

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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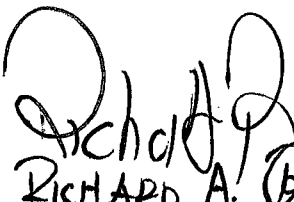
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RICHARD A. RYON, CHAIR

3/9/20

113 Authorized Signature

Date

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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).

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125 authorizing the signature of the 2020-2024 Interlocal Agreement (5 ayes, 0 nays)

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