

KING CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
January 13th, 2020
5:00 PM to 8:15 PM – King Conservation District Office
800 SW 39th St, Suite 150
Renton, WA 98057
425-282-1900
Zoom Meeting
<https://zoom.us/j/730188954>
Call-In Number: (669) 900-6833
Meeting ID: 730 188 954
Meeting Agenda

Call to Order

- | | |
|---|--------------------------|
| 1. Preliminary Matters | 5:00 pm - 5:02 pm |
| a) Introductions | |
| b) Additions or Corrections to the Agenda | |
| c) Adoption of the Board Agenda | |

- | | |
|--------------------------|--------------------------|
| 2. Consent Agenda | 5:02 pm - 5:12 pm |
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Items listed below will be enacted by one motion. If separate discussion is desired on an item, that may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Board Member

- | | |
|--|--------------------------|
| a) <u>Board Minutes</u> – 12.09.19 | |
| b) <u>KCD LIP Applications</u> - None | |
| c) <u>Member Jurisdiction Grant Applications</u> - None | |
| 3. Public Comment: | 5:12 pm - 5:15 pm |
| 4. Presentation: Democracy Live- 2020 Election Ballot Demo | 5:15 pm - 5:45 pm |
| 5. Finance: | 5:45 pm - 6:00 pm |
| 1) AI 20-002: A motion to approve check numbers 22262 through 22358 for a total of \$443,302.06; non-payroll EFT's totaling \$435.09; Bank Fees of \$78.00; and December 2019 payroll for \$214,624.06 – Souza (15 mins) | |
| SNACK BREAK | 6:00 pm – 6:15 pm |
| 6. Unfinished Business: | |
| 1) Working Lands Initiative Update – Monaghan (30 mins) | 6:15 pm - 6:45 pm |
| 2) End of Year Financials - Souza (30 mins) | 6:45 pm – 7:15 pm |
| 3) AI 20-003: A resolution of the Board of Supervisors of the King Conservation District, King County Washington, Regarding The Subject Of District Elections – Grace (30 mins) | 7:15 pm – 7:45 pm |
| 7. New Business: | |
| 1) Executive Session: Review of a Public Employee (30 mins) | 7:45 pm – 8:15 pm |

CONSENT AGENDA

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

December 9, 2019

1 **Supervisors Present:** Dick Ryon – Chair; Burr Mosby – Vice Chair; Bill Knutsen – Auditor; Jim
2 Haack – Supervisor; Kirstin Haugen - Supervisor

3 **Associate Supervisors Present:** Chris Porter, Rachel Molloy (via Zoom)

4 **Guests Present:** Tara Luckie

5 **Staff Present:** Bea Covington, Ava Souza, Lindsey Davidson, Josh Monaghan, Jessica Saavedra,
6 Brandy Reed

7 **Preliminary Matters:** Ryon called the meeting to order at 5:05 p.m. All attendees introduced
8 themselves. Ryon asked for additions or corrections to the current agenda.

9 Covington requested an addition to the agenda requesting the authorization and approval of the
10 Interlocal Agreement between King County and King Conservation District for years 2020 through
11 2024

12 **Public Comment:** Luckie explained the details of application AI 19-133 submitted by the
13 Environmental Science Center.

14 **Haack moved, Haugen seconded agenda as amended (5 ayes, 0 nays).**

15 **Presentations:** None

16 **Consent Agenda:**

17 Ryon read the consent agenda items aloud.

18 a) Board Meeting Minutes – October 14, 2019; November 18, 2019; November 25, 2019

19 b) KCD LIP Applications –

20 1) AI 19-109: Kristen Dotson – Aquatic Area Enhancement

21 2) AI 19-110: Brian Drake – Aquatic Area Enhancement

22 3) AI 19-111: Deepa Iyer – Aquatic Area Enhancement

23 c) Member Jurisdiction Grant Applications –

24 1) AI 19-112: 2019 KCD-Seattle Partnership Grant Program – 7 Recommended Proposal

25 2) AI 19-113: Environmental Science Center – Environmental Heroes: Improving
26 Watershed Health and Salmon Habitat Through Education and Outreach (Multiple
27 Jurisdiction).

28 **Pulled Consent Agenda Items:** 11.18.19 Meeting Minutes

29 **Haack moved; Haugen seconded unanimously to approve consent agenda, excluding the**
30 **pulled 11.18.19 Meeting Minutes (5 ayes, 0 nays).**

31 Haugen stated that she met with Assistant Attorney General at the Annual Meeting about meeting
32 minutes, and it was recommended that minutes should be less transcribed.

33 There was a Board discussion on the length of minutes and whether they should be more or less
34 detailed. It was decided to have the minutes more succinct with the meeting, following the
35 Attorney General's guidance.

36 **Finance:**

37 1) AI 19-114: A motion to approve check numbers 22186 through 22261 for a total of
38 \$264,192.59; non-payroll EFT's totaling \$810.74; Bank Fees of \$33.00; and November
39 2019 payroll for \$221,405.81

40 Souza stated the full financial packet was reviewed by the Finance Sub-Committee. She noted that
41 spending has been conservative this year and there may be money unspent by the end of December.
42 There was nothing out of the ordinary.

43 **Haack moved, Knutsen seconded unanimously a motion to approve AI 19-114: A motion to**
44 **approve check numbers 22186 through 22261 for a total of \$264,192.59; non-payroll EFT's**
45 **totaling \$810.74; Bank Fees of \$33.00; and November 2019 payroll for \$221,405.81 (5 ayes, 0**
46 **nays).**

47 **Unfinished Business:**

48 Ryon and Covington asked the members of the Board and Staff that attended the WACD Annual
49 Meeting to summarize the activities and resolutions passed at the meeting.

50 Reed summarized the results of all resolutions championed by KCD.

51 Congratulations to Knutsen was noted for winning the Eugene Schloz Outstanding Supervisor
52 Award at the meeting. Knutsen thanked KCD staff for the honor and suggested the formation of a
53 sponsorship or scholarship program so other district BOS members can participate in meaningful
54 Board trainings. Covington stated she would explore the idea.

55 There was a Board discussion about PSCD Caucus and attendance to meetings.

56 **New Business:**

- 57 1) 2020 Budget – Covington
58 2) Amendment to Election Resolution – Covington/Knutsen

59 Covington read Resolution 19-013 in its entirety which is the Interlocal Agreement between King
60 County and King Conservation District. She did so because there were changes to the program of
61 work submitted in August and what was approved by Council.

62 Ryon expressed with great enthusiasm his thanks and excitement for the upcoming ILA. Ryon
63 recognized the growth and success KCD has achieved since being elected to the Board.

64 **Knutsen moved; Haack seconded unanimously AI 19-115, Resolution 19-013 A Resolution**
65 **of the Board of Supervisors of the King Conservation District, King County, Washington,**
66 **authorizing the signature of the 2020-2024 Interlocal Agreement (5 ayes, 0 nays)**

67 **Ryon called the meeting to break at 6:04pm. The meeting was reconvened at 6:20pm**

68 Covington started by giving the Board some context to how the budget came to be. She explained
69 the 4 focus areas and the programs included in each area. Covington circulated a document
70 explaining the breakout of the budget.

71 The Board asked Covington clarifying questions regarding grant revenue, deliverables, and the
72 funding gaps in the budget.

73 Knutsen asked the programmatic work involved with "Engagement". Covington explained
74 Grace's work with the engagement team including outreach, workshops, and events to promote
75 KCD and the work.

76 Haugen asked about the costs for Elections. Haack also asked if the Tusk grant is set in this budget.
77 Covington confirmed it is not and the Election line is full cost of the election.

78 Knutsen asked if the 2019 surplus will be put into the 2020 budget. Covington confirmed its not
79 in the current budget and the Board can make that decision.

80 Haack requested our working documents match the ILA and the program of work.

81 Knutsen asked Souza if she was comfortable with the work ahead on getting this budget into the
82 accounting.

83 Souza stated that the work is doable, but there will be a lot of work and untangling ahead. She
84 estimated that it will take at least six to eight months to accurately report financials and put a
85 budget in place since the entire budget was re-structured. She confirmed that we will be purchasing
86 an allocation module to run parallel with the current budget and hopefully reset all the accounting
87 systems successfully.

88 Haack explained to Covington and the rest of the Board that his business had a similar situation
89 and it took eight months to get their budget up and running. Souza confirmed that is what the CPA
90 at MIP said during their last phone call, but most likely end of next year.

91 **Knutsen moved; Mosby seconded unanimously AI 19-116 A motion to approve the King**
92 **Conservation District 2020 Budget (5 ayes, 0 nays)**

93 Amendment to Elections Resolution 19-012

94 Covington read the amended Elections Resolution in its entirety, noting ballot boxes are back in
95 the agreement.

96 Knutsen asked about the costs for adding ballot boxes. Covington said that we won't know the
97 costs, but they should be covered by the grant from Tusk.

98 **Haugen moved, Haack seconded unanimously AI 19-117, Resolution 19-014; An amendment**
99 **to a resolution of the Board of Supervisors of the King Conservation District, King County,**
100 **regarding the 2020 election of the Board of Supervisors (5 ayes, 0 nays).**

101 Ryon announced he will keep his position as chair until his term is over.

102 Ryon stated for the record his thanks to Mosby for taking on the role of acting chair during his
103 recovery.

104 **There being no more business before the board, the meeting was adjourned at 7:24 pm.**

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Authorized Signature

Date

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115 **Summary of Motions**

116 **Haack moved, Haugen seconded agenda as amended (5 ayes, 0 nays).**

117 Haack moved; Haugen seconded unanimously to approve consent agenda, excluding the
118 pulled 11.18.19 Meeting Minutes (5 ayes, 0 nays).

119 Haack moved, Knutsen seconded unanimously a motion to approve AI 19-114: A motion to
120 approve check numbers 22186 through 22261 for a total of \$264,192.59; non-payroll EFT's
121 totaling \$810.74; Bank Fees of \$33.00; and November 2019 payroll for \$221,405.81 (5 ayes, 0
122 nays).

123 Knutsen moved; Haack seconded unanimously AI 19-115, Resolution 19-013 A Resolution
124 of the Board of Supervisors of the King Conservation District, King County, Washington,
125 authorizing the signature of the 2020-2024 Interlocal Agreement (5 ayes, 0 nays)

126 Haugen moved, Haack seconded unanimously AI 19-116, Resolution 19-014; An amendment
127 to a resolution of the Board of Supervisors of the King Conservation District, King County,
128 regarding the 2020 election of the Board of Supervisors (5 ayes, 0 nays).

129 There being no more business before the board, the meeting was adjourned at 7:24 pm.

130

King Conservation District Landowner Incentive Program
2019 December Awards

BUDGET SUMMARY

Total- Cost-share Budget (w/Hinton Pilot Funds Removed)	\$456,250.00
Total- Cost-share Awarded	\$461,479.29
2019 Awards	\$401,316.79
December Award Cycle	\$60,162.50
Cost-share Budget Remaining	-\$5,229.29
Funds Available to Reallocate	\$14,987.08
Adjusted Balance	\$9,757.79

COST SHARE AWARD DETAIL- December Cycle									
Last Name	First Name	Best Management Practice	Award Amount	Completion Date	Acres	Feet	Plants	Qty	
Iyer	Deepa	Riparian Forest Buffer	\$ 12,300.00	12/31/2023	2.00	3,400	3,200		
Dotson	Karen	Riparian Forest Buffer	\$ 20,900.00	12/31/2023	7.00	2,600	6,300		
Drake	Brian	Riparian Forest Buffer	\$ 26,962.50	12/31/2023	4.47	2,900	6,400		
Total			\$60,162.50		13.47	8,900	15,900	0.00	

COST-SHARE FUNDS AVAILABLE TO REALLOCATE:

(Prior & Current Year Contracts, Cancelled or Closed Under Budget During CY 2019)

Status	Number of Contracts	Amount
Closed Underbudget	11	\$ 8,149.58
Cancelled	3	\$ 6,837.50
	14	\$ 14,987.08

FINANCE

Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register
1000 - Cash (Checking Ops / BoA / x0408)
From 12/1/19 through 12/31/19

AI 20-002

Document Number	Vendor	Date	Amount
22262	ACF West Inc.	12/9/2019	2,037.04
22263	Brett Anderson	12/9/2019	51.50
22264	Marinn Carpenter	12/9/2019	1,291.50
22265	WEX Bank	12/9/2019	1,101.38
22266	City of Auburn	12/9/2019	2,000.00
22267	City of Renton Utility Division	12/9/2019	37.87
22268	City of Renton	12/9/2019	13,931.62
22269	Comcast Business	12/9/2019	215.54
22270	Comcast Business - PA	12/9/2019	397.46
22271	Catherine I. Darley	12/9/2019	2,320.39
22272	Delridge Grocery Cooperative	12/9/2019	7,980.02
22273	Dept of Ecology	12/9/2019	205.00
22274	Jake Edward Devaney	12/9/2019	4,063.50
22275	EarthCorps	12/9/2019	3,758.17
22276	Ecotrust	12/9/2019	7,230.00
22277	FCS Group	12/9/2019	1,424.44
22278	Highline College	12/9/2019	3,070.42
22279	Inslee Best Doezie & Ryder P.S.	12/9/2019	3,585.00
22280	Integrated Computer Systems Support, Inc.	12/9/2019	523.17
22281	Kelyn's Custom Farming	12/9/2019	4,392.90
22282	King County	12/9/2019	14,673.16
22283	Living Well Kent	12/9/2019	14,491.53
22284	Marc Bolan Consulting	12/9/2019	600.00
22285	Marketplace Events	12/9/2019	474.50
22286	McCaffrey Consulting LLC	12/9/2019	1,538.00
22287	Jason Mirro	12/9/2019	38.98
22288	Office Team	12/9/2019	2,338.43
22289	Pacific Topsoils Inc.	12/9/2019	65.00
22290	Darcey Peterson	12/9/2019	2,100.00
22291	Natalie Quist	12/9/2019	9.87
22292	Restoration Analytics & Design LLC	12/9/2019	729.17
22293	Rani Souza	12/9/2019	110.00
22294	T-Mobile USA, Inc.	12/9/2019	1,170.24
22295	Terra Firma Consulting	12/9/2019	10,150.00
22296	Troy Wallin Dairy	12/9/2019	7,020.00
22297	US Bank	12/9/2019	7,769.46
22298	Henry J. Van Dam	12/9/2019	1,890.00
22299	WACD Plant Materials Center	12/9/2019	208.84
22300	WSU - Cashiers SPS	12/9/2019	11,612.82
22301	Young Women Empowered	12/9/2019	6,010.61
22302	A & L Western Agricultural Labs	12/16/2019	2,803.40
22303	American Forest Management, Inc	12/16/2019	4,700.00
22304	Zachary Bergen	12/16/2019	119.77
22305	Paul J. Borne	12/16/2019	1,205.62
22306	Coastal Geologic Services, Inc.	12/16/2019	4,985.00
22307	Bea Covington	12/16/2019	1,452.78
22308	Dept of Ecology	12/16/2019	53,699.33
22309	Des Moines Area Food Bank	12/16/2019	10,781.76
22310	Health Care Authority	12/16/2019	27,773.80
22311	McCaffrey Consulting LLC	12/16/2019	1,538.00

Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register
1000 - Cash (Checking Ops / BoA / x0408)
From 12/1/19 through 12/31/19

AI 20-002

Document Number	Vendor	Date	Amount
22312	McLendon Hardware	12/16/2019	38.45
22313	Mountain Mist	12/16/2019	64.89
22314	National Construction Rentals	12/16/2019	162.80
22315	Office Team	12/16/2019	1,050.24
22316	Pitney Bowes Global Financial Services	12/16/2019	248.59
22317	Seattle - King County Department of Public Health	12/16/2019	4,024.97
22318	Sawdust Supply Co. Inc.	12/16/2019	513.14
22319	Seattle Native Plants LLC	12/16/2019	635.80
22320	Seattle Times	12/16/2019	1,535.92
22321	Curate Progress LLC	12/16/2019	646.10
22322	Squalicum Mtn. Ecological Restoration	12/16/2019	903.00
22323	Storm Lake Growers Inc.	12/16/2019	734.26
22324	Summit Law Group, PLLC	12/16/2019	1,134.00
22325	Terra Firma Consulting	12/16/2019	10,950.00
22326	Vashon-Maury Island Land Trust	12/16/2019	2,028.50
22327	WACD Plant Materials Center	12/16/2019	135.00
22328	Williams, Fedora	12/16/2019	6,885.44
22329	Abila	12/23/2019	4,449.12
22330	Bryant's Tractor & Mower Inc.	12/23/2019	1,141.45
22331	Marinn Carpenter	12/23/2019	3,333.75
22332	WEX Bank	12/23/2019	1,101.38
22333	Dept of Ecology	12/23/2019	81,117.33
22334	Enduris	12/23/2019	38,745.00
22335	FCS Group	12/23/2019	2,835.60
22336	Inslee Best Doezie & Ryder P.S.	12/23/2019	2,891.00
22337	Integrated Computer Systems Support, Inc.	12/23/2019	4,092.00
22338	Michael Lasecki	12/23/2019	51.23
22339	Yuliy Makhovitskiy	12/23/2019	1,153.12
22340	Matthew Maria	12/23/2019	460.00
22341	McLendon Hardware	12/23/2019	1,318.52
22342	Deborah A Meisinger	12/23/2019	154.67
22343	Mountain Mist	12/23/2019	65.89
22344	Office Team	12/23/2019	1,312.80
22345	Pacific Office Automation	12/23/2019	2,217.86
22346	Public Storage	12/23/2019	373.00
22347	Natalie Quist	12/23/2019	185.00
22348	Laura Redmond	12/23/2019	121.65
22349	Brandy Reed	12/23/2019	914.14
22350	Resilient Forestry LLC	12/23/2019	1,700.00
22351	Seattle Parks Foundation	12/23/2019	3,995.82
22352	Softwired Inc	12/23/2019	99.00
22353	T & L Nursery, Inc.	12/23/2019	500.50
22354	T-Mobile USA, Inc.	12/23/2019	1,170.24
22355	Tukwila Self-Storage	12/23/2019	462.00
22356	U.S. Bank Equipment Finance	12/23/2019	2,956.47
22357	Volgistics, Inc.	12/23/2019	581.00
22358	Liesl Zappler	12/23/2019	434.43

Total Checks 443,302.06

Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register
1000 - Cash (Checking Ops / BoA / x0408)
From 12/1/19 through 12/31/19

AI 20-002

Document Number	Vendor	Date	Amount
22129	Seattle - King County Department of Public Health	12/4/2019	<u>(4,024.97)</u>
Total Voided Checks			(4,024.97)
00004097E5459	UPS	12/4/2019	64.89
00004097E5479	UPS	12/4/2019	55.61
00004097E5489	UPS	12/11/2019	6.90
0004097E5499	UPS	12/18/2019	39.41
120619-Navia	Navia Benefit Solutions	12/6/2019	57.70
120619b-Navia	Navia Benefit Solutions	12/6/2019	208.33
121019-G2G	Good To Go!	12/10/2019	<u>2.25</u>
Total EFT			435.09
120619-WireFee	Bank of America	12/6/2019	15.00
121319-StopPymtF	Bank of America	12/16/2019	30.00
121619-WireFee	Bank of America	12/16/2019	15.00
122419-WireFee	Bank of America	12/24/2019	15.00
123119-CkImFee	Bank of America	12/31/2019	<u>3.00</u>
Total Bank Fee			78.00
1912 01	December 2019 Payroll	12/31/2019	127,391.87
123019-DRS	Dept of Retirement Systems	12/30/2019	43,060.10
123119-PRTaxes	QuickBooks Payroll Service	12/31/2019	44,147.20
123119-QBFees	QuickBooks Payroll Service	12/31/2019	<u>24.89</u>
Total Payroll			214,624.06
Report Total			654,414.24

UNFINISHED BUSINESS

KCD Working Lands Initiative

2019 Report of Accomplishments

R91- Agricultural Strategic Plan

2019 Accomplishments:

- *ON HOLD UNTIL 2020- Develop revised Scope of Work deliverables for strategic plan elements**
- Staff participated in ongoing coordination with other strategic plan efforts, including King County-Snoqualmie Farm, Fish, Flood Agricultural Strategy and Snohomish CD Agricultural Resilience Plan
- *ON HOLD UNTIL 2020- Develop KCD agricultural evaluation plan and begin implementing plan**

R92- Agricultural Drainage Initiative

2019 Accomplishments:

Regulations

- Staff participated with King County and other partners on the Farm Fish Flood Regulatory Task Force, specifically working on addressing and improving the regulations and permit processes associated with agricultural drainage in King County.
- *ON HOLD UNTIL 2020- Streamline the farm plan**

Knowledge and Research

- Staff participated in ongoing evaluation on drainage project buffers as part of KCD Discovery Farms- Agricultural Buffers Project
- *ON HOLD UNTIL 2020- Conduct county wide agricultural drainage assessment and needs inventory**
- Staff have drafted and initial evaluation plan for environmental and farm impacts of this work.

Comprehensive Drainage Projects

- Staff identified, coordinated, and installed one drainage project using this funding
- Staff continued to coordinate long-term program and funding with King County ADAP and Snoqualmie Watershed Improvement District.

Financial Package

Financials Forthcoming

**KING CONSERVATION DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION NO. 20-002

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
KING CONSERVATION DISTRICT, KING COUNTY,
WASHINGTON, REGARDING THE SUBJECT OF DISTRICT
ELECTIONS**

WHEREAS, the Washington State Conservation Commission and Washington Association of Conservation Districts have held numerous listening sessions with representatives from all 45 Conservation Districts to discuss the topic of Conservation District elections and

WHEREAS, the Washington State Conservation Commission and Washington Association of Conservation Districts have conducted two formal surveys which have solicited input from all 45 Conservation Districts on the subject of Conservation District Elections and

WHEREAS, the subject of Conservation District Elections has been a topic for discussion at regional area meetings and

WHEREAS, the Conservation Commission has convened a work group that included representatives from the Commission, and from Conservation Districts to specifically review the policies, procedures, WAC's and RCW's pertaining to Conservation District Elections and

WHEREAS, that work group met not less than once a month for 7 months to review and discuss aspects of Conservation District Elections and the supporting RCW's and WAC's

WHEREAS, a general listening session and portions of the 2019 Washington Association of Conservation Districts Annual meeting were devoted to further discussion on the topic of Conservation District Elections and

WHEREAS, these efforts have identified a number of potential problems and concerns associated with rewriting the RCW to place Conservation Districts on a general ballot, for which no specific solutions have yet been identified and

WHEREAS, these efforts have identified a number of interim steps for improvement and reform which may address most, if not all of the key concerns associated with the current election system without significant modification to the RCW and

BE IT RESOLVED, that it is the position of the Board of Supervisors of the King Conservation District, King County, Washington that for the period January 1, 2020 through December 2020 King Conservation District will adopt as its official position and will focus its

efforts entirely on supporting the implementation of interim solutions and will bring the full weight of its resources and assets to bear in support of those actions and positions being advanced by the Washington State Conservation Commission and through the Washington Association of Conservation Districts with regard to Conservation District elections and that during this period, members of the King Conservation District Board of Supervisors and staff will not advance or further actions or positions which are contrary to or detrimental to those being advanced by the Washington State Conservation Commission or Washington Association of Conservation Districts.

ADOPTED by the Board of Supervisors at an open public meeting held on January 13th, 2020.

Dick Ryon, Chair

CERTIFICATE

I, Bill Knutsen, Auditor of the Board of Supervisors, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 20-002 of such Board, duly adopted at a special meeting thereof held on January 13th, 2020.

Bill Knutsen, Auditor