

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

4/8/2019

1 **Supervisors Present:** Dick Ryon - Chair, Bill Knutsen – Board Auditor, Burr Mosby- Vice Chair,  
2 Jim Haack, Max Prinsen.

3 **Associate Supervisors Present:** None.

4 **Guests Present:** Rira Johnson at 6:15 Via Zoom.

5 **Staff Present:** Bea Covington, Makayla Banks, Laura Redmond, Deirdre Grace, Jessica Saavedra,  
6 Ava Souza.

7 **Preliminary Matters:**

8 Meeting called to order at 5:05 p.m. by Dick Ryon. All attendees introduced themselves. Ryon  
9 asked for additions or corrections to the current agenda.

10 Knutsen called for an addition to the agenda, a call for a change in policy, and an amendment. All  
11 three would be discussed under New Business.

12 **Knutsen moved; Haack seconded passed unanimously a motion to approve the agenda (5**  
13 **aves, 0 nays)**

14 **Consent Agenda:**

15 Ryon read the consent agenda items aloud.

16 a) Board Minutes –3.22.2019 Special Board Meeting, 3.25.2019 Grant Sub-Committee Meeting

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18 b) KCD LIP Applications-  
19 1. AI 19-026 Julio & Camille Flores – Forest Health Management – Redmond  
20 2. AI 19-027: LIP Application - Julio & Camille Flores – Forest Health – Redmond

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22 c) Member Jurisdiction Grant Applications-  
23 1. AI 19-028: City of Sammamish – 2019 Stormwater Outreach – Saavedra  
24 2. AI 19-029: City of Issaquah – Green Issaquah 2019 – Saavedra

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26 Knutsen requested to pull AI 19-026 and AI 19-027 to be discussed.

27 **Knutsen moved; Haack seconded passed unanimously a motion to approve the consent**  
28 **agenda (5 ayes, 0 nays)**

29 Public Comment: None.

30 Pulled Consent Agenda Items: AI 19-026 and AI 19-027.

31 Knutsen stated his reason for discussing AI 19-026 and AI 19-027 is because part of the work  
32 performed on the site has been ineffective, yet more money is being requested. The site appears to  
33 be wetter than expected, making it difficult to complete the project successfully. Redmond  
34 explained that replanting has been done and even with the wetter site, most of the project has been  
35 successful. Redmond also reported that the beaver issue has been addressed and they were able to  
36 find species that were able to survive in the area. Redmond further explained why the project is  
37 spread over three years. Landowner will also be contributing to ensure project is successful.

38 With the explanation provided, Knutsen moved, Haack seconded passed unanimously the motion  
39 to accept AI 19-026 and AI 19-027.

40 Presentations: None.

41 **Finance:**

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43 AI 19-030: A motion to approve check numbers 21543 through 21613 for a total of \$314,405.67;  
44 non-payroll EFT's totaling \$2,008.05; Bank Fees of \$93.00 and March 2019 payroll for  
45 \$230,427.73– Souza

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47 Souza presented the finance report to the Board and asked if there were any questions regarding  
48 the financial section of the packet. Souza stated a \$2.5 million deposit should be made around  
49 May 10<sup>th</sup> as expected. Plant Sale final numbers are still being determined. Nine vouchers were  
50 paid out by WSCC for an estimated \$60,000 in grant revenue. Per the office building lease, the  
51 rent will be paid starting in May.

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53 Ryon asked for assurance that the building management has fulfilled all obligations agreed upon  
54 in the lease before KCD begins paying rent. Souza explained everything has been completed to  
55 satisfaction except for the continued lighting issue.

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57 Souza will re-examine lease and follow up with building management with regards to displaying  
58 a KCD sign on the building. It has already been determined that the sign from the old building is  
59 too old to meet the criteria.

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61 Souza added that KCD is currently in process of closing three storage units as part of a grant  
62 awarded for records retention. The project is running a little behind, but good progress is being  
63 made. Because of the grant, expenses incurred on the project will be reimbursed. Quarterly  
64 financials will be presented at the next meeting.

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66 **Knutsen moved; Haack seconded passed unanimously a motion to approve AI 19-030: A**  
67 **motion to approve check numbers 21543 through 21613 for a total of \$314,405.67; Non-payroll**  
68 **EFT's totaling \$2,008.05; Bank Fees of \$93.00 and March 2019 payroll for \$230,427.73– Souza**  
69 **(5 ayes, 0 nays)**

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71 **Unfinished Business:**

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1) Election Update- Covington reported that voting and ballot counting for the 2019 open BOS seat has concluded. Eric Frimodt has prepared and transmitted the tabulations, an explanation of the issues and an account of corrective actions to the Commission. The presumptive winner is Kirstin Haugen. The Commission will consider election results for certification at their May meeting. Following certification the new board member will be seated at the June 2019 meeting

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2) Road To 2020- Covington reported that progress continues on building the proposal for the 2020-2024 plan of work and supporting rate structure. The proposal is still with the Advisory Committee and should be forwarded to the KCD BOS on or before the May 13<sup>th</sup> board meeting. At the May meeting the Board will need to adopt and recommend the program of work for consideration at two public hearings. Those hearings will be scheduled for late May/early June, after which the proposal and the supporting rate structure will be forwarded to the County Executive. KCD Staff are making presentations and holding meetings with the Sound Cities Association, the City of Seattle and King County Council members and their staff.

90 **New Business:**

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- 1) AI 19-031: Member Jurisdiction & WRIA Forum Grant Program Archive Process & Policy.
- 2) AI 19-032: Sustainable Seattle’s Member Jurisdiction Grant for Greening the Grounds: Holy Family Church & Parish.

97 AI 19-031 Saavedra explained what Washington State Archives determines to be archivable with  
98 regards to Member Jurisdiction grant files. The current procedure is to archive records that have  
99 been closed for six years or longer. Saavedra presented a proposal to archive grant close out forms  
100 using the current guidelines but keep final record components in house for ten years. The Board  
101 discussed the issues of keeping records that can be retrieved by the public. Mosby questioned what  
102 would cause KCD a problem in a hypothetical situation and the necessity to extend record retention  
103 for three years. Saavedra gave an example of her experience with a particular grant from 2010.  
104 Washington State Archives has agreed to come to the KCD office and determine what they will  
105 take to archive and what will be left with KCD for record. Board discussed past situations.

106 **Prinsen moved; Mosby seconded passed unanimously a motion to approve AI 19-031 to**  
107 **extend the number of years to retain Member Jurisdiction records; (5 ayes, 0 nays).**

108 AI- 19-032 Saavedra presented the issues that were encountered with the Greening the Grounds:  
109 Holy Family Church and Parish project. The Grant Sub-Committee was concerned that  
110 installations for the project were not being completed as stated in the original contract. The main  
111 concern was cisterns were installed instead of the agreed upon rain gardens. The Board discussed  
112 the use of cisterns versus rain gardens. As the contract is with Sustainable Seattle and not Holy  
113 Family Church, a letter will be sent to Sustainable Seattle that the grant will be closed out. KCD

114 will not be requesting any money back from the grant because Sustainable Seattle could be put  
115 into bankruptcy as a result.

116 **Prinsen moved; Knutsen seconded passed a motion to approve AI 19-032 to close grant for**  
117 **Greening the Grounds: Holy Family Church and Parish; (4 ayes, 1 nays).**

118 Haack explained that he did not want to make a decision that might establish a precedent of  
119 accepting outcomes that were widely divergent from scoped projects due to supposed extenuating  
120 circumstance. .

121 The Board discussed why the decision to close out and not request the full grant back was made.  
122 Knutsen expressed that the outcome of this grant can be a learning experience for KCD. He noted  
123 that staff has been putting t together a better processes to monitor and manage how Member  
124 Jurisdiction grants are closed out. He also suggested there are better ways to manage projects to  
125 avoid these types of issues on future endeavors and that both parties of the contract should be held  
126 accountable. Knutsen added there is room for improvement when it comes to tracking and ensuring  
127 all projects are finished to the standard that we expect.

128 Ryon continued to the next item added to the agenda by Knutsen. Ryon voiced that he has noted  
129 that grant funds were apparently being spent on costs not related to the project.

130 In fact, KCD policy does allow for salary and overhead (at set ratios) to be included in grant  
131 expenses. Saavedra gives example of the of this.. Most grants charge 25% overhead charge. Ryon  
132 would like for the grant sub committee to be looking at grants more closely to ensure the money  
133 for grants is being used correctly. Knutsen presented a motion for policy change to discontinue  
134 cash payouts to KCD Staff for unused medical benefits. This policy change would become  
135 effective June 2019.

136 It was discussed that the purpose of the stipend was to cover staff medical expenses and offset cost  
137 of KCD provided medical insurance and FSA contributions. Use of the funds for anything other  
138 than healthcare was contrary to the intent of the funds. A loophole has allowed for the “cash out”  
139 of unused stipend funds, which represents an unofficial subsidy for those who cash out. This  
140 resolution closes that loophole, while still allowing staff to fully access and use the funds for their  
141 intended purposes.

142 **Knutsen moved; Mosby seconded passed unanimously a motion approve Resolution 19-001**  
143 **to discontinue payouts for unused medical plans. (5 ayes, 0 nays)**

144 **Prinsen moved; Mosby seconded passed unanimously a motion to adjourn the meeting at**  
145 **7:46 p.m. (5 ayes, 0 nays)**

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Authorized Signature

\_\_\_\_\_ Date

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**Summary of Motions**

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