

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

March 12<sup>th</sup>, 2018

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

2 **Associate Supervisors Present:** Nancy Tosta (via phone)

3 **Guests Present:**

4 **Staff Present:** Bea Covington, Ava Souza, Jessica Saavedra, Emmett Wild, Brandy Reed, Emily  
5 Carlson

6 **Preliminary Matters:**

7 Meeting called to order at 5:03 pm by Dick Ryon. All attendees introduced themselves. Ryon  
8 asked for additions or corrections to the current agenda.

9 Haack requested that the Chair move New Business to follow the consent agenda. Knutsen  
10 seconded this request and the Chair approved moving New Business to follow the consent agenda.

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

13

14 **Consent Agenda:**

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

16 a) Board Minutes: 02.12.18

17 b) KCD LIP Applications: None.

18 c) Member Jurisdiction Grant Applications-

19 1) AI 18-013: City of Sammamish – Zackuse Creek Fish Passage and Stream  
20 Restoration Project

21 2) AI 18-014: City of Shoreline – 2018 Richmond Beach Saltwater Park Habitat  
22 Restoration

23

24 Knutsen moved AI 18-013: City of Sammamish – Zackuse Creek Fish Passage and Stream  
25 Restoration Project from the consent agenda for further discussion.

26

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

29

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

31 **Pulled Consent Agenda Items:**

32 AI 18-013: City of Sammamish – Zackuse Creek Fish Passage and Stream Restoration Project was  
33 discussed off the consent agenda.

34 Knutsen commented that this project represents the next phase in a multiyear restoration process.  
35 The project is key to salmon recovery in the area.

36 **Knutsen moved, Haack seconded passed unanimously a motion to approve AI 18-013: City**  
37 **of Sammamish – Zackuse Creek Fish Passage and Stream Restoration Project (3 ayes, 0**  
38 **nays)**

39

40 **Presentations:** None.

41 **New Business:**

42 AI 18-016: LIP Application: Mensoides Waste Storage Facility – Wild

43 Wild explained that this application comes from a flush dairy where water is poured throughout  
44 the barn in order to clean the stalls of the dairy. This water is then stored in a reception pit.  
45 Mensoides requests funds to divide the reception pit to allow the effluent to pass through the  
46 system without impacting the existing manure lagoon. This will improve the system and reduce  
47 the volume of waste water within the system.

48 **Knutsen moved, Haack seconded passed unanimously a motion to approve AI 18-016 KCD**  
49 **Landowner Incentive Program Applications from Ryan Mensoides Waste Storage Facility**  
50 **in the total amount of \$22,500.00 (3 ayes, 0 nays)**

51

52 **Finance:**

53 AI 18-015: A motion to approve check numbers 20294 through 20418 for a total of \$468,522.22;  
54 non-payroll EFT's totaling \$687.18; Bank Fees of \$78.00; and February 2018 payroll for  
55 \$205,112.20 - Souza

56

57 Souza presented the finance report to the board and explained that business has proceeded as  
58 normal. She anticipates that some rates and charges funds will be deposited this spring.

59 Souza noted that the funds from the plant sale are cash only as represented in the packet.

60 Souza notified the board that the auditor is arriving on site this month to conclude the three-year  
61 audit of KCD. =

62 **Knutsen moved; Haack seconded passed unanimously a motion to approve AI 18-015: A**  
63 **motion to approve check numbers 20294 through 20418 for a total of \$468,522.22; non-**  
64 **payroll EFT's totaling \$687.18; Bank Fees of \$78.00; and February 2018 payroll for**  
65 **\$205,112.20 (3 ayes, 0 nays)**

66

67 **Unfinished Business:**

68 Relocation Update – Haack

69 Haack indicated that KCD is a couple weeks behind the original schedule for the move project.  
70 Coordinating tours and coordinating responses from potential property managers has taken more  
71 time than anticipated, leading to a delay.

72 Because KCD is behind its proposed schedule, the project will need to move faster in the next  
73 few weeks to remain on schedule. Proposals have been solicited from potential property  
74 managers. One key issue that KCD is looking for is how the space can accommodate the future  
75 growth of the organization. Another key issue is secure storage on-site, especially for vehicles  
76 and equipment. KCD is still looking for space in the south King County area. At this stage, the  
77 team is cultivating multiple options and is not prepared to make a full recommendation. There is  
78 may be a special meeting to discuss the recommendations of the move team. The board is  
79 interested in maintaining momentum to move the process forward as much as possible and  
80 expressed full support for the move team.

81 Covington added that the spaces the moving team is reviewing have the “must-haves” and  
82 several “nice-to-haves” that were listed at the all-staff meeting category.

83

84 Staff Updates – Covington

85 Covington reported on the updates to the staff roster.

86 KCD has hired four AmeriCorps Individual Placements in the realm of Forestry, Rural  
87 Agriculture, and two Urban Agriculture. Reed clarified that these positions are not staff  
88 members, but are through different branches of AmeriCorps.

89 The Agricultural Drainage Coordinator position will be filled by Elizabeth Stockton in the next  
90 few weeks.

91 KCD continues to build out its middle management team. This is a realization of the vision in the  
92 five-year plan outlined by senior management and the Board of Supervisors. This build out will  
93 allow KCD to fulfill the program commitments associated with the current 5-year plan without  
94 overburdening staff. Ryon inquired about additional resources that KCD may need to support a  
95 larger staff size. Covington indicated that vehicles may be an area where support is required. The  
96 coordination of the vehicle fleet has revealed that staff needs for vehicles are lower than  
97 anticipated, but she will be looking at the option to lease state motor pool vehicles provided  
98 through the Conservation Commission. Snohomish and Pierce CD's have both been using this  
99 option with satisfaction.

100 The Board and Reed discussed the shared engineer who designs projects for KCD and the other  
101 Conservation Districts in the Puget Sound Area. This is especially important because there are so  
102 many kinds of engineering specialties and CD work touches all aspects of engineering design.  
103 The Board also discussed NRCS's need for engineering services, their inability to hire due to the  
104 hiring freeze, their surplus of funds and their desire to partner with CD's to engage engineering  
105 services. When KCD has an engineer on board, this is a service line we may want to explore.

106 Covington reviewed a staffing schematic which shows how KCD's staff is currently configured.  
107 She noted that not everyone on the chart is the full-time employee. Currently, KCD has 41 staff  
108 members (including permanent, part time and interns) and is likely at a sustainable staffing level  
109 with some added flexibility. This added flexibility will add capacity for the increased demand on  
110 KCD's services.

111

112 Theory of Change/ Advisory Committee Update - Covington

113 The AC had an overview presentation about the Theory of Change. The most current versions of  
114 Rural Agriculture and Regional Food Systems are on display in the board room.

115

116 A break was called from 6:10 to 6:32 pm.

117

118 After the conversations from the last Advisory Committee meeting, the Advisory Committee has  
119 decided to stay together as a whole group and to consider each model in sequence. These

120 important conversations may take more than one hour, and KCD staff is ready to support  
121 additional conversations. However, KCD will need to use the Advisory Committee members'  
122 time as efficiently as possible to engage them at critical points in the process.

123 KCD has already established the environmental outcomes and the behavior pieces of the Theory  
124 of Change. There will be conversations about the short-term outcomes. Next, AC will address  
125 potential activities and target audiences.

126 The process of developing the Theory of Change metrics will continue over the next few weeks.  
127 This will enable KCD to engage in critical story telling with the Advisory Committee and other  
128 partners. This process illustrates the strong connection between environmental outcomes and  
129 target behaviors. Therefore, enabling KCD to explain how its work matters to partners and  
130 others.

131 Rural Agriculture and Regional Food Strategies will be examined first. These programs are more  
132 established and have had deeper discussion through the Theory of Change process; they have  
133 some of the most robust metrics and will create a good foundation for engaging the Advisory  
134 Committee around future program areas. In addition to this Advisory Committee coordination,  
135 Covington and Grace will begin working with additional interest groups and leaders in the  
136 community. Subject matter experts will also be engaged in this process.

137 Covington will continue to work with the Board to make sure that they have a full understanding  
138 of this work and how to communicate with the public. Covington encourages the board to review  
139 the Advisory Committee materials and thought questions.

140 Knutsen commented that he is particularly interested in maintaining high level of engagement  
141 with the Advisory Committee members. Lower attendance noted at past Advisory Committee  
142 events may be due to changing traffic patterns and the AC meeting may need to shift venues to  
143 accommodate additional attendance.

144 Tosta commented that the Advisory Committee coordination process represents a large  
145 investment of staff and Executive Director time. She is interested in making sure that investment  
146 is returned and that this does not draw staff time from their critical roles. Additionally, she  
147 commented that the Advisory Committee is interested in using data to inform next steps in the  
148 five-year planning process.

149 Covington indicated that the timeline around the creation of the five-year plan has been key in  
150 informing the level of engagement of the Advisory Committee. Reed commented that  
151 engagement of partners is critical for creating the next five-year plan. Resources would be

152 needed for to create KCD's next five-year plan and will be important for reflecting on the  
153 product of work.

154 Haack inquired about KCD progress against the metrics set up by the previous five-year plan.  
155 Currently, KCD can articulate its metrics and goals as they were dictated in the five-year plan.

156 Knutsen commented that the prioritization process from the last five-year plan could be  
157 referenced in this year's process. This may be a heavy lift for all members of the Advisory  
158 Committee to absorb the information and be able to speak about it. Haack commented that this  
159 conversation could be informed by the level of demand for KCD's services.

160 Reed commented that it is also important to know exactly what data measures KCD is looking to  
161 report on; scientific data shows that specific actions and behaviors can enhance natural resource  
162 indicators. Reed used the example of rural forestry program. There are far more acres of forest  
163 than KCD could provide services with at the current staffing level. KCD currently provides  
164 services to landowners and empowers them to improve their upland habitat through planning,  
165 technical assistance, and landowner incentive program funds. Using the Theory of Change  
166 process, KCD can illustrate how the rural forestry work could increase with additional staff  
167 capacity.

168 Covington gave the example of salmon recovery. KCD has prioritized restoration as the key to  
169 salmon recovery. Over the past five years, attitudes have shifted and it is recognized that storm  
170 water has a significant impact on the survival of salmon returning to spawn. Therefore, KCD  
171 may need to consider how work can be adjusted to reflect that.

172

173 Request for CAPP Feedback – Ryon

174 Ryon requested to postpone the discussion of this item. He requested that the Board review the  
175 standards listed in the handouts and be prepared to discuss them. Some of the standards are  
176 required, others are suggested best practices. Board members can send their top choices to Ryon  
177 and then the board can review them.

178 Covington commented that the staff spent three days in a training with the Management Center  
179 learning management tools and communication tools. She distributed copies of the training text to  
180 the board for their review.

181 Reed introduced Paul Borne, who will be leaving KCD staff after seventeen years of service with  
182 the District. Borne thanked the Board for their work and support over his tenure at the District.

183

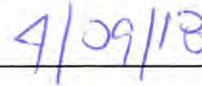
184 **Knutsen moved; Haack seconded passed unanimously a motion to adjourn the meeting at**  
185 **7:45 pm (3 ayes, 0 nays)**

186

187



188 Authorized Signature



Date

189

**Summary of Motions**

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191 **amended (3 ayes, 0 nays)**

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196 **nays)**

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