

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

November 13<sup>th</sup>, 2017

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

**Associate Supervisors Present:** Nancy Tosta

**Guests Present:** Bryan Higgins (City of Kent), Shanna Joy (Washington State Conservation Commission)

**Staff Present:** Bea Covington, Ava Souza, Brandy Reed, Josh Monaghan, Deirdre Grace, Jessica Saavedra, Mary Embleton, Megan Melick, Emily Carlson

**Preliminary Matters:**

Meeting called to order at 5:01 pm by Dick Ryon. All attendees introduced themselves. Ryon asked for additions or corrections to the current agenda. An updated agenda was circulated.

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

**Consent Agenda:**

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

Board Minutes: 10.09.17, 10.30.17

KCD LIP Applications – Konrady

1. AI 17-074 LIP APP: Kelly and Alma Morphis: Aquatic Area Buffer Planting
2. AI 17-075 LIP APP: Sam Savar: Aquatic Area Buffer Planting
3. AI 17-076 LIP APP: Jason Mirro, Pasture and Hay Planting- (KCD Staff)

Member Jurisdiction Grant Applications – Saavedra

1. AI 17-077 City of Kent – 2018-19 Green Kent Partnership Year 9

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

**Public Comment:** Opened at 5:06. Closed at 5:07.

A question was raised about the neighborhood outreach during aquatic area enhancement restoration projects. KCD does outreach to neighbors of existing projects and this can sometimes lead to additional projects with adjoining neighbors. KCD also uses signage to inform the public and neighbors about the work completed on these properties.

**Pulled Consent Agenda Items:** None.

**Presentations:** None.

**Finance:**

AI 17-078 A motion to approve check numbers 19906 through 19987 for a total of \$283,582.39 non-payroll EFT's totaling \$5,691.42 Bank Fees of \$33.00 and October 2017 payroll for \$205,946.69 – Souza

Souza presented the finance report. There is nothing out of the ordinary and expenses were normal for the month. Revenue deposits from rates and charges are expected this month with trickle-in revenues throughout the rest of the year.

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**Unfinished Business:**

Totem Lake Update – Covington

Board chair gave a brief update on outreach to the Caribou Group. No action was taken.

Staffing Update – Covington

There are several open positions that KCD is currently in the process of filling. Job postings for the LIP Coordinator and Ag Drainage Coordinator are open. The Communications Coordinator search process has been suspended and will be reopened after the new year.

Theory of Change Update – Covington

Staff is working through the Theory of Change process. To date, the staff has been divided into strategy teams to create frameworks for revision and work. Up next, staff can comment on other

group's Theory of Change products. In January, the subject specific experts within KCD will review and refine the comments of inter-disciplinary staff products.

The Advisory Committee will be engaged in the process of review in the new year. The board will be informed of these Advisory Committee's Theory of Change reviews and can join and comment if they are interested. If the board has a specific interest in one working group, the board can inform Covington and she will connect them with the group. This process engages KCD's technical experts and is the foundation for the 2020-2025 plan of work.

It was requested that a summary document be produced for Theory of Change.

#### **New Business:**

##### AI 17-079: 2017 Regional Food System Grant Awards – Embleton

Embleton presented information about the Regional Food System Grants. Last year, changes were made to the grant program based off feedback from previous experience. This year, the review audience was expanded. The working group reviewed 30 proposals. Initial scoring lead to 15 proposals which were invited to provide more information. A full ranking was completed based off the answers of the applicants. This year, there are 9 projects which are up for funding.

A question was raised about the purchase of equipment through this program. This program does allow equipment purchases, but there are many stipulations which apply to those purchases.

It was recommended that the award to the Snoqualmie Valley Co-Op application be delayed, pending development of a business plan for the Co-Op.

There is a small balance from the Competitive Grant pool and it is recommended that this balance be applied to the upcoming Strategic Initiatives portion of the 2017 awards cycle.

**Knutsen moved, Prinsen seconded passed unanimously a motion to approve AI 17-079: 2017 Regional Food System Grant Awards. This includes reducing the Highline Award to omit \$24,000 for a tractor, postponing the decision on awarding the Snoqualmie Valley Coop Marketing Boost until December to complete information, and relocating \$42,594 from the competitive grant pool to the 2017 Strategic Initiative Fund. (4 ayes, 0 nays)**

A break was called from 6:12pm to 6:31pm. The meeting resumed at 6:31pm.

##### AI 17-080 Dairy Nutrient Management Plan – Gordy & Denise Van Hoof Dairy – Wild

Knutsen and Mosby reviewed these plans prior to the meeting. They are complete apart from an upcoming gutter replacement at the Van Hoof Dairy.

**Knutsen moved, Prinsen seconded passed unanimously AI 17-080 a motion to authorize the Board Chair to sign Gordy and Denise Van Hoof's Dairy Nutrient Management Plan Approval checklist (4 ayes, 0 nays)**

AI 17-081 Dairy Nutrient Management Plan – Green Acres Dairy – Wild

**Knutsen moved, Haack seconded passed unanimously AI 17-081 a motion to authorize the Board chair to sign the Green Acres Dairy Nutrient Management Plan approval checklist and implementation certification (4 ayes, 0 nays)**

Sustainable Statewide Funding – Mello Update – Covington

Ryon updated the board on the progress of the sustainable funding project with the Washington Conservation Commission's committee. Further discussion is needed to establish a permanent and sustainable funding plan for all conservation districts within the state. The timing of this effort is sensitive. Demonstrable proof of the value and effectiveness conservation practices are a valuable tool for communicating with outside groups. A reduction in funding pools will affect all groups, conservation-focused or otherwise.

There is interest in protecting secure sources of funding where they those sources exist. Other conservation districts are actively working to secure their funding.

Communicating about how CDs can meet the complicated local needs for conservation could be a powerful tool for illustrating the value of conservation work.

At the WACD meeting in Kennewick, it is likely that board members will be asked questions about these items.

AI 17-082: Resolution 17-006 A Resolution of the Board of Supervisors of the King Conservation District, King County, Washington, establishing a cost of living policy - Covington

Covington introduced this topic to the board. Currently, 3 documents are used to communicate with senior management and employees about how salaries change. The review system is a complex one for both managers and staff. Under current policy, there is no mechanism independent of merit-based raises to increase staff pay. This could be a liability for the district policy.

The item before the board creates a mechanism to allow increases in pay based off cost of living in addition to merit-based increases.

**Prinsen moved, Knutsen seconded passed unanimously a motion to approve AI 17-082: Resolution 17-006 A Resolution of the Board of Supervisors of the King Conservation District, King County, Washington, establishing a cost of living policy (4 ayes, 0 nays)**

128

129 AI 17-083 Confidentiality Policy – Covington

130 This establishes a policy that protects confidential information from accidental or purposeful  
131 release. There is a distinction between an employee releasing their own information and an  
132 employee who releases information of others. The policy includes a “three-strike” system to censor  
133 employees who violate this policy.

134 **Prinsen moved, Knutsen seconded passed unanimously a motion to approve AI 17-083**  
135 **Confidentiality Policy (5 ayes, 0 nays)**

136

137 AI 17-084 Gold Budget Review – Covington

138 Covington introduced the “gold” budget for 2018. This proposal shows a rates and charges income  
139 of over \$7 million dollars and expenses of \$8 million. Utilizing uncommitted funds would balance  
140 this budget. This gives the opportunity to use the \$1.4 million and allows KCD to build out the  
141 staff structure to fully deliver the 5-year plan of work.

142 Quarterly analysis and monthly budget-to-actual reports will continue to be given to the board and  
143 this will allow the board to continue to adjust as needed.

144 **Knutsen moved, Haack seconded passed unanimously a motion to approve AI 17-084 Gold**  
145 **Budget Review (4 ayes, 0 nays)**

146

147 AI 17-085 A motion to release DNR from being billed for 237 parcels within Natural Resource  
148 Conservation Areas (NRCA) – Covington

149 DNR has requested that these parcels be exempted from the assessment. Legal counsel has advised  
150 that this is acceptable. The parcels should not be included on the assessment because they are  
151 natural resource conservation areas without any development rights. The King County ordinance  
152 elected not to include these lands.

153 Prinsen exited the meeting at 7:55pm.

154 **Knutsen moved, Haack seconded passed unanimously a motion to approve AI 17-085 A**  
155 **motion to release DNR from being billed for 237 parcels within Natural Resource**  
156 **Conservation Areas (NRCA) (3 ayes, 0 nays)**

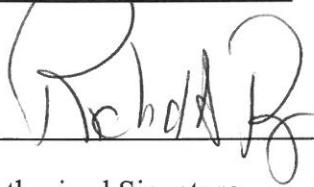
157

158 Briefing on LIP Application Updates from 2018 – Reed

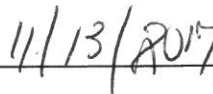
The changes to the LIP policies address issues which have arisen through experience in the program. The application becomes a contract after the application is approved.

A question was raised about putting this work on the title of properties which have received LIP funding. The current language in the 2018 update creates a transparent set of criteria where landowners know how to hold themselves accountable to the public/private investment that has been made.

**Knutsen moved; Haack seconded passed unanimously a motion to adjourn the meeting at 8:17 pm (3 ayes, 0 nays)**



Authorized Signature



Date

#### **Summary of Motions**

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

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

**Knutsen moved; Prinsen seconded passed unanimously a motion to approve AI 17-078 A motion to approve check numbers 19906 through 19987 for a total of \$283,582.39 non-payroll EFT's totaling \$5,691.42 Bank Fees of \$33.00 and October 2017 payroll for \$205,946.69 (4 ayes, 0 nays)**

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- 191 Prinsen moved, Knutsen seconded passed unanimously a motion to approve AI 17-082:  
192 Resolution 17-006 A Resolution of the Board of Supervisors of the King Conservation  
193 District, King County, Washington, establishing a cost of living policy (4 ayes, 0 nays)
- 194 Prinsen moved, Knutsen seconded passed unanimously a motion to approve AI 17-083  
195 Confidentiality Policy (5 ayes, 0 nays)
- 196 Knutsen moved, Haack seconded passed unanimously a motion to approve AI 17-084 Gold  
197 Buget Review (4 ayes, 0 nays)
- 198 Knutsen moved, Haack seconded passed unanimously a motion to approve AI 17-085 A  
199 motion to release DNR from being billed for 237 parcels within Natural Resource  
200 Conservation Areas (NRCA) (3 ayes, 0 nays)
- 201 Knutsen moved; Haack seconded passed unanimously a motion to adjourn the meeting at  
202 8:17 pm (3 ayes, 0 nays)