

# KING CONSERVATION DISTRICT

## Board of Supervisors

### Meeting Minutes

November 19<sup>th</sup>, 2018

1 **Supervisors Present:** Dick Ryon – Chair, Burr Mosby – Vice Chair, Bill Knutsen – Auditor, Jim  
2 Haack (via video conference), Max Prinsen

3 **Associate Supervisors Present:** Nancy Tosta (via video conference).

4 **Guests Present:** Allison Halpern (Washington State Conservation Commission), Eric Frimodt  
5 (Inslee Best), Kristen Haugen

6 **Staff Present:** Bea Covington, Ava Souza, Josh Monaghan, Deirdre Grace, Jessica Saavedra,  
7 Laura Redmond, Lindsey Davidson, Gwen Vernon, Emily Carlson

8 **Preliminary Matters:** Meeting called to order at 5:00 pm by Dick Ryon. All attendees introduced  
9 themselves. Ryon asked for additions or corrections to the current agenda. It was noted that an  
10 updated agenda was circulated.

11 Ryon added the WSCC update to the agenda for 15 minutes under the title New Business.

12 It was noted that an updated Finance Packet was circulated. It was noted that Resolution 18-001  
13 was circulated at this meeting.

14 **Knutsen moved; Prinsen seconded passed unanimously a motion to approve the agenda as**  
15 **amended (5 ayes, 0 nays)**

16 **Consent Agenda:**

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

18 a) Board Minutes: None.

19 b) KCD LIP Applications:

20 1) AI 18-083 LIP App – Goldbloom: Waste Storage Facility

21 c) Member Jurisdiction Grant Applications:

22 1) AI 18-084: City of Kirkland – 2019 Implementation of 20-Year Forest and Natural  
23 Areas Restoration Plan

24 2) AI 18-085: University of Washington – Seahurst Park, 2019 Benthic Invertebrate  
25 Monitoring

26 **Knutsen moved; Mosby seconded, a motion to remove AI 18-083 from the consent agenda (5**  
27 **ayes, 0 nays)**

28

**Prinsen moved, Knutsen seconded passed unanimously a motion to approve the consent agenda as amended (5 ayes, 0 nays)**

**Pulled Consent Agenda Items:**

Knutsen asked about the waterbody on the property. There is a typo within the application; Knutsen updated it to strike Ames Creek from the application document.

Ryon noted that the initials on the document have been typed into the document. Redmond commented that these are electronic signatures; KCD has used these in the past. Ryon asked that the documents be initialed in pen and ink rather than electronically. Ryon asked that we confer with legal council as to whether or not electronic signatures and initials posed a legal issue. If not, the board will accept this as an electronic signature.

**Knutsen moved; Prinsen seconded a motion to approve AI 18-083 LIP Application for Goldbloom: Waste Storage Facility (5 ayes, 0 nays)**

Public Comment period: Opened at 5:10pm, closed at 5:15pm.

**Presentations:** None.

**Finance:**

AI 18-086: A motion to approve check numbers 21086 through 21168 for a total of \$416,487.30; non-payroll EFT's totaling \$7,540.58; Bank Fees of \$93.00; and October 2018 payroll for \$228,856.33 – Souza

Souza presented the finance report. There is an updated and corrected finance package which has been distributed. Souza explained how the check register is created and exactly what it shows. The document shows exactly each outgoing expense for the month. There are two check-runs per month coinciding with the Board Meeting and the Grant Sub-Committee Meetings each month. This creates consistency and allows for payment of bills and better enables anticipation of expenses. It was noted that the monthly checks are not strictly from the operating fund; checks may draw funds from other sources like reserve funds of encumbered LIP funds.

Souza explained each section of the finance motion. Souza noted that the EFTs in this month included tax payments, resulting in a higher amount of expenses. She noted that the payroll expenses include the cost of doing supporting staff (insurance, vacation accrual etc.).

Souza noted that this report shows the details necessary for the Board to understand how KCD is handling its funds. Two board members have been designated to approve all checks; they sign off on each check as an individual or a pair. This policy can be changed by the Board to include more Board members in the approval process.

A question was raised about how the board approves checks and how approval is incorporated into the process before the checks are released. It was commented that there are a series of checks,

balances, and approvals in place before the checks are released. It was noted that all checks could be pulled from the group and supplementary documentation could be provided about any single check even within a Board meeting. The Board reviewed the check procedure with auditing processes in mind; the Board seeks the most transparent, efficient, and accountable procedures for KCD.

Souza noted that all accounting procedures have been presented to the Auditor and Chair. It was noted that while all Board members are oriented to this process when they take office, it would be a valuable piece to add to an annual Board member training process.

Souza noted that there is a check to Commercial Office Interiors (check 2113) and this should be the final payment for the move process. Third quarter taxes were paid in October.

The end of month summary shows that KCD has not yet received the rates and charges account funds. These will be forthcoming.

**Knutsen moved; Prinsen seconded, passed unanimously a motion to approve AI 18-086: A motion to approve check numbers 21086 through 21168 for a total of \$416,487.30; non-payroll EFT's totaling \$7,540.58; Bank Fees of \$93.00; and October 2018 payroll for \$228,856.33 – Souza (5 ayes, 0 nays)**

AI 18-087: 2019 Budget Approval – Covington

Covington distributed the document to the Board for their review. The operating reserve is protected in the 2019 budget to provide approximately three months of coverage on monthly expenses. Efficiencies and savings were identified by staff to trim the costs throughout a revisions process. This still leaves a deficit. Staff have identified a number of potential grant sources that will be pursued to close this funding gap.

If there is a significant failure on the grant initiatives then KCD would need to draw on funds in the operating reserve. Accounting is creating reports on budget to actual processes to show monthly reports to the Board. Grant funding reports will be given to the Board to keep members updated on this work.

A question was raised about what additional cuts could be made. The primary source of savings will come from staggering staff hires or not filling vacancies. A note was raised about cost-share and how those funds could be reabsorbed, if necessary. It was noted that as the rates and charges negotiations move forward, more information may become available. A question was raised about the pursuit of grant funds; pursuing grant funding will be a responsibility of the operations team.

A question was raised about how the grant fund revenues were estimated; KCD is anticipating a 30% success rate for grants. It was noted that many of these grant programs have not released the details of the grant requirements. It was noted that the structure of receiving grant funds is not

98 always simple. It was noted that grants are being written with the goal of supporting current  
99 programs of work.

100 Differences between expenses outlined in the draft budget will be offset with a combination of  
101 grant funds, and efficiencies.

102 Knutsen requested that this discussion be continued after the executive session concludes.

103 Nancy Tosta left the meeting at 6:18pm.

104 Executive Session to discuss pending litigation pursuant to RCW 42.30.110(1)(i).

105 Ryon called the executive session was called at 6:18 pm; the purpose is to discuss actual, pending  
106 litigation regarding KCD business. The executive session will last 20 minutes. Ryon called the  
107 board to regular session at 6:38 pm.

108 **Prinsen moved, Knutsen seconded passed unanimously a motion to authorize Mr. Frimodt**  
109 **to proceed with the negotiation of the purchase and sale agreement consistent with the**  
110 **discussions in executive session (5 ayes, 0 nays).**

111 Dinner break was called from 6:45pm to 7:00pm.

112 The regular meeting resumed at 7:00pm.

113 2019 Budget Discussion Continued

114 Ryon inquired about the Board's sentiment on the proposed budget. There was concern that the  
115 proposed grant revenue stream was too uncertain to rely on it to balance the budget. It was  
116 requested that the minutes reflect that there would be no hiring action until February, depending  
117 on the outcome of pending grant requests.

118 Souza noted that a budget must be approved and entered into MIP in order for the District to  
119 continue to do business on 1 January 2019.

120 The Board requested staff to develop an alternative budget proposal that did not rely on revenue  
121 from new grant sources to offset expenses and to delay further hiring until funding could be  
122 identified that does not rely on grant revenue.

123 Souza recognized the accounting team, Lindsey Davidson and Yuliy Makhovitskiy, for their  
124 work on these items.

125 The Board took no action on the King Conservation District 2019 budget as presented.

126 Unfinished Business

127 A motion to approve AI 18-088, Resolution 18-001: A resolution of the Board of Supervisors of  
128 the King Conservation District King County, Washington, establishing the 2019 election of the  
129 Board of Supervisors- Souza

130 Souza presented the election resolution from the previous meeting. The election will be held from  
131 March 18<sup>th</sup> to March 29<sup>th</sup>; the method of election will be the same as 2018; a mail-in election where  
132 ballots must be requested by the voter and an open poll-site election.

133 **Knutsen moved; Mosby seconded passed unanimously a motion to approve AI 18-088,**  
134 **Resolution 18-001: A resolution of the Board of Supervisors of the King Conservation**  
135 **District King County, Washington, establishing the 2019 election of the Board of Supervisors**  
136 **(5 ayes, 0 nays)**

137 New Business

138 AI 18-089: LIP Cost Share Practice: Pasture Health Management – Monaghan/Redmond

139 Redmond and Monaghan presented these items to the Board of Supervisors. The review process  
140 included a board task force, staff input, and WSCC input on these items. Monaghan explained  
141 that pasture management has been a difficult practice for landowners to master, although it is  
142 critical for water quality and healthy soils.

143 This proposed approach would combine multiple practices into a single, wholistic practice with  
144 the intention of improving pasture management throughout King County. Redmond added that  
145 this practice is intended to create a comprehensive tool for pasture management. This allows  
146 staff to assess if pasture management is successful throughout a maintenance period during  
147 which the pasture management practices are monitored by staff.

148 It was noted that this does not require cooperators to undertake all the outlined practices to  
149 receive cost share. A question was raised about the prescriptive nature of the practices. Redmond  
150 clarified that the Best Management Practices will include specific guidelines for landowners on  
151 management issues.

152 Halpern commented that, as a horse owner, she has personally noted that pasture management is  
153 about changing behavior and assisting individuals through time. This assists land managers with  
154 making changes over time.

155 **Knutsen moved; Mosby seconded passed unanimously AI 18-089: a motion to replace**  
156 **existing individual eligible Best Management Practices (BMP) of animal trails and walkways,**  
157 **cross fencing, and pasture and hay planting within the KCD Landowner Incentive Program**  
158 **(LIP) with a Pasture and Forage Health Management BMP (5 ayes, 0 nays)**

159 AI 18-090: Resolution 18-002: A resolution of the Board of Supervisors of the King  
160 Conservation District, King County, Washington, authorizing certain officials and employees of  
161 the district to sign checks – Souza

162 Currently, the Board Chair and Board Auditor are authorized to sign checks. Most checks require  
163 two signatures. It has become problematic to have both signatories available to timely process  
164 the volume of checks being processed by the District. Under the direction of the Board Auditor,  
165 Souza presented this resolution.

166 **Mosby moved; Prinsen seconded passed unanimously a motion to approve AI 18-090:**  
167 **Resolution 18-002: be it resolved that the Board of Supervisors of the King Conservation**  
168 **District, King county, Washington authorizes the Board Chair, Auditor, a third supervisor**  
169 **to be named as appropriate, and the Executive Director of the District the authority to sign**  
170 **checks on behalf of the District (5 ayes, 0 nays).**

171 AI 18-091: Resolution 18-003: A resolution of the Board of Supervisors of the King  
172 Conservation District, King County, Washington, authorizing the Board Secretary/Auditor to  
173 transfer funds for administrative and efficiency purposes and to make additional transfers of  
174 funds consistent with the 2018 budget and Board direction – Souza

175 Souza presented this resolution to the Board and explained that the 2018 budget was funded in  
176 part by using funds that are located in several existing reserve accounts. The actual balances in  
177 the accounts have shifted since the resolution was drafted, that is why the language is not  
178 specific as to the dollar amount to be transferred.

179 A question was raised regarding using language like, “not to exceed” a specific amount. The  
180 motion was tabled without any action.

181 The Board took no action on AI 18-091: Resolution 18-003.

182 WSCC Update – Halpern

183 Halpern presented an award to Bea Covington. She was recognized as the Conservation District  
184 Manager of the Year by the Washington State Conservation Commission and was recognized for  
185 her excellent work and leadership.

186 Halpern noted that next week is the WACD annual conference. There will be a public hearing on  
187 December 7<sup>th</sup> to consider the removal of two supervisors on the Thurston Conservation District  
188 Board of Supervisors.

189 The Executive Director position within the WSCC office will be opening as the current ED is  
190 retiring. The hiring process will be taking place over the next few months.

191 Halpern recognized that she went for a site-visit with the KCD forestry team and she is impressed  
192 with KCD’s support for Firewise communities and practices. Halpern also noted that there is a  
193 forthcoming list of contract language updates which Enduris, WSCC’s insurance company,  
194 recommends be implemented in all conservation district contracts.

195 Executive Director Update – Covington

196 Covington noted that the Board has received materials that have been given to the Advisory  
197 Committee in support of the Road to 2020 process. Three webinars will be held tomorrow to  
198 explain the materials and how to use them; supervisors are welcome to attend.

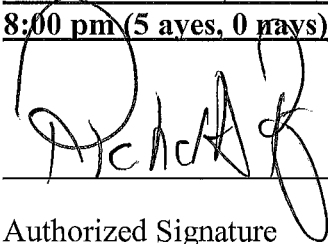
199 Phone calls are going out to local officials to explain KCD's role in the conservation landscape.

200 January 12<sup>th</sup> and February 9<sup>th</sup> will be day-long workshops within the office to flesh out the work  
201 of the road to 2020; these will be open public meetings.

202 Mosby, Reed, and Knutsen are headed to the WACD meeting to represent KCD at that event.

203 Knutsen commented that mycological restoration and stormwater management were both  
204 interesting topics at the Focus on Farming conference.

205 **Knutsen moved; Prinsen seconded passed unanimously a motion to adjourn the meeting at**  
206 **8:00 pm (5 ayes, 0 nays)**

207   
208 \_\_\_\_\_  
209 Authorized Signature

11/19/2018  
\_\_\_\_\_  
Date

210 **Summary of Motions**

211 **Knutsen moved; Prinsen seconded passed unanimously a motion to approve the agenda as**  
212 **amended (5 ayes, 0 nays)**

213 **Knutsen moved; Mosby seconded, a motion to remove AI 18-083 from the consent agenda (5**  
214 **ayes, 0 nays)**

215 **Prinsen moved, Knutsen seconded passed unanimously a motion to approve the consent**  
216 **agenda as amended (5 ayes, 0 nays)**

217 **Knutsen moved; Prinsen seconded a motion to approve AI 18-083 LIP Application for**  
218 **Goldbloom: Waste Storage Facility (5 ayes, 0 nays)**

219 **Knutsen moved; Prinsen seconded, passed unanimously a motion to approve AI 18-086: A**  
220 **motion to approve check numbers 21086 through 21168 for a total of \$416,487.30; non-**  
221 **payroll EFT's totaling \$7,540.58; Bank Fees of \$93.00; and October 2018 payroll for**  
222 **\$228,856.33 – Souza (5 ayes, 0 nays)**

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224 **negotiation of the purchase and sale agreement consistent with the discussions in executive**  
225 **session.**

- 226 Knutsen moved; Mosby seconded passed unanimously a motion to approve AI 18-088,  
227 Resolution 18-001: A resolution of the Board of Supervisors of the King Conservation  
228 District King County, Washington, establishing the 2019 election of the Board of  
229 Supervisors- Souza (5 ayes, 0 nays)
- 230 Knutsen moved; Mosby seconded passed unanimously AI 18-089: A motion to replace  
231 existing individual eligible Best Management Practices (BMP) of animal trails and walkways,  
232 cross fencing, and pasture and hay planting within the KCD Landowner Incentive Program  
233 (LIP) with a Pasture and Forage Health Management BMP (5 ayes, 0 nays)
- 234 Mosby moved; Prinsen seconded passed unanimously a motion to approve AI 18-090:  
235 Resolution 18-002: be it resolved that the Board of Supervisors of the King Conservation  
236 District, King county, Washington authorizes the Board Chair, Auditor, a third supervisor  
237 to be named as appropriate, and the Executive Director of the District the authority to sign  
238 checks on behalf of the District (5 ayes, 0 nays).
- 239 Knutsen moved; Prinsen seconded passed unanimously a motion to adjourn the meeting at  
240 8:00 pm (5 ayes, 0 nays)