

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

August 14, 2017

Supervisors Present: Dick Ryon – Chair, Burr Mosby – Vice Chair (absent), Bill Knutsen – Auditor, Jim Haack, Max Prinsen (present at 5:07pm)

Associate Supervisors Present: Nancy Tosta

Guests Present: Walter Bonomi, Monty Edwards,

Staff Present: Bea Covington, Ava Souza, Brandy Reed, Josh Monaghan, Deirdre Grace, Rachel Konrady, Mark Musick, Ben Axt, Emily Carlson

Preliminary Matters:

Meeting called to order at 5:00 pm by Dick Ryon. All attendees introduced themselves. Ryon asked for additions or corrections to the current agenda. Hearing none, the agenda was accepted as presented.

Knutsen moved; Haack seconded passed unanimously a motion to approve the agenda (3 ayes, 0 nays)

Consent Agenda:

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

Board Minutes: 01.09.2017, 01.23.2017, 02.07.2017, 07.10.2017 (Grant Sub-Committee), 07.10.2017, 07.26.2017, 08.03.2017

KCD LIP Applications – Konrady

1. AI 17-043 LIP App: Phil Bussey: Forest Health Management
2. AI 17-044 LIP App: Joseph Lorenz: Stream Crossing
3. AI 17-045 LIP App: Bernie McKinney: Forest Health Management
4. AI 17-046 LIP App: Mike McNeeley: Stream Crossing
5. AI 17-047 LIP Budget Revision: SW Suburban Sewer District: Aquatic Area Enhancement

Member Jurisdiction Grant Applications – None

Knutsen inquired about corrections to the minutes adopted here.

The corrections were as follows:

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

28 01.09.17

29 Line 10 – Haack should be changed to Prinsen

30 Line 196 – Haack changed to Prinsen

31

32 07.10.17

33 Line 189 – add “million” after \$1,995

34 Line 206 – Change “XXXX” (placeholder) to Certified Public Manager (CPM) Certificate from
35 University of Washington, Tacoma

36

37 08.03.17

38 Line 9 – 4 ayes, no nays

39 Line 26 – 4 ayes, no nays

40 Line 31 – 4 ayes, no nays

41 Line 39 – 4 ayes, no nays

42 Line 41 – 4 ayes, no nays

43 Line 44 – 4 ayes, no nays

44 Line 45 – 4 ayes, no nays

45

46 **Knutsen moved, Haack seconded passed unanimously a motion to approve the consent**
47 **agenda as amended (4 ayes, 0 nays)**

48 **Public Comment:** Opened at 5:07pm

49 Prinsen arrived at 5:07pm.

50 Ryon noted that public comment should be limited to 3 minutes or less per speaker. Edwards
51 commented that we are close to starting the Bonomi bridge project. He inquired about the planning
52 and planting and if this will be done by KCD. Ryon commented that this question will need to be
53 posed to staff.

54 Closed at 5:09pm.

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

56

57 **Finance:**

58 AI 17-048 check numbers 19651 through 19735 for a total of \$326,486.79 non-payroll EFT's
59 totaling \$7,650.64 Bank Fees of \$33.00 and July 2017 payroll for \$174,930.04 – Souza

60 Souza presented the finance report to the board. Souza noted that one credit card had to be
61 cancelled this month because the number was compromised and the card was replaced. A list of
62 contractors was provided to the board for their review. Souza added that the 2014-16 auditor will
63 be onsite late November and early December this year.

64 **Knutsen moved; Prinsen seconded passed unanimously a motion to approve AI 17-048 check**
65 **numbers 19651 through 19735 for a total of \$326,486.79 non-payroll EFT's totaling \$7,650.64**
66 **Bank Fees of \$33.00 and July 2017 payroll for \$174,930.04 (4 ayes, 0 nays)**

67

68 **Unfinished Business:**

69 1. AI 17-049 LIP APP: Walt Bonomi: Stream Crossing - Reed

70 Reed referenced the LIP application for the Bonomi Bridge Project included in the board packet.
71 The document before the board is a standard LIP request that shows the project and how the request
72 would utilize LIP funds according to approved program parameters. The project consists of a
73 livestock stream-crossing bridge. In September 2016, the board approved Pilot Project Funding in
74 the amount of \$50,000 for design and installation associated with the same project. The LIP cost-
75 share request is for additional funding, contingent upon documentation that the project meets
76 NRCS standards. Additionally, eligible expenses that can be reimbursed through the KCD LIP are
77 limited to project installation cost, including supplies, materials, contracted services.

78

79 The LIP cost-share request is for funding in addition to the Pilot Project award of \$50,000 funds.
80 LIP funding will be made available to the landowner if NRCS EQIP funding is not sufficient to
81 cover the cost of the project and after the Pilot Project dollars are exhausted. KCD funding will be
82 made available in the following order: KCD Pilot Project funding first, KCD LIP funding second.
83 All KCD funding will be made available for documented expenses only, and only those that are
84 not reimbursed by NRCS EQIP. If NRCS EQIP covers the full cost of the project, no KCD funding
85 will be made available.

86

Prinsen inquired about commission funds. Reed responded that WSCC funding is not available at this time. The project is listed in CPDS and is eligible for WSCC should funding become available, but is unlikely to receive WSCC funding due to the lack of FY18-19 Capital Budget new appropriations. Covington remarked that we have already approved \$50,000 for the project but this would add an additional \$30,000 if the funding sources were exhausted in the proper sequence.

It was reiterated that LIP funds can be used for project installation costs, only. Knutsen commented that the LIP cost-share award is a safety net for the landowner.

Haack moved, Knutsen seconded passed unanimously a motion to approve KCD Landowner Incentive Program from Walt Bonomi, for a Stream Crossing in the amount of \$30,000 with the following contingencies: 1) Provide documentation for project expenses paid by the landowner in excess of those reimbursed by NRCS through the NRCS EQIP and by KCD through the Bonomi Pilot Project Agreement 2) Provide documentation that NRCS has approved the installed project as meeting NRCS standards (4 ayes, 0 nays)

Edwards inquired about the need for approval on the bridge project from NRCS and King County. Reed clarified that NRCS will make sure that the project meets their standards, as KCD is no longer involved in the project aside from providing pilot funding. The bridge, as constructed, must meet NRCS standards. KCD will need documentation from NRCS to show that it meets their standards, but Reed clarified that KCD will not need documentation from King County.

Presentation:

1. Pike Place Market Contemporary History Symposium and Twilight Tour – Musick & Grace

Musick gave a presentation about the tour, which will be held this Thursday. This exhibit features images of Pike Place Market by the photographer John Stamets. His panoramic photographic style documents historic Pike Place throughout the 1980s. There will be a symposium of the work displaying the work of Stamets and other photographers. The exhibit will place historical photos in their contemporary location and encourage participants to take their own versions of the photos.

There will also be an afternoon symposium that highlights the work of the photographer and the continuing effort to document the changing face of Pike Place. The intention of this project is to engage the community in storytelling and remembering, especially around food and community building.

KCD is sponsoring \$1,000 of the \$12,000 project budget. There will be large photos on permanent exhibit in the new market commons in Pike Place Market opening in September.

Ryon inquired about the risk of Pike Place Market being threatened by the new construction in the area. Musick commented that the construction on the viaduct will expand the market's impact. There is also an emphasis on Pike Place as a working market.

Knutsen commented that the new market/waterfront connection is exciting and represents a new wave of development for Pike Place Market. Prinsen commented that the Market is a benefit to development and the housing being built around the area. Historically, the market has been an epicenter of affordable housing.

Musick commented that this Saturday there will be about 50,000 people in the market!

A break was called at 5:44pm, the board meeting resumed at 6:07pm.

New Business:

AI 17-050 Review Blakley landowner agreement that is larger than can be approved by the ED - Axt

Axt noted that there is a typo within the application – the name PCC should be replaced with Blakley.

This is a landowner agreement that is larger than normal landowner agreements and therefore needs board approval to move forward. This is a family, not a corporation. The property will maintain over 3,000 feet of ditch and restore farming the surrounding acres of land.

Prinsen moved, Knutsen seconded passed unanimously a motion to approve AI 17-050 Blakley landowner agreement as amended that is larger than can be approved by the ED (5 ayes, 0 nays)

AI 17-051 Review Williams landowner agreement that is larger than can be approved by the ED - Axt

Axt introduced this property, which is just south of the Blakley property. This is within the Snoqualmie Valley and is also a larger than normal project.

Prinsen inquired about the need to change LIP policies if KCD is routinely receiving large contracts. Axt commented that there are many large projects up for review this year.

Prinsen moved, Knutsen seconded passed unanimously a motion to approve AI 17-051 Williams landowner agreement that is larger than can be approved by the ED (5 ayes, 0 nays)

152 AI 17-052 Review Snoqualmie dredging bundle bids - Axt

153 Axt introduced the next two items together. Under section recommendations, a change needs to be
154 made. The change should say "Southworth & Sons, Inc" replacing the current language "lowest
155 responsible bidder".

156 Three bids were received for this project.

157 **Prinsen moved, Haack seconded passed unanimously a motion to approve AI 17-052 Review**
158 **Snoqualmie dredging bundle bids as ammended (5 ayes, 0 nays)**

159

160 AI 17-053 Review Enumclaw dredging bundle bids- Axt

161 Two bids were received for this project. The same amendment was made as above in AI 17-052.

162 **Knutsen moved, Haack seconded passed unanimously a motion to approve AI 17-053 Review**
163 **Enumclaw dredging bundle bids (5 ayes, 0 nays)**

164

165 Executive Director Update – Covington

166 Covington updated the board on Totem Lake - the proposal was accepted. Prinsen inquired about
167 the construction in Kirkland and what this has done to their construction timeline. Covington
168 remarked that Kirkland is currently working around the area and that there might be alternatives
169 which need to be considered if the matter is not resolved.

170 The all districts meeting will be held later this month. The principles about Conservation District
171 funding, outlined by KCD, have been made public and they were shared with other districts. Pierce
172 CD has adopted similar principles. Covington believes that the meeting will produce multiple
173 proposals and discussion will continue. Ryon reminded the board that this will all be very flexible
174 and board members will need to be conscious of their language around this matter. Prinsen
175 commented that it is important to cultivate alternative proposals. Covington will report back after
176 the meeting, and the discussion will continue. Prinsen commented that we should have other
177 proposals or ideas in mind when beginning this discussion.

178 KCD will make a presentation to the appropriate sub-committee of the King County Council. King
179 County Council members will present on behalf of the district with KCD staff in the background
180 to answer any questions. The annual report and plan of work is up for approval. Prinsen inquired
181 about the council aids who will be present at the meeting. Covington commented that John Taylor
182 and Christine Jensen are two aids who are likely to be present. Covington has met with all but one
183 member of the committee reviewing these documents.

184 Development of the 2018 budget is moving forward and a first draft should be ready by the October
185 board meeting.

186 The theory of change work will be initiated at the staff level in September. Staff will begin
187 building results frameworks for their areas of expertise. Board members are invited to join as much
188 as they are able. This process will be repeated with the Advisory Committee. This effort examines
189 the work KCD does and the outcomes KCD has in mind when they act. This will aid in the
190 development of goals and measurements.

191 Covington remarked that two AmeriCorps IPs are departing from KCD. There are interviews for
192 their replacements.

193 KCD has also recruited three new employees. Emily Webster has accepted to join as a Program
194 Manager for Farm Services. She holds two Master degrees from UC Davis in Agronomy and Soils
195 and International Agriculture. She has also worked with the Peace Corps. She is particularly
196 interested in silviculture. Meagan Mellick has also joined staff as a resource planner. She has a
197 master's in environmental studies and has worked in Texas.

198 Kedija Awole is also joining KCD to help manage the Discovery Farms Program as a Resource
199 Specialist. She holds both a PhD in Plant Physiology from Harper Adams University College in
200 the UK, a Master of Science in Plant Science from Wageningen University in The Netherlands,
201 and an BS in Agriculture from Debub University in Ethiopia. Covington commented that it is
202 critical to design an experiment during this Discovery Farms project that will hold to rigorous
203 academic standards and Awole has the resources to do so.

204 Ryon commended the quality of the incoming staff and the great work of current staff members.
205 Haack commented that quality begets quality. Haack inquired about if there is availability for free
206 innovation among current and new staff. There could be value generated by a degree of freedom
207 in staff projects.

208 Financial Position Discussion – Year to Date Presentation and Discussion

209 Covington commented that the information presented should be reviewed and considered by the
210 board and discussed at a finance committee meeting.

211 Souza passed out a series of documents for the board to review. Based on financial statements as
212 of 30 June 2017, KCD has spent around 26% of the total budget. The second graph shows the
213 operating budget (does not include LIP, MJs, etc). KCD is at about 40% burn down for our
214 expenses in operating budgets. Prinsen commented that this would leave us with about 80% of our
215 budget spent by the end of the year. Ryon inquired about the funds and if we are more likely to
216 accrue additional unanticipated expenses before the end of the year. Souza commented that this is
217 not likely because the graph discussed is for operations rather than project specific funds. KCD
218 has received about 56% of the revenue expected this year. Revenue receipts are on track with
219 previous years.

220 Covington remarked that the bulk of savings is through unrealized salaries. KCD has had some
221 transitions happen among staff and those staff have not been replaced. This is unsustainable.
222 Covington emphasized that senior staff are reviewing this analysis, to ensure that these numbers
223 are correct. This means KCD will have money to spend.

224 In relation to KCD's deliverables, KCD is at or ahead in each area according to our goals. Haack
225 inquired if this is sustainable? Covington remarked that we need to look at areas where we can add
226 permanent staff to take on primary tasks from AmeriCorps IPs.

227 The next level is to add mid-level managers to several teams and allow KCD senior staff to
228 concentrate on program development and serves as thought leaders and let mid-level managers
229 deal with day-to-day functions of staff. Covington remarked that we will most likely be able to
230 begin this build out in 2017 without going above the 2017 budgets.

231 Prinsen inquired about grant funding. Souza commented that we have only received \$1,000 in new
232 grants this year. It is critical to remember that KCD will also need to have staff power to do this
233 work once grants are secured. Additional grant opportunities are being perused this year.

234 Covington remarked that KCD is trying to be very conservative and looking to hit the grant goal
235 through new grant funds secured. Covington remarked that KCD has a history of coming in under
236 budget. These savings, rolled up from 2015 to 2016, could account for some of this money.

237 Prinsen commented that we must also spend down the working lands initiative funds and that we
238 need to have an active plan to aggressively staff the work on this plan. Covington remarked that
239 we don't need to spend all of the money by the end of the two-year period, we just need to have a
240 plan in place to spend it.

241 Haack inquired about demand for services from KCD. Covington responded that we have unmet
242 demand for farm planning, forest planning ADAP and Implementation.

243 The outreach team has moved back into the central KCD office to allow better connections
244 between programs and outreach. Covington and Saavedra will begin engaging city staff in the fall
245 around use of Member Jurisdiction grant funds.

246 Prinsen commented that fall might be early to have the legislative conversations and suggests
247 connecting after January or February.

248 Knutsen commented that speaking with elected officials about conservation work across the state
249 wakes up representatives to conservation districts and the functions that they serve. This allows
250 elected officials to have a better understanding of everything conservation districts do.

251 Tosta commented that we should wait until after the fall election to make these connections.

252 Covington remarked that using her best judgement for projections, KCD will be a little less than a
253 million dollars under budget by the end of 2017 and KCD won't spend down the reserve funds. If

we want to spend it down even further, KCD will need to create a plan to do so. Prinsen commented that this could result in a space issue if more staff is hired.

Haack inquired about the demand compared to the outreach efforts. Prinsen commented that it's not a problem of not enough work, it's more of an issue that we could create capacity to take on more demand.

Prinsen commented that the contracted services list should be given a second look because it might allow us to in-source projects. Haack commented that he would like to see a focus on products. Reed commented that KCD has been conservative to build out capacity in staff. For example, we need more mid-level managers to help take items off the plate of senior management staff. Tosta commented that the grant funding is limited, and we don't want to draw funds away from non-profits that need that external grant money.

Covington will report more to the board and convene for a special financial meeting to look at these budgets.

Knutsen inquired about contractors and those who haven't spent their allotted funds. Reed clarified that these funds have been encumbered and are in reserve accounts. These will be spent down as the projects move forward. She emphasized that many of these are multi-year projects.

Haack inquired about outsourcing work and the potential consolidations that could happen. Covington used the example of Pierce CD who contract out for their large GIS projects, but do small projects in house.

Covington remarked that there might be an option to work with other CDs who have engineers to share out specialists. This work could also be managed by engineer techs who contract out with professional engineering services.

Financial Position Discussion – Year to Date to the 5-Year Plan Presentation and Discussion

The conversation for this item was included in the Financial Position Discussion above.

Knutsen moved; Prinsen seconded passed unanimously a motion to adjourn the meeting at 7:40 pm (5 ayes, 0 nays)

Authorized Signature

Date

Summary of Motions

Knutsen moved; Haack seconded passed unanimously a motion to approve the agenda (3 ayes, 0 nays)

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

288 Knutsen moved; Prinsen seconded passed unanimously a motion to approve AI 17-048 check
289 numbers 19651 through 19735 for a total of \$326,486.79 non-payroll EFT's totaling \$7,650.64
290 Bank Fees of \$33.00 and July 2017 payroll for \$174,930.04 (4 ayes, 0 nays)

291 Haack moved, Knutsen seconded passed unanimously a motion to approve KCD Landowner
292 Incentive Program from Walt Bonomi, for a Stream Crossing in the amount of \$30,000 with
293 the following contingencies: 1) Provide documentation for project expenses paid by the
294 landowner in excess of those reimbursed by NRCS through the NRCS EQIP and by KCD
295 through the Bonomi Pilot Project Agreement 2) Provide documentation that NRCS has
296 approved the installed project as meeting NRCS standards (4 ayes, 0 nays)

297 Prinsen moved, Knutsen seconded passed unanimously a motion to approve AI 17-050
298 Blakley landowner agreement as amended that is larger than can be approved by the ED (5
299 ayes, 0 nays)

300 Prinsen moved, Knutsen seconded passed unanimously a motion to approve AI 17-051
301 Williams landowner agreement that is larger than can be approved by the ED (5 ayes, 0 nays)

302 Prinsen moved, Haack seconded passed unanimously a motion to approve AI 17-052 Review
303 Snoqualmie dredging bundle bids as amended (5 ayes, 0 nays)

304 Knutsen moved, Haack seconded passed unanimously a motion to approve AI 17-053 Review
305 Enumclaw dredging bundle bids (5 ayes, 0 nays)

306 Knutsen moved; Prinsen seconded passed unanimously a motion to adjourn the meeting at
307 7:40 pm (5 ayes, 0 nays)

308