

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

May 14<sup>th</sup>, 2018

1 **Supervisors Present:** Dick Ryon – Chair, Jim Haack, Max Prinsen

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

3 **Guests Present:** Kim Richmond (Des Moines Farmers Market)

4 **Staff Present:** Bea Covington, Ava Souza, Brandy Reed, Josh Monaghan, Jessica Saavedra (via  
5 phone), Elizabeth Stockton, Emily Carlson

6 **Preliminary Matters:**

7 Meeting called to order at 5:00 pm by Dick Ryon. All attendees introduced themselves. Ryon  
8 asked for additions or corrections to the current agenda.

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

11 **Consent Agenda:**

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

13 a) Board Minutes – 04.09.18

14

15 b) KCD LIP Applications:

16 1) AI 18-036 LIP APP: Sean Stratman, Experience Farming Project: Stream Crossing

17

18 c) Member Jurisdiction Grant Applications:

19 1) AI 18-037 Des Moines Farmers Market – Low Income Senior Healthy Eating  
20 Initiative

21 2) AI 18-038 City of Renton – 2018 Renton Farmers Market – Marketing and  
22 Promotion

23 3) AI 18-039 King County – 2018 Keeping Farmers Farming, King County  
24 Agriculture Program

25

26 Tosta noted that she was present on 04.09.18 and requested that the minutes be amended to  
27 reflect her presence.

28

29 **Prinsen moved, Haack seconded passed unanimously a motion to approve the consent**  
30 **agenda with the noted adjustment to the minutes (3 ayes, 0 nays)**

31 **Public Comment:** Opened at 5:05 Closed at 5:08pm.

32 Richmond is the president of the Board of Supervisors for the Des Moines Farmers Market. She  
33 gave the Board an update on the senior's program which funds senior's participation in the farmers  
34 market.

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

36 **Presentations:** None.

37 **Finance:**

38 Jessica Saavedra left the meeting at 5:10pm.

39 AI 18-040: A motion to approve check numbers 20506 through 20614 for a total of \$405,790.18;  
40 non-payroll EFT's totaling \$13891.84; Bank Fees of \$33.00; and April 2018 payroll for  
41 \$218,899.08 – Souza

42 Souza presented the finance report.

43 2018 First Quarter Report – Souza

44 Total expenses compared to total budget is on track. Approximately 22% of the total budget has  
45 been spent. This is normal compared to last year. A question was raised about the projected  
46 increase in overhead. Souza confirmed that contracted services are higher than average because  
47 KCD is in the process of hiring more staff and currently using contractors to fill these vacant roles.

48 The first large installment of rates and charges funds have been reported as collected by King  
49 County. We expect that revenue to be transferred to KCD in late May or early June. KCD is on  
50 target to meet the projected budget for the year. The auditing process is wrapping up this month  
51 and the 2017 BARS are currently being processed.

52 Plant Sale has concluded. The reconciliation has been completed and KCD has netted over \$8,000  
53 from the Plant Sale. A comment was made about the PayPal fees and how they impact the funds  
54 collected. The fees for transactions with PayPal are significant and alternative options may be  
55 pursued.

56 Prinsen moved; Haack seconded passed unanimously a motion to approve AI 18-040: A  
57 motion to approve check numbers 20506 through 20614 for a total of \$405,790.18; non-  
58 payroll EFT's totaling \$13,891.84; Bank Fees of \$33.00; and April 2018 payroll for  
59 \$218,899.08 (3 ayes, 0 nays)

60

61 **Unfinished Business:**

62 AI: 18-041 Update on New Space- JLL Contract – Covington/Haack

63 Covington announced that KCD has signed a 10-year lease with the Times Square Property for  
64 slightly more than 13,000 square feet of Class A office space. It is a turnkey lease. The space will  
65 be open concept and features multiple conference rooms. This configuration will provide  
66 collaborative meeting space while allowing for private conversations and work.

67 A portion of the parking area will be fenced in for vehicle safety. The space will be dog friendly  
68 for staff. A cafeteria is on the campus and there is ample outdoor seating.

69 Haack recognized the efforts of KCD's legal team in developing a lease for KCD to sign.

70 JLL has submitted a proposal to manage the move projects. The project schedule was reviewed by  
71 the board and two dates in the contract were pointed out for further review. Another question was  
72 raised about an alternative space where KCD could be housed if the space is not ready; in the lease,  
73 there is a good-faith pledge to house KCD in a temporary location if there's not space available.

74 It was clarified that staff could move into the building if the roll-up door had not been yet  
75 constructed. Business would not be interrupted in this process. Additional solutions were  
76 discussed, should the space be unready by September 1<sup>st</sup> for the move. Short-term work spaces  
77 were discussed.

78 **Haack moved; Prinsen seconded passed unanimously a motion to approve AI 18-041: The**  
79 **engagement of Jones Lang Lasalle Americas Inc for the scope of services in the project**  
80 **management agreement (3 ayes, 0 nays)**

81

82 Report out on Ellensburg WSCC meetings - Reed/Knutsen

83 Reed updated the board on the two-day All District Meeting dealing with the biennium budgeting  
84 process and engaging in the strategic planning process. Knutsen and Reed attended the meetings  
85 and Reed offered to share her notes with the Board if they are interested and contact her.

86 Decision packages will be built out for key budget items. KCD will contribute to the conversation  
87 by sending multiple staff members to serve on these committees. On behalf of Knutsen, Covington  
88 commended Reed on her hard work during this process and her representation of KCD's initiatives.

89 The meetings also focused on state-wide policy. WSCC is engaged in a strategic planning process  
90 and is weighing how to prioritize work across the state. The staff of the commission will need to  
91 review recommendations from the meeting and next steps will be disseminated in summer.

92 Reed noted that NRCS is reorganizing and is interested in working with the WSCC and  
93 Conservation Districts individually to identify areas where CD's might take on or support NRCS  
94 funded work.

95 Nancy Tosta left the meeting at 6:00pm.

96 A break was called from 6:06 to 6:25pm

97 Report out on NRCS statewide reorganization discussions - Monaghan

98 NRCS is currently proposing to downsize from nearly 200 employees to only about 140  
99 employees. While existing staff will not be let go, as people retire they will not be replaced. The  
100 proposed changes would eliminate the Renton field office. NRCS is looking to outsource their  
101 technical work to other agencies to ensure a high quality of that technical work is available to the  
102 public after staff transitions out.

103 Conservation planning is also relationship building and trust building. As NRCS changes their  
104 staffing levels, KCD will need to manage and plan for those changes. Personal relationships and  
105 mentoring opportunities could be lost in the shuffle. KCD has been invited to provide comments  
106 on these changes and Monaghan invites the board to comment on the proposal as well.

107 Collaborative relationships can be a critical part of success in conservation. NRCS is a valuable  
108 partner to KCD and they have a different target audience than KCD's regular constituents. This  
109 create opportunities to reach cooperators that KCD might otherwise not engage with.

110 A question was raised about KCD potentially providing an organizational comment in the form of  
111 a letter on the re-organization of NRCS. Closing the Renton NRCS field office may send the  
112 message that farming is not as important in King County. Co-housing was discussed as well as the  
113 concerns over navigating NRCS's security protocols if co-housing were pursued.

114 It was deemed appropriate to draft a letter reflecting KCD's concerns about the NRCS staff  
115 reduction.

116 A comment was made about the NRCS technical guide and how much KCD and other  
117 Conservation Districts rely on NRCS for training, certification, and additional information.

118

119 **New Business:**

120 AI: 18-042 CPDS Update – Reed

121 Reed updated the board on the CPDS funding. KCD can submit projects for CPDS funding and  
122 the projects are ranked and funded

123 Projects must be approved by the Board in order to appear on the list, which would allow them to  
124 be funded, should the funding become available through the WSCC. The projects inputted in the  
125 CPDS system are listed in the packets for Board member review.

126 Projects on this list are not guaranteed funding, but approval of the projects allows KCD to move  
127 on implementing a project if the project is selected by the WSCC.

128 **Haack moved; Prinsen seconded passed unanimously a motion to approve AI 18-042 the**  
129 **King Conservation District project list and associated project rankings for projects to be**  
130 **considered for funding by the WSCC Conservation Practices Data System (CPDS) (3 ayes,**  
131 **0 nays)**

132 Three KCD CPDS projects are being funded currently.

133 AI 18-043: Agricultural Drainage Cost Share Ratio – Monaghan/Stockton

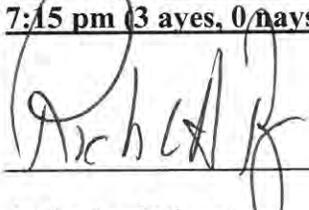
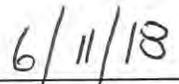
134 Monaghan introduced Liz Stockton, KCD's Agricultural Drainage Coordinator, who is  
135 experienced in project management.

136 The item before the board is an update to the ADAP program.. This proposal would increase the  
137 project cap and increase the reimbursement percentage. KCD is seeing more requests for multi  
138 stakeholder projects and project costs in general have been increasing.

139 **Prinsen moved; Haack seconded passed unanimously a motion to approve AI 18-043 the**  
140 **program cost share to the ratios and caps noted in the associated briefing and direct staff to**  
141 **use the proposed ranking criteria to rank projects for funding if there are more requests**  
142 **than can be funded in 2018 (3 ayes, 0 nays)**

143 For the good of the order, Reed updated the Board on the Marine Shoreline workshops which are  
144 coming up and invited the Board to attend if their schedule permits.

145 **Prinsen moved; Haack seconded passed unanimously a motion to adjourn the meeting at**  
146 **7:15 pm (3 ayes, 0 nays)**

147  \_\_\_\_\_  
148  \_\_\_\_\_  
149 Authorized Signature Date

150 **Summary of Motions**

151 **Prinsen moved; Haack seconded passed unanimously a motion to approve the agenda (3**  
152 **ayes, 0 nays)**

153 **Prinsen moved, Haack seconded passed unanimously a motion to approve the consent**  
154 **agenda with the noted adjustment to the minutes (3 ayes, 0 nays)**

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156 **motion to approve check numbers 20506 through 20614 for a total of \$405,790.18; non-**  
157 **payroll EFT's totaling \$13,891.84; Bank Fees of \$33.00; and April 2018 payroll for**  
158 **\$218,899.08 (3 ayes, 0 nays)**

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163 **King Conservation District project list and associated project rankings for projects to be**  
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165 **0 nays)**

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167 **program cost share to the ratios and caps noted in the associated briefing and direct staff to**  
168 **use the proposed ranking criteria to rank projects for funding if there are more requests**  
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