

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

April 27th, 2020

1 **Supervisors Present:** Dick Ryon – Chair, Burr Mosby, Kirstin Haugen

2 **Associate Supervisors Present:** None.

3 **Guests Present:** None

4 **Staff Present:** Jessica Saavedra and Deirdre Grace

5 **Preliminary Matters:**

6 Meeting called to order at 4:20 pm by Burr Mosby.

7 The first item on the agenda is discussion of grant policy recommendations to adapt to COVID-  
8 19. Saavedra described the existing indirect expenses policy in place for the Member Jurisdiction  
9 and WRIA Forum Grant Program, including the KCD-Seattle Community Partnership program  
10 which states “Indirect expenses (not related to the project) such as salaries, overhead,  
11 administrative fees, and other indirect costs must not exceed 25% of salaries and benefits. She  
12 requested an update to this policy to allow expenses for computer equipment to be included in the  
13 allowable indirect expenses not to exceed 25% of salaries and benefits. Currently computer  
14 equipment is not an allowable expense. The policy in place states “Ineligible expenses include  
15 computer equipment such as projectors, laptops, and mobile devices..”

16 Saavedra recommends this update as a result of feedback received in a questionnaire sent to all  
17 current Seattle grantees, personal conversations with grantees and webinars about how funders are  
18 supporting their grantees in response to the COVID-19 pandemic. The KCD questionnaire asked  
19 grantees what the status of their KCD funded projects is and proposed actions that KCD might be  
20 able to implement. Grantees were asked to describe their situation and select options that would  
21 be helpful to their implementation of their KCD funded project.

22 By allowing computer equipment to be purchased but limiting the total amount billed to KCD to  
23 25% of salaries and benefits, KCD can be responsive and adaptive to the current situation but still  
24 maintain strong fiduciary responsibility over the funds.

25 Mosby expressed strong concerns about allowing KCD funds to be spent on computer equipment.  
26 He feels that organizations should seek this support elsewhere and that this is not within the  
27 mission of KCD.

28 Saavedra explained that all KCD grant funded projects are implementing natural resource  
29 improvement actions set forth by KCD by conducting community education and outreach.

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30 Community outreach and education is not happening in-person currently and grantees are making  
31 adjustments to reach community remotely.

32 Grace described how the KCD Education Team is also trying to figure out how to adapt. Even  
33 though we were preparing and have done more workshops online, we weren't fully ready to put  
34 all of our workshops online and are now scrambling like everyone else to adapt quickly.

35 Ryon stated that while computer equipment is not part of policy, the issue is an exceptional  
36 opportunity to respond to a need. He said that remote working is becoming a norm and we are all  
37 re-examining how to outreach to community.

38 Haugen stated that there may be other needs beyond equipment and that she is interested in seeing  
39 the grantee responses and discussing a COVID-19 relief grant program.

40 All board members agreed that this issue should be forwarded to the full Board for discussion on  
41 May 11th, 2020.

42 Close outs

43 Haugen moved, Mosby seconded, unanimously passed a motion to close the King County  
44 McSorley Creek Shoreline & Pocket Estuary Restoration Project Field Assessments and  
45 Technical Analyses to Support Design grant agreement.

46 Ryon moved; Mosby seconded unanimously passed a motion to adjourn the meeting at 5:14  
47 pm

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Authorized Signature

5/28/20  
Date