

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

June 11th, 2018

Supervisors Present: Dick Ryon – Chair (via phone), Burr Mosby – Vice Chair (via phone), Bill Knutsen – Auditor (via phone), Jim Haack (via phone)

Associate Supervisors Present: Nancy Tosta (via phone)

Guests Present:

Staff Present: Bea Covington (via phone), Ava Souza (via phone), Brandy Reed (via phone), Deirdre Grace (via phone), Emily Carlson (via phone), Andrew Jones

Preliminary Matters:

Meeting called to order at 5:11 pm by Dick Ryon. All attendees introduced themselves. The agenda was approved.

Knutsen moved; Mosby 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.

a) Board Minutes – 05.14.18

b) KCD LIP Applications:

1) AI 18-044: LIP App: Geoff and Terri Fletcher: Forest Health Management

c) Member Jurisdiction Grant Applications: None.

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

Public Comment: Opened at 5:14pm Closed at 5:15pm. Andrew Jones left the meeting at 5:16pm.

Pulled Consent Agenda Items: None.

Presentations: None.

Finance:

1) AI: 18-045: A motion to approve check numbers 20615 through 20724 for a total of \$528,789.32; non-payroll EFT's totaling \$1,488.15; Bank Fees of \$33.00; and May 2018 payroll for \$214,794.34 – Souza

Souza presented the finance report. Business was as usual, and the rates and charges funds were collected this month.

Knutsen moved; Mosby seconded passed unanimously a motion to approve AI: 18-045: A motion to approve check numbers 20615 through 20724 for a total of \$528,789.32; non-payroll EFT's totaling \$1,488.15; Bank Fees of \$33.00; and May 2018 payroll for \$214,794.34 (3 ayes, 0 nays)

The 2014-2016 audit was completed and all necessary items have been received by the Secretary of State. The 2017 BARS were submitted this month.

Jim Haack joined the meeting at 5:22pm.

Unfinished Business:

Executive Director Update - Covington

Covington updated the board on the Advisory Committee Theory of Change process. Food systems and rural farm programs will be revisited at the June Advisory Committee meeting.

The presentation to King County Council will occur on July 19th; the annual report will be presented to the King County Council at that time. Covington requests any comments from the board by July 15th to incorporate their comments.

Move Update – Haack

Haack gave an update on the build-out process. The permitting process was completed ahead of schedule. The rolling door will be put into the building after other installs and will not be included in this phase of the build-out. This tenant improvement process is estimated to be completed by mid-August. The furniture process is ongoing.

A question was raised about how many members of the group have had a chance to view the budget and the furniture quotes. It was confirmed that the documents were received by the group. The documents are as comprehensive as possible and represent the current snapshot of best estimates.

As the project moves forward, Haack will be able to visit the site on a weekly basis and project management groups will be meeting weekly to coordinate the move process.

Covington reminded the board that there is a move-board in the office for staff and board members to review. This will be updated periodically. The July board meeting is also scheduled to take place in the new office space, at which point there will be additional opportunities for engagement.

New Business:

AI: 18-046 Investment in KCD Functionality and Efficiency – Covington

Covington and Haack introduced this topic.

A question was raised about leasing the furniture for the office rather than purchasing it. Haack responded that this is no longer common industry practice and that the vendor KCD has identified does not provide that service.

There was discussion about the the best use of reserve funds for the move project, included the expected proceeds from Totem Lake. There may be a gap between the time when the funds from the sale become available and when the project requires implementation.

A question was raised about utilizing a line of credit to pay for the move project and then recrediting the funds from reserves to offset that credit line. However, the board members expressed concern over the length of time that establishing a line of credit would potentially take. Additionally, there would potentially be interest accrued that would increase the cost of this potential option.

This investment in this space will increase the efficiency and functionality of the staff and agency; the cost of the installation will be amortized over the 10-year lease period.

Jim Haack's call was dropped at 5:55 pm.

A question was raised about how long the Totem Lake sale may take to finalize. KCD's legal team is still coordinating the sale of the property and the timetable remains undetermined. KCD has reserve funds that will cover the costs associated with the move. It was clarified that AI 18-046 will approve the move team to act in the way that is the most cost and time effective for the agency.

Knutsen moved; Mosby seconded passed unanimously a motion to approve AI 18-046 (3 ayes, 0 nays)

Cedar River Group – Covington

Covington introduced this topic and gave some background on it. The Cedar River group was originally encountered during the Advisory Committee Theory of Change facilitation process.

Although not selected for that project, The Cedar River Group stood out for their exemplary work and facilitation processes. They have a high level of literacy around the regional priorities of the District and environmental subject matter.

Jim Haack rejoined the meeting at 6:10pm.

Covington asked about connecting the board with the Cedar River Group and how their expertise could inform the strategic questioning that will take place throughout the next five-year cycle. If the Cedar River Group is available, Covington will introduce them at the next board meeting.

Covington reminded the board that the meetings with Councilmembers are taking place and she will be updating them with more information on how they can participate in those meetings.

WACD Survey – Ryon/Covington

Ryon asked the board about their engagement with this survey so far. Board members have reviewed this survey but have not yet completed the survey.

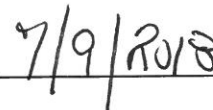
The board expressed interest in providing additional opportunities for engagement with staff, board, and the public. The board expressed interest in increasing engagement with conservation professionals and dedicated volunteers and how this might

The board decided to submit individual surveys and explore the potential for submitting a group survey that would reflect the needs of the organization.

Knutsen moved; Mosby seconded passed unanimously a motion to adjourn the meeting at 6:32 pm (4 ayes, 0 nays)



Authorized Signature



Date

Summary of Motions

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

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

Knutsen moved; Mosby seconded passed unanimously a motion to approve AI: 18-045: A motion to approve check numbers 20615 through 20724 for a total of \$528,789.32; non-

- 120 payroll EFT's totaling \$1,488.15; Bank Fees of \$33.00; and May 2018 payroll for \$214,794.34
121 (3 ayes, 0 nays)
- 122 Knutsen moved; Mosby seconded passed unanimously a motion to approve AI 18-046 (3
123 ayes, 0 nays)
- 124 Knutsen moved; Mosby seconded passed unanimously a motion to adjourn the meeting at
125 6:32 pm (4 ayes, 0 nays)