chosen to include equity and social justice components in their grant program.

Staffing – KCD is reviewing resumes for the position of Senior Resource Planner. Interviews moving forward with Resource Planner I. We are accepting applications for a Farm Planning Program Manager. Adam Jackson has resigned and his position will be filled. The engineering position is posted and applications are being accepted.

Third Monday Meetings – The location remains to be determined for this noon meeting. The topic will be review of a potential state-wide rates and charges proposal. It is likely that this conversation could come up at WADE. The message from board members should be – we are committed to finding stable funding for all conservation districts. Ryon reminded the board members to read all of the legislature proposals regarding conservation districts.

Where the Water Begins – Marine shoreline educational workshops are coming up. Covington showed the post card for this workshop series. There are three offered this year, including one in Federal Way.

Calendar – Covington presented the hard copy of upcoming meetings.

Firewise – Jarret from KCD made the cover of NACD magazine.

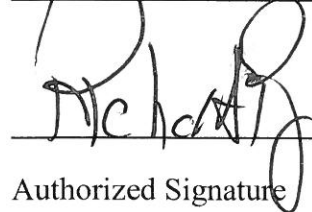
Chair Comments - Ryon

Ryon reminded the board that July is Board Officer Month. This month has been very productive; Ryon looks forward to the third Monday meeting and asks that board members come prepared to discuss rates and charges issues. Three to four hours would be reasonable to allocate to this project on each board member's time.

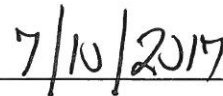
For the Good of the Order - Ryon

Knutsen commented that challenges with the WSCC can be addressed through the PSCDC and the annual meeting negotiations with WSCC. Knutsen is not available on the 19th and will try to call into the meeting. Covington commented that it's not likely for the board to come to a conclusion on this issue at the meeting on the 19th; the goal is merely to think over these issues. Knutsen commended Reed, Monaghan, Souza, and Covington for their work.

Knutsen moved; Mosby seconded passed unanimously a motion to adjourn the meeting at 7:28 pm (3 ayes, 0 nays)



Authorized Signature



Date

Summary of Motions

236 Knutsen moved; Mosby seconded passed unanimously a motion to approve the agenda as
237 submitted (3 ayes, 0 nays)

238 Knutesen moved, Mosby seconded passed unanimously a motion to approve the consent
239 agenda (3 ayes, 0 nays)

240 Knutesen moved, Mosby seconded passed unanimously a motion to approve the May 8th,
241 2017 minutes (3 ayes, 0 nays)

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249 share ratios and labor rates in association with Washington State Conservation Commission,
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