

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

August 13th, 2018

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

2 **Associate Supervisors Present:** Nancy Tosta

3 **Guests Present:**

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

6 **Preliminary Matters:**

7 Meeting called to order at 5:05 pm by Dick Ryon. All attendees introduced themselves.

8 Knutsen asked the chair to amend the agenda and add AI: 18-063 Cedar River Consultant Group
9 phase II under New Business; Prinsen seconded that request. Ryon accepted this request.

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

12 **Consent Agenda:**

13 a) Board Minutes: 07.09.18

14

15 b) KCD LIP Applications:

16 1) AI 18-056: LIP App: Elizabeth Boutin: Forest Health Management

17 2) AI 18-057: LIP APP: Lori Levite: Waste Storage Facility

18 3) AI 18-058: LIP APP: Barbee Mill HOA: Aquatic Area Buffer Planting

19

20 c) Member Jurisdiction Grant Applications:

21 1) AI 18-059: City of Bellevue – Low Impact Development Standard Detail Project

22

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

25 **Public Comment:** Opened at 5:09pm. Closed at 5:10pm.

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

27 **Presentations:** None.

28 **Finance:**

29 AI 18-060: A motion to approve check numbers 20814 through 20908 for a total of \$393,770.20;
30 Non-payroll EFT's totaling \$9,321.26; Bank Fees of \$48.00; and July 2018 payroll for
31 \$214,429.32 – Souza

32
33 Souza presented the finance report; all items were standard for the period. One item was noted on
34 the check register; check 20813 was the next check number for this month, however, the check
35 was spoiled on the printer. Therefore, it does not appear on the check register.

36 Jim Haack joined the meeting at 5:12 pm.

37 **Knutsen moved; Prinsen seconded passed unanimously a motion to AI 18-060: A motion to**
38 **approve check numbers 20814 through 20908 for a total of \$393,770.20; Non-payroll EFT's**
39 **totaling \$9,321.26; Bank Fees of \$48.00; and July 2018 payroll for \$214,429.32 (4 ayes, 0**
40 **nays)**

41

42 **Unfinished Business:**

43 19-09-IM Grant Update – Reed

44 Reed provided an update on the 19-09 IM Grant request. Reed recapped her information from the
45 July Board Meeting where she presented information on the proposed grant for fiscal year 2019.

46 Reed updated the Board that the Commission level funded all CD's at 90K, but extended the option
47 for CD's to request additional funds. KCD has requested additional funding. As part of the new
48 request funding allocations were restructured. Reed alerted the board that the finalized request,
49 which was as follows: \$50,000 for design and installation of aquatic area enhancements, \$27,048
50 for the Washington Conservation Corps crew to provide labor support on aquatic area
51 enhancement projects, and \$50,000 for marine shoreline technical assistance and education.

52 **Knutsen moved; Prinsen seconded passed unanimously a motion to AI 18-063: 19-09-IM**
53 **Grant reflecting the updated funding allocations (4 ayes, 0 nays).**

54 Reed will follow up with the Board and email additional materials.

55

56 Executive Director Update - Covington

57 Covington provided an update on several items pertaining to the board business.

58 The National Association of Conservation Districts will hold the local regional meeting in
59 Washington this year. The deadline for attending at a reduced rate is August 17th; Covington will
60 email board members directly to determine their interest.

61 Covington updated the Board on the WADE meeting with the State Auditor. SAO has raised a
62 question about shared engineering services amongst conservation districts; The Conservation
63 Commission has reviewed the Auditors case and has concluded that their interpretation of statute
64 is incorrect. KCD has discussed this with our attorney as well, who concurs with the analysis
65 performed by the Commission. The Commission will continue to engage with SAO on this issue.
66 Until such time as we are informed otherwise we will continue to utilize shared engineering
67 services. Covington updated the Board on the discussion around sustainable funding sources for
68 conservation districts.

69 Covington updated the board on the 2014-2016 audit process. The audit is wrapping up and the
70 final items for review have been requested by the auditor. Exit interviews have been tentatively
71 scheduled.

72 Covington provided an update on Totem Lake; KCD's legal council is engaged in the process.

73 Covington provided an update on the Bonomi bridge project. The guardian of the property is
74 finishing projects, liquidating assets, and has not yet requested funds from KCD. The money is
75 reserved until the Bonomi guardian can issue acceptable receipts for reimbursement.

76

77 Road to 2020 Update and Next Steps – Covington, Reed, Grace

78 The Theory of Change (ToC) process is moving forward. KCD has used the fishbowl technique to
79 engage the Advisory Committee in discussion. Covington provided session notes from the
80 Advisory Committee to the Board members for their review.

81 . Covington showed examples of final Theory of Change work for the Board to review. A comment
82 was made that the graphics should represent the information on a conceptual level. This enables
83 Advisory Committee members to engage on a strategic level.

84 Additional discussion continued about how to engage with the Advisory Committee (AC).
85 Covington highlighted the comments made by the AC regarding the freshwater shorelines and the
86 importance of lake shorelines in addition to current freshwater shoreline work. Nighttime light
87 pollution was also discussed.

88 Throughout the ToC process, KCD is determining what gaps exist in the conservation landscape
89 and how KCD services and partners can fill those conservation gaps. The discussion continued
90 around mandatory shoreline softening and voluntary action. KCD works with voluntary
91 cooperators rather than landowners forced to act through a permitting requirement.

92 Conservation easement programs and shorelines were also discussed. A comment was made about
93 how lakes are classified. Many lakes and waterbodies in Washington are considered navigable
94 waters, which could be an unexplored possibility for funding and conservation.

- 95 A discussion building out the full suite of services for KCD's program of work is also underway.
96 A comment was made about acknowledging unsuccessful projects; they provide important
97 information in addition to stories of success.
- 98 A break was called from 6:22pm to 6:35 pm.
- 99 Forestry ToC discussions involved topics such as firewise practices and the expanding role of
100 conservation districts to support reduced fire risk. Additional conversations continued about
101 engaging underrepresented communities and youth opportunities in forestry sciences.
- 102 The issue of access to green spaces was discussed and how to make access to these locations and
103 opportunities more equitable for all communities. The question was raised regarding the issue of
104 neighborhoods where most residents are renters and how to demonstrate the value of green spaces.
- 105 Rural, urban, and community agriculture were discussed at the advisory committee. A discussion
106 continued about mid-sized farms and engaging these landowners in KCD's services.
- 107 A discussion continued around further developing impactful projects and accountability within
108 grant programs. Concern was expressed around projects where KCD issues funds but has little
109 managerial control over the outcomes of the grant.
- 110 Covington recognized Reed for her work in developing internal planning documents. Reed spoke
111 about the tool that her team is developing and how this documentation can display the details of
112 the programs. This will allow communication around how KCD has analyzed programmatic gaps
113 in current work and addressed them in potential future work. At a future board meeting, this
114 scaffolding should be in place and the Board will have an opportunity to review it.
- 115 Covington recommended engaging with the Cedar River Group at regular Board meetings to allow
116 for deeper discussion of these programs.
- 117 **Knutsen moved, Prinsen seconded AI 18-063 to enter into a contract with the Cedar River**
118 **Group for \$41,665.00 (4 ayes, 0 nays).**
- 119 Murray ADAP Contract Update - Stockton
- 120 Stockton provided additional information about the Murray project. Stockton reviewed the
121 excavation and haul-out line item on the quotes before the Board. Murray has requested a fee to
122 dump the soils from the ADAP excavation. The point was made that the funding comes from King
123 County Roads.
- 124 A question was raised on why KCD is involved in this process. King County Roads was interested
125 in funding the project but had no way to do so. Therefore, KCD was involved to develop a pilot
126 project to engage with the landowner for this project. Concern was expressed that if KCD is cost
127 sharing on this haul-out line item, then it represents a potential policy change for KCD's ADAP
128 program. Because this is a pilot project it will be important to evaluate whether or not this approach
129 is successful before applying the approach to other projects.

130 A comment was made that LIP's process (which ADAP is not part of) allows landowners
131 reimbursement for labor and project costs. There are state-level guidelines for reimbursement
132 which KCD follows for LIP; although the funding for this pilot comes from King County Roads,
133 KCD should continue to follow its own guidelines on these matters.

134 North Carnation ADAP Contract Update – Stockton

135 Stockton was able to find a qualified contractor who bid for less than the Board-approved
136 maximum on the North Carnation Project. The project is moving forward, and costs were saved
137 from this process.

138 **New Business:**

139 AI 18-061: Williams Part 2 Drainage Maintenance 2018 - Stockton

140 Stockton provided an updated bid on the project to the Board. The cost-saving measures from the
141 North Carnation project have allowed for consideration of additional projects this season.

142 This project is before the board for review because this landowner cost-shared on ADAP projects
143 last year. This project needs approval by the Board because KCD currently has a \$30,000 cap per
144 landowner and, given that this landowner engaged with ADAP last year, this project would
145 exceed the cap. The landowner expects 15 acres to be improved if the project moves forward.
146 Additional landowners may be impacted by improved drainage even though the ditch only runs
147 through a single property.

148 The board recommended capping the project at \$30,000 2018 and requested that the landowner
149 cover the remainder of the project costs.

150 **Prinsen moved; Knutsen seconded passed unanimously a motion to approve AI 18-061 for a**
151 **total amount of \$30,000 (4 ayes, 0 nays).**

152 Board Elections – Ryon

153 Ryon explained that there are three seats open for election on the KCD Board; Chair, Vice-Chair,
154 and Auditor/Secretary.

155 Knutsen nominated Dick Ryon for Chair; Prinsen seconded the nomination; Ryon accepted the
156 nomination.

157 **Knutsen moved; Prinsen seconded passed a motion to accept Ryon as Chair of the King**
158 **Conservation District Board. (3 ayes, 0 nays, 1 abstained)**

159 Knutsen nominated Burr Mosby for vice chair; Prinsen seconded the nomination. The
160 nominations closed.

161 **Knutsen moved; Prinsen seconded passed a motion to accept Mosby as Vice-Chair of the**
162 **King Conservation District Board. (3 ayes, 0 nays, 1 abstained)**

163 Prinsen nominated Knutsen for auditor/secretary; Ryon seconded the nomination; Knutsen
164 accepted the nomination. Nominations closed.

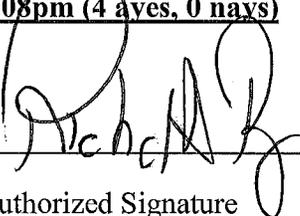
165 **Prinsen moved; Ryon seconded passed a motion to accept Knutsen as Secretary Auditor of**
166 **the King Conservation District Board. (3 ayes, 0 nays, 1 abstained)**

167 Ryon acknowledged Reed for accepting the position of Interagency Director of the King
168 Conservation District and the decades of her service to KCD. Ryon recognized Monaghan for his
169 work as Program Director and Emily Carlson for her work with the Xerces Society on native
170 pollinator conservation.

171 **Knutsen moved; Prinsen seconded passed unanimously a motion to adjourn the meeting at**
172 **8:08pm (4 ayes, 0 nays)**

173

174



9/10/2018

175 Authorized Signature

Date

176

Summary of Motions

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

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184 **nays)**

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186 **Grant reflecting the updated funding allocations (4 ayes, 0 nays).**

187 **Knutsen moved, Prinsen seconded AI 18-063 to enter into a contract with the Cedar River**
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191 **Knutsen moved; Prinsen seconded passed a motion to accept Ryon as Chair of the King**
192 **Conservation District Board. (3 ayes, 0 nays, 1 abstained)**

193 **Knutsen moved; Prinsen seconded passed a motion to accept Mosby as Vice-Chair of the**
194 **King Conservation District Board. (3 ayes, 0 nays, 1 abstained)**

195 **Prinsen moved; Ryon seconded passed a motion to accept Knutsen as Secretary Auditor of**
196 **the King Conservation District Board. (3 ayes, 0 nays, 1 abstained)**

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198 **8:08pm (4 ayes, 0 nays)**