

KING CONSERVATION DISTRICT

Board of Supervisors
Meeting Minutes

4/13/2020

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

3 **Associate Supervisors Present:** None

4 **Guests Present:** Jean Fike – WSCC (via Zoom), Tim White (via Zoom)

5 **Staff Present:** Bea Covington (via Zoom), Ava Souza (via Zoom), Lindsey Davidson (via Zoom),
6 Jessica Saavedra (via Zoom), Deirdre Grace (via Zoom), Brandy Reed (via Zoom), Josh Monaghan
7 (via Zoom)

8 **Preliminary Matters:**

9 Chairman Ryon called meeting to order at 4:07 pm. All attendees introduced themselves. Ryon
10 asked for additions or corrections to the current agenda.

11 **Haugen moved; Mosby seconded passed unanimously a motion to approve the agenda (4**
12 **ayes, 0 nays)**

13 **Public Comment:**

14 Tim White from the public commented. He stated that he hasn't received any information
15 regarding his public information request related to mobile voting. Covington and Ryon apologized
16 to White and assured him that is uncharacteristic of the way KCD conducts business. Covington
17 took White's contact information and confirmed she would investigate first thing in the morning.

18 **Consent Agenda:**

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

20 a. Board Minutes – 03.09.20 BOS Meeting, 03.09.20 Grant Sub-Committee Meeting

21 b. LIP Applications – None

22 c. Member Jurisdiction Grant Applications:

23 1. AI 20-019: White River Valley Museum – 2020 Farm Program and Project
24 Support

25 2. AI 20-020: City of Bellevue – Translated Materials – Natural Resource Conflict
26 Outreach

27
28 **Haack moved; Mosby seconded passed unanimously a motion to approve the consent agenda**
29 **(4 ayes, 0 nays)**

30 **Pulled Consent Agenda Items:** None

31 **Presentations:** None

32 **Finance:**

33 1. AI 20-021: A motion to approve check numbers 22501 through 22566 for a total of
34 \$382,376.07; non-payroll; EFT's totaling \$1165.33; Bank Fees of \$108.00;
35 Void Checks for \$339.90 and March 2020 payroll for \$245,980.58.

36 Souza stated that was nothing new to report regarding the check register and that expenses were
37 normal for the month of March. She did note that check number 22500 is out of sequence. She
38 explained that check number 22500 was taken and voided to set up an account for payroll services
39 with ADP. She continued the check is listed in the Voided Checks section of the register as \$0.00
40 to notate the voidance.

41 Souza said that she has been working continually with the auditor. She stated that he is awaiting
42 documentation for two small items, then the audit should be completed within the next week or
43 so. Souza added that she and Yuliy Makhovitskiy are set to submit BARS next month.

44 ~~Souza continued that she and the Finance team are still working away at the budget. She confirmed~~
45 ~~that the budget should be entered and running by the end of the month. She will then begin to start~~
46 ~~running reports. Souza stated that she anticipates being able to present financials for the 1st quarter~~
47 ~~by May or sooner. Souza acknowledged and commended the Finance team, especially~~
48 ~~Makhovitskiy, on their hard work on the budget.~~

49 **Haugen moved; Mosby seconded passed unanimously a motion to approve AI 20-021: A**
50 **motion to approve check numbers 22501 through 22566 for a total of \$382,376.07; non-**
51 **payroll; EFT's totaling \$1165.33; Bank Fees of \$108.00; Void Checks for \$339.90 and**
52 **March 2020 payroll for \$245,980.58. (5 ayes, 0 nays)**

53
54 2. AI 20-022: Budget Amendment – Training

55
56 Knutsen stated that WADE may be cancelled this year due to COVID-19. As discussed in the
57 Finance Sub-Committee meeting, he requested a motion for \$30,000 that is budgeted for the
58 annual WADE conference to be reallocated to personal staff training.

59
60 **Knutsen moved; Mosby seconded passed unanimously a motion to approve AI 20-022 a**
61 **motion to authorize the reallocation of \$30,000 originally budgeted for the WADE**
62 **Conference to be budgeted for staff training. (5 ayes, 0 nays)**

63
64 3. AI 20-023: Discussion on Alternative Cash Flow

65
66 Covington stated that in the Finance Committee meeting there was a discussion on cash flow due
67 to the delay in property tax and COVID-19. After a lengthy discussion in the Finance Sub-
68 Committee meeting, it was decided that there will be a review of all the different funding

69 accounts and what would be required to release some of those funds. She continued that we will
70 wait until May 4th to see if the current “Stay Home Stay Healthy” order is lifted or extended.

71
72 Haugen asked then if there will be a freeze until we figure out funding. Covington stated that the
73 purchase of vehicles is on hold but can be deployed at any time. She added that the hiring of the
74 Forestry Manager position is still moving forward.

75
76 Haugen asked about staff COLA and if that issue had been resolved. Covington stated it is still
77 ongoing.

78
79 Haugen asked for an update on the union and if staff had the capabilities to continue meeting.
80 Covington confirmed she received notification to release three employees while they undergo
81 union training.

82
83 Haugen asked if there are final numbers from King County for election costs. Covington said no.

84
85 There was no action or decision to be made on AI 20-023 at this time.

86
87 **Board Member Stakeholder Meeting Updates:**

88
89 Covington explained the Stakeholder Meeting Updates part of the agenda was an agreed upon
90 space to discuss any meetings Board members have attended.

91
92 Mosby stated he went to a WRIA 9 meeting where two members were voted in. He added he was
93 surprised by the small turnout but speculated it was due to COVID-19.

94
95 Ryon asked for an update on the office closure and setting staff up to work from home.

96
97 Covington stated that KCD has the technology and bandwidth to have all staff remotely
98 supported. She outlined the actions and restrictive measures taken to ensure staff safety and good
99 health while maintaining productive, meaningful work. She stated in her check-ins, staff still feel
100 engaged and working.

101
102 Haack asked if staff morale is good.

103
104 Covington confirmed yes. She explained that she ensured everyone that they will continue to
105 receive a paycheck and she is exploring with legal counsel how to make relief resources
106 available to staff.

107
108 Ryon commended Covington on her actions to keep everyone together while staying safe.

109
110 Covington attested she has a good leadership team to help.

111

- 112
113 **Unfinished Business:** None
- 114 **New Business:**
- 115 1. Next Steps/Strategy for All District Meeting April 14th
116
- 117 Covington stated that the All District Meeting is still happening tomorrow via teleconference. She
118 continued that Reed and herself will be participating and asked if any other Supervisors would be
119 able to participate.
- 120 Ryon asked if there was going to be any meetings about election funding. Covington and Fike
121 stated there's no set discussion yet, but the meeting will be from 9am through 4pm.
- 122 Reed added that you have to register to attend meeting and that she will forward the registration
123 information to the Board.
- 124 Covington shared a document with the Board to use as a guide to highlight higher prioritized items
125 outlined by the Board at the last working session meeting. She briefly summarized some of the
126 topics. Covington continued that all the topics are important to KCD but emphasized the
127 importance of prioritization to direct staff time and resources to support building budget packets.
- 128 Reed reviewed the agenda with the Board. She stated she will send all the materials she's received
129 before tomorrow.
- 130 2. AI 20-024: COVID 19 Food System Response
131
- 132 Monaghan and Grace reviewed four scopes of work that staff put together that could provide
133 additional resources and assistance during the COVID-19 pandemic as local food markets are
134 struggling. Monaghan pointed out that although we are not considered to be first responders, there
135 are programs outlined in our current budget that can be modified to help others. Grace and
136 Monaghan then reviewed the four options in more detail, including their pros and cons.
- 137 Haugen and Mosby expressed great enthusiasm for the ideas. Knutsen added we need to see where
138 our money is before investing in new projects.
- 139 Ryon asked Monaghan what KCD's specific role would be.
- 140 Monaghan said we can create partnerships and collaborate with other organizations that have a
141 surplus of funding and resources.
- 142 Covington added that the four options came from dozens of ideas. She continued that there still
143 isn't an identified source of funding for those ideas involving money. Once they are all built out
144 with partnership commitments, they can come back to the Board for approval.

145 Monaghan expressed that he would like to present a fully scoped plan at the May board meeting,
146 if not before.

147 The Board discussed their own ideas on ways to help and services they've already seen
148 implemented in their communities.

149 Covington explained the action to be made at this meeting would be the approval of moving
150 forward on building out a more detailed scope of work and confirm participants.

151 **Knutsen moved; Haugen seconded passed unanimously a motion to approve AI 20-024 a**
152 **motion approving the COVID-19 Food System Response (5 ayes, 0 nays)**

153 There was no more business before the Board.

154 **2nd Public Comment:**

155 Tim White reiterated his statements from the beginning of the meeting. He voiced his political
156 opinions regarding mobile voting, COVID-19, and the current presidential election. White
157 expressed his support in making all election information publicly known.

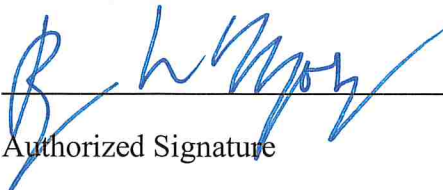
158 Ryon responded that KCD is a small conservation district, and some districts are even smaller. He
159 emphasized the Board's desire for visibility and accountability and their dedication to finding ways
160 to make the district's election more transparent. Ryon confirmed that all of the things White
161 mentioned have been at the heart of the Board's discussion over the past year.

162 **Knusten moved; Mosby seconded passed unanimously a motion to adjourn the meeting. (5**
163 **ayes, 0 nays)**

164

165

166


Authorized Signature

5/22/20
Date

168

169

Summary of Motions

170 **Haugen moved; Mosby seconded passed unanimously a motion to approve the agenda (4**
171 **ayes, 0 nays)**

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173 **(4 ayes, 0 nays)**

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185

186