

# KING CONSERVATION DISTRICT

## Board of Supervisors Meeting Minutes

March 9, 2020

**Supervisors Present:** Dick Ryon – Chair; Burr Mosby – Vice Chair (via Zoom); Bill Knusten – Auditor; Jim Haack – Supervisor (via Zoom); Kirstin Haugen – Supervisor (via Zoom)

**Associate Supervisors Present:** None

**Guests Present:** Jean Fike (via Zoom)

**Staff Present:** Bea Covington, Ava Souza, Lindsey Davidson, Laura Redmond, Brandy Reed, Jessica Saavedra (via Zoom), Deirdre Grace (via Zoom)

### **Preliminary Matters:**

Chairman Ryon called meeting to order at 5:03pm. All attendees introduced themselves. Ryon asked for additions or corrections to the current agenda.

Covington requested two action items be added to the agenda regarding the Office Response Plan and Plant Sale Plan due to the continuing spread of COVID-19.

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

**Public Comment:** None

**Presentations:** Discovery Farms Waste Storage Treatment Project - Shawn and Beth Lanning and Jessica and Ryan McCarthy for Waste Storage Facilities

Redmond explained that KCD is partnering with American Farmland Trust and Whatcom Conservation District to evaluate the current effectiveness of dry waste storage treatments. She continued to describe the details of the two potential projects in Enumclaw. She noted that both landowners currently have open LIP contracts with KCD, so approving this work would require a change in the current LIP policy that a landowner can have only one open contract at a time.

The Board asked Redmond specific programmatic questions such as build materials and current practices.

Covington stated no decision will be made tonight and reminded the Board that this is a pilot of the approach that was discussed at the Board retreat. This is the “first touch” for this policy change recommendation. The Board has the option to explore this item further during a 4<sup>th</sup> Monday work session, to schedule a separate work session or to take it up directly at the next BOS meeting. If this approach proves satisfactory staff will continue to use it to bring new items forward for Board consideration and approval.

**Consent Agenda:**

*“Promoting sustainable uses of natural resources  
through responsible stewardship”*

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

32 a) Board Minutes: 2/10/20; Grant Sub-Committee meeting 2/10/20; Grant-Sub-Committee  
33 Meeting 2/24/20

34 b) KCD LIP Applications: None

35 c) Member Jurisdiction Grant Applications:

36 1) AI 20-014 City of Auburn - 2020 Auburn International Farmers Market - Marketing and  
37 Demonstrations

38 2) AI 20-015 City of Sammamish- 2020 Stormwater Outreach

39 **Knutsen moved; Haugen seconded passed unanimously a motion to approve the consent**  
40 **agenda (5 ayes, 0 nays)**

41 **Pulled Consent Agenda Items: None**

42 **Finance:**

43 1) AI 20-016: A motion to approve check numbers 22343 through 22499 for a total of  
44 \$375,161.34; non-payroll EFT's totaling \$924.50 Bank Fees of \$63.00, Void Checks for -  
45 \$29,699.91 and February 2020 payroll for \$224,459.41

46 Souza stated that Finance materials were emailed to the Board and were discussed at the Finance  
47 Sub-Committee earlier in the afternoon. She noted that a lot of checks this month came out of the  
48 reserve accounts which is normal for the first quarter. She also reported that we have not received  
49 any deposits in the new year.

50 Ryon asked if this is normal.

51 Knutsen confirmed yes.

52 **Knutsen moved; Mosby seconded passed unanimously a motion to approve AI 20-016 a**  
53 **motion to approve check numbers 22343 through 22499 for a total of \$375,161.34; non-**  
54 **payroll EFT's totaling \$924.50 Bank Fees of \$63.00, Void Checks for -\$29,699.91 and**  
55 **February 2020 payroll for \$224,459.41 (5 ayes, 0 nays)**

56 Haugen asked when the Board will be receiving full financials.

57 Souza stated she recently reconciled all the cash accounts. She continued her team's goal is to get  
58 the budget into MIP by the end of the month, reverse all transactions that have happened since  
59 January 1<sup>st</sup>, and then put them all back in the system. She can then begin to populate financials.  
60 She won't know when financials will be ready until the budget is entered and balanced. She  
61 confirmed that providing the check register and a process for transfers and check signing meets  
62 the requirements for the state auditor.

63 **Unfinished Business:**

64 1) Board to Board Reports-elected official/stakeholder engagements, True Visit, other

65 Covington talked about the outcomes of recent engagement meetings she's been to with Grace and  
66 Saavedra. She continued that some meetings have been postponed but there will be a rescheduling.  
67 The Board discussed the outcomes of their meetings.

68 Ryon stated that a letter was sent to the Board from Christie True's office. He confirmed with the  
69 Board that they have all have received it. He stated that True will be attending the Board meeting  
70 in April and Ryon would like to begin strategizing with the Board to engage constructively.

71 Covington stated that Souza reached out to her contact at King County's Office of Performance,  
72 Strategy and Budget in the beginning of the year, so a dialogue has already begun with regards to  
73 financials. She continued that KCD staff member Alex Martinsons and Josh Monaghan have been  
74 doing work with our staff and consultant Marc Bolan to define to outcome measures that are  
75 aligned with the new ILA.

76 Ryon stated that he would like to come to the meeting with questions to True on what she would  
77 like to see. He added that he doesn't want to add to burden the finance team is already doing a  
78 huge lift with the new budget.

79 Covington added that Reed will be presenting at the 4<sup>th</sup> Monday BOS working session the topics  
80 being discussed at the April Meeting in Ellensburg.

81 2) Handbook and Retreat Next Steps (meeting time, sub committees, other)

82 Covington discussed with the Board the idea of moving the BOS meeting to earlier in the day. The  
83 Board discussed what times may work within their schedules.

84 The Board agreed to hold the April and May BOS Meeting at 4 p.m.

85 Covington assigned the Board to read the first section of the Board of Supervisors Handbook and  
86 bring to the next meeting any questions, revisions, or comments.

87 3) ED Update (election; legislation; TBD)

88 Covington stated the Commission has not certified the election results yet, but the presumptive  
89 winner is Chris Porter. She continued that there was a security audit of the election and they found  
90 no incidents of hacking or fraudulent activity. She stated that in terms of costs, we don't have the  
91 final numbers but roughly speaking KCD spent \$77,000 on this year's election so far. She added  
92 that we are still waiting from final costs from Democracy Live and King County Elections.

93 The Board discussed advertisement and voter participation.

94 Grace stated she believes this election had great participation and at the least, people in King  
95 County now know who KCD is.

96 Covington and Ryon led a discussion with the Board of what they think worked and what didn't.

The Board and Covington expressed great enthusiasm for the turnout at the Northwest Flower and Garden Show. Covington stated that 150 people attended the soil testing seminar presented by KCD staff Jason Mirro and Megan Melick. She continued that over 80 people attended the seminar on native plants presented by KCD staff Ashley Allan and Jacobus Saperstein. Grace added that KCD won four awards for the garden this year including a Gold Medal Award, Best Communication Award, and Best Environmental Garden Award.

**New Business:**

1. KCD COVID-19 Office Plan and Recommendations
2. KCD COVID-19 Plant Sale 2020 Plan and Recommendations

Covington stated that the proposed policy is that working from home will change from an option to the expectation while COVID-19 is circulating. She continued that administrative staff will continue to come to the office to ensure phones are answered, checks are cut, and business runs as usual. This policy will be in effect until March 30, 2020.

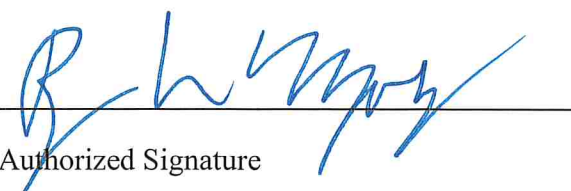
**Haugen moved; Knutsen seconded passed unanimously a motion to approve AI 20-017 a motion to close the KCD office until March 30, 2020 due to the spread COVID-19 (5 ayes, 0 nays).**

Covington stated that the recommendation for the plant sale to make it a drive-through event. Customers can call or text a point of contact and a staff member or crew member can run the plants to the customer's vehicle. She continued that if the plant sale is cancelled or postponed, the plants may die at the nursery and we will have to refund all customers.

**Knutsen moved; Mosby seconded passed unanimously a motion to approve AI 20-018 a motion to make the Plant Sale a drive-through event due to spread of COVID-19 (5 ayes, 0 nays).**

There was no more business before the Board.

**Knutsen moved; Haugen seconded passed unanimously a motion to adjourn the Board at 6:40 pm (5 ayes, 0 nays).**

  
Authorized Signature

5/22/2020  
Date

Summary of Motions

- 129
- 130 Knutsen moved; Mosby seconded passed unanimously a motion to approve the agenda as  
131 amended (5 ayes, 0 nays)
- 132 Knutsen moved; Haugen seconded passed unanimously a motion to approve the consent  
133 agenda (5 ayes, 0 nays)
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136 payroll EFT's totaling \$924.50 Bank Fees of \$63.00, Void Checks for -\$29,699.91 and  
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