

# KING CONSERVATION DISTRICT

## Board of Supervisors

### Meeting Minutes

October 9<sup>th</sup>, 2017

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

3 **Associate Supervisors Present:** None.

4 **Guests Present:** None.

5 **Staff Present:** Bea Covington, Ava Souza, Brandy Reed (via phone), Deirdre Grace, Rachel  
6 Konrady, Emily Carlson, Ben Axt, Jessica Saavedra

#### 7 **Preliminary Matters:**

8 Meeting called to order at 5:03pm by Dick Ryon. All attendees introduced themselves. Ryon asked  
9 for additions or corrections to the current agenda. Hearing none, there are no corrections.

10 **Knutsen moved; Prinsen seconded passed unanimously a motion to approve the agenda (3**  
11 **aves, 0 nays)**

12

#### 13 **Consent Agenda:**

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

15 Board Minutes: 01.09.2017, 07.10.2017, 08.03.2017, 09.11.2017

#### 16 KCD LIP Applications – Konrady

- 17 1. AI 17-063 LIP App: Shawn and Marc Moore: Aquatic Area Buffer Planting  
18 2. AI 17-064 LIP App: Alex Knight: Forest Health Management  
19 3. AI 17-065 LIP App: Meredith Broderick: Aquatic Area Buffer Planting

#### 20 Member Jurisdiction Grant Applications – Saavedra

- 21 1. AI 17-066 KCD-Seattle Community Partnership Recommended Grants  
22 2. AI 17-067 King County – McSorley Creek Shoreline & Pocket Estuary Restoration  
23 Project Field Assessments and Technical Analyses to Support Design (WRIA 9)  
24 3. AI 17-068 ECOSS – City of Renton Spill Kit Incentive Program

25 Knutsen asked that AI 17-066 be removed from the consent agenda and placed under pulled  
26 consent agenda items for further discussion.

**Knutsen moved, Prinsen seconded passed unanimously a motion to approve the consent agenda as amended (3 ayes, 0 nays)**

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

Mark Musick announced that he will be moving out of his role with the District and thanked the board for the opportunity to support KCD. Musick will be leaving KCD at the end of the month. Knutsen thanked Musick for his work and the contributions that he has made to the District and the environmental community.

**Ryon moved; Prinsen seconded passed unanimously a motion to approve Resolution No. 17-006 of the board of supervisors of the King Conservation District, King County, Washington, establishing the October 2017 King Conservation District Board of Supervisors Meeting in honor of Mark Musick (3 ayes, 0 nays).**

**Pulled Consent Agenda Items:**

Knutsen asked that AI 17-066 be removed from the consent agenda. Knutsen pulled this item out for expanded discussion because it contains multiple grant awards. This is a package of Member Jurisdiction grants awarded to the City of Seattle with support from the King Conservation District. Knutsen wanted to take time to review and recognize the awards.

Saavedra reviewed the process utilized by the City of Seattle for awarding these grants. Projects are still selected through a collaborative process between KCD and the City of Seattle. There is information in the packet that shows how the projects meet KCD and City of Seattle goals.

This year, the committee utilized both KCD's environmental criteria and the City of Seattle's environmental justice criteria to screen and rank the applicants. A diverse panel from KCD and the City of Seattle that reviewed the applicants. This was a competitive application process. Using this new approach over half of the grants awarded are to new partners and are grants where people of diversity are providing support and services to other people of diversity. This represents a major shift for the program and is a milestone achievement towards equity and social justice goals.

Saavedra commented that KCD is excited to work with these new groups and these represent new opportunities for connections.

Concern was voiced over the implications for raising the the maximum grant pay-out. This could be a barrier to small organizations from applying for funds.

It was asked if raising the maximum pay-out on the applications applied to all MJ grants or if it was only applied to the City of Seattle. The City of Seattle is the only jurisdiction that has raised

their ceiling. **Knutsen moved; Prinsen seconded passed unanimously a motion to approve AI 17-066 KCD-Seattle Community Partnership Recommended Grants (3 ayes, 0 nays)**

**Presentations:** None.

**New Business (part one):**

AI 17-072 Review and Approve Project Rankings for WSCC Funding – Reed

This is a quarterly update of projects in the Conservation Practices System from WSCC intended to keep all project entries up to date and keep projects within CPS eligible to receive funding.

Currently, there is no capital budget funding available through WSCC.

However, if funding becomes available, these projects will be ready to take advantage of it. The question was raised as to whether the projects are ranked off dollar value or the merits of the project. Reed responded that there is an extensive list of questions to answer and points are assigned which contributes to the overall project score. Within the same project tie rankings, differentiations are made to allow funding of them.

**Prinsen moved, Knutsen seconded passed unanimously a motion to approve AI 17-072 Project Rankings for WSCC Funding (3 ayes, 0 nays)**

**Finance:**

AI 17-069 check numbers 19831 through 19905 for a total of \$455,603.26 non-payroll EFT's totaling \$239.44, Bank Fees of \$33.00 and September 2017 payroll for \$187,012.95 – Souza

Souza presented the finance report. Expenses were slightly higher than previous months, but this was projected. KCD expects to see a large deposit coming into the accounts later in the fall season.

Souza directed the board to the breakout of the Working Lands Initiative and there has been one budget item charged to this initiative. Covington commented that these funds are used to fund Firewise work through KCD.

No items were out of the ordinary for the month. There are still significant reserves.

**Knutsen moved; Prinsen seconded passed unanimously a motion to approve AI 17-069 check numbers 19831 through 19905 for a total of \$455,603.26 non-payroll EFT's totaling \$239.44, Bank Fees of \$33.00 and September 2017 payroll for \$187,012.95 (3 ayes, 0 nays)**



90    **Unfinished Business:**

91    AI 17-070 McNeeley, Lorenz, and Shook Drainage Contract Completion - Axt

92    Axt introduced this contract; these are projects completed in Enumclaw and were approved by the  
93    ADAP county engineer after their construction. Twelve acres were restored to farmable land and  
94    3,000 feet of ditch was cleared during these projects.

95    Questions were raised as to where the dredge is placed during construction. Axt responded that it  
96    is spread out from the side of the ditch. There was also a question about road-runoff making their  
97    way into the soils. Axt remarked that the ADAP program does not typically work along road sides,  
98    those ditches fall under different programs, outside of KCD.

99    **Prinsen moved; Knutsen seconded passed unanimously a motion to approve AI 17-070**  
100   **McNeeley, Lorenz, and Shook Drainage Contract Completion (3 ayes, 0 nays)**

101

102   AI 17-071 Vincent Valley and Williams Drainage Contract Completion - Axt

103   Axt introduced this project. It is complete and has been approved by the engineer at King County.  
104   This year, KCD's drainage program contributed 42 farmable acres into production; 120 farmable  
105   acres was improved in some way through this work.

106   There was comment that KCD might want to look at how the productivity of land is changing due  
107   to global climate change. The more land ADAP can put back into production is critical because it  
108   could potentially offset some of the fluctuations in productivity from global climate change.

109   The question was posed as to opportunities that Axt sees in bringing groups of farmers into the  
110   ADAP program. Axt commented that interpersonal relationships can aid or be a detriment to  
111   collaborative work. Additionally, there can be less motivation for upstream landowners to improve  
112   drainage on their property if they are not actively farming.

113   **Prinsen moved; Knutsen seconded passed unanimously a motion to approve AI 17-071**  
114   **Vincent Valley and Williams Drainage Contract Completion (3 ayes, 0 nays)**

115

116   Chairman Comments - Ryon

117   Ryon commented that there were very positive experiences from the joint KCD- American  
118   Farmland Trust panel discussion last month. Grace commented that this was a good opportunity  
119   and that AFT National Director John Piotti seemed to want to engage more within our region.

120   A break was called at 6:05; the meeting resumed at 6:28pm.

121 **New Business:**

122 Draft of Resolution No 17-005 – Souza

123 Souza introduced the draft resolution. This resolution's approval will begin the upcoming election  
124 period for position #3 on KCD's Board of Supervisors. Position number three (currently held by  
125 Jim Haack) expires in May of 2018. This resolution sets the proposed time and date for the election  
126 and the voting period.

127 This year, KCD will be using ClearBallot to vote. The verification process will still happen through  
128 a third party. Elections Trust, a contractor, manages the election processes.

129 The election and voting period will be held March 19<sup>th</sup> through March 30<sup>th</sup>.  
130 The candidate filing deadline has been extended from previous elections to fall after the holidays  
131 and will now be January 31<sup>st</sup>, 2018.

132 The election results will be ratified at the May WSCC board meeting. The new board member will  
133 be sworn in by June.

134 October 30<sup>th</sup> at noon is proposed to ratify this resolution over the phone in a special board meeting.  
135 This is acceptable to the board.

136

137 Advisory Committee Update – Covington

138 The list of awardees for the Regional Food System grant program awardees has been presented to  
139 the Advisory Committee and the Board will receive those projects in November.

140 There are nine projects which have been selected for this year. From the total amount to be  
141 awarded, \$50,000 is recommended by the Advisory Committee to be returned to the grant fund  
142 pool for next year.

143 It was noted that funding rollovers are not common in the KCD program. Covington commented  
144 that the remaining funds could be used to fund another project within the applicant pool or shifted  
145 to the strategic initiative round of awards. Covington noted that the list of projects currently under  
146 consideration for funding as a strategic initiative is large and that segment would benefit from  
147 additional resources.

148 The recommended list of awards will be confirmed by the Advisory Committee at their October  
149 meeting and will be forwarded to the KCD Grants subcommittee for review prior to being brought  
150 to the Board for final consideration at the November meeting .

151

152 Executive Director update – Covington



- 153 *Totem Lake* - Covington reported on the Totem Lake process.
- 154 *The Road to 2020* – At her request, Grace and Covington gave a brief to DNRP Director Christie  
155 True, outlining the path to develop the next 5 year plan of work. This presentation mapped out the  
156 touch points between now and the 2019 presentation to the Council King County Council.
- 157 It was suggested that a second- document be created to reflect the journey between the last 5-year  
158 program of work and where KCD is now. It was suggested that the document revisit the  
159 benchmarks set in the 2013 meetings with the Council.
- 160 True recommended that KCD be prepared to present the 2020-2025 plan of work and associated  
161 rates and charges budget at the end of the summer rather than mid-fall. The current schedule has  
162 been created with that deadline in mind.
- 163 Covington remarked that conversations around state-wide funding for conservation districts may  
164 be taking place at a similar time and we will need to be mindful of that.
- 165 Grace remarked that True expressed a specific interest in continuing funding for local food  
166 initiative work.
- 167 *Theory of Change* – Staff is currently meeting to work on the Theory of Change project. Staff  
168 strategy groups will have initial logic models completed in November. The goal is to be in a  
169 position to begin to bring in additional stakeholders (the Advisory Committee and others) after the  
170 first of the year. *Area Meeting* – This Thursday is the area meeting. Carpooling is available if  
171 desired; contact Covington with a request.
- 172 *WACD Annual Meeting* – This meeting will be held from 11/27 to 11/29. The early registration  
173 deadline is in mid-October and rooms have been reserved. Board members can contact Covington  
174 to indicate if they will be able to join.
- 175 *Regional Food Systems Grant* – There are emerging concerns regarding the financial health of two  
176 organizations that have received Regional Food Systems grants in the past. Covington, Monaghan  
177 and Embleton are reaching out to gather more information. Covington will report back with more  
178 information as it is available.
- 179
- 180 2018 Budget – Covington/Souza
- 181 This is the first presentation of the budget information. It has been reviewed by the Finance  
182 Committee (Haack and Knutsen). There will be a “Third Monday” opportunity for those who are  
183 interested in a deep dive. . The 5-year plan supports spending down approximately 1.5 million of  
184 the rainy-day fund. However, it has become apparent that by the end of 2016, KCD was in fact  
185 accruing savings rather than spending down the rainy day fund. This was largely due to delays in  
186 staff hires and as a result of frugal management by the Leadership Team.

187 All KCD's accounts have been analyzed to reflect the actuals. KCD is likely to close out the year  
188 ahead of the projected budget again.

189 In select cases, KCD can release funds from committed accounts. It was commented that the  
190 available funds have been spent down historically; the funds were accumulated off efficiencies.

191 The available funds budget line is not related to the Working Lands Initiative, but is a separate  
192 budget line.

193 Currently KCD has \$1.6 million in cash reserves and an additional \$500,000 in a bond fund, for a  
194 total of \$2.1 million in reserves. KCD could keep the total rainy-day fund at \$1.6 million by  
195 holding \$1.1 million in cash savings and treating the \$500,000 in bonds as part of the rainy day  
196 fund, releasing \$500,000 of the current cash reserve for programmatic use. If this action is taken,  
197 then \$1.4 million is available to use for programmatic work.

198 Covington remarked that the board should think about how to spend the \$1.4 million and what  
199 priorities should be included.

200 The board was provided with additional readings about program budgets to review.

201 The question was raised as to what will be the limiting factor to deliver the work.

202 Covington responded that the limiting factor will be the speed at which new staff can be trained  
203 to take over management of day-to-day operations, freeing senior leadership to engage at a more  
204 macro policy level. KCD will be working with the Management Center – an organization that  
205 helps managers learn how to manage. Continuing managing and coaching support will be available  
206 to help staff learn to use the assets and training that they acquire through this process.

207 Souza added that the management center has a set of tools that can be used district-wide to help  
208 standardize management tools. This program could streamline functionality with delegation.  
209 Prinsen commented that these conversations can lead to good organizational structures.

210 This discussion will continue the 3<sup>rd</sup> Monday meeting (occurring at the KCD cedar room).

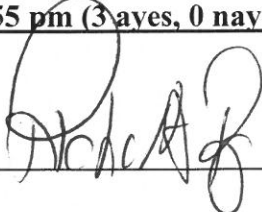
211 The final budget recommendation for FY 2018 will be brought to the Board for review and  
212 approval at the November meeting.

213

214 **Prinsen moved; Knutsen seconded passed unanimously a motion to adjourn the meeting at**  
215 **7:55 pm (3 ayes, 0 nays)**

216

217



11/13/2017



218 Authorized Signature

Date

219 Summary of Motions

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

222 Knutsen moved, Prinsen seconded passed unanimously a motion to approve the consent  
223 agenda as amended (3 ayes, 0 nays)

224 Ryon moved; Prinsen seconded passed unanimously a motion to approve Resolution No. 17-  
225 006 of the board of supervisors of the King Conservation District, King County, Washington,  
226 establishing the October 2017 King Conservation District Board of Supervisors Meeting in  
227 honor of Mark Musick (3 ayes, 0 nays).

228 Knutsen moved; Prinsen seconded passed unanimously a motion to approve AI 17-066 KCD-  
229 Seattle Community Partnership Recommended Grants (3 ayes, 0 nays)

230 Prinsen moved, Knutsen seconded passed unanimously a motion to approve AI 17-072  
231 Project Rankings for WSCC Funding (3 ayes, 0 nays)

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233 numbers 19831 through 19905 for a total of \$455,603.26 non-payroll EFT's totaling \$239.44,  
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240 7:55 pm (3 ayes, 0 nays)

241