

KING CONSERVATION DISTRICT

Board of Supervisors  
Finance Sub-Committee  
Meeting Minutes

6/8/2020

1 **Supervisors Present:** Burr Mosby –Chair; Bill Knusten – Auditor; Jim Haack – Supervisor; Kirstin  
2 Haugen – Supervisor; Chris Porter - Supervisor

3 **Associate Supervisors Present:** None

4 **Guests Present:** None

5 **Staff Present:** Bea Covington, Ava Souza, Lindsey Davidson

6 **Preliminary Matters:**

7 Chairman Mosby called meeting to order at 2:11 pm. All attendees introduced themselves. Mosby  
8 asked for additions or corrections to the current agenda.

9 **Public Comment:** None

10 **Finance:**

11 Souza stated she had received a recommendation from Knutsen to move the Finance Sub-  
12 Committee Meeting to the fourth Monday of every month.

13 Knutsen explained his thought process behind the recommendation in that it would shorten the  
14 main meeting day on the second Monday of the month, and would allow Souza to present a full,  
15 detailed set of financials to the Board.

16 Covington pointed out the financials might be too old by the fourth Monday of the month. Knutsen  
17 disagreed.

18 Porter asked about making a motion in the Finance Sub-Committee meeting.

19 Knutsen explained that the motion can be also be discussed and motioned at the regular Board  
20 meeting.

21 **Knutsen moved; Haugen seconded passed unanimously a motion to move the Finance Sub-**  
22 **Committee Meetings to the Fourth Meeting of Every Month. (5 ayes, 0 nays).**

23 Souza went over the budget overview which totals approximately \$9.5 million. She continued that  
24 the program areas match the ILA. Souza also noted the budget includes interest, Working Lands  
25 Initiative funding, and grants totaling the \$9.5 million.

26 Souza continued by reviewing the current MIP budget overview that showed the following:  
27 \$7,662,651.36 in Rates & Charges, \$329,723.95 in interest and the annual plant sale, \$888,753 in  
28 grants, and \$629,4232.00 in Working Lands.

29 Souza reviewed expenses and revenue for the month of May. She stated that everything was normal  
30 for the time of year. She explained the report she was reviewing was for the current operating  
31 budget expenditures and did not include reserve account expenses.

32 Souza continued to review May 2020 overview cash breakout. She pointed out the four bank  
33 accounts we have and how they are utilized.

34 Porter asked if the vehicles have been purchased. Covington said she is on track to purchase one  
35 of them, but it has not been purchased yet.

36 Souza continued to review the balance sheet, which has all the accounts. She explained the Balance  
37 Sheet is reviewed and analyzed monthly.

38 Souza stated that grant funding is short in a couple of programs by a total of \$551,298. She then  
39 stated that in order for the budget sheets to match the ILA, the data sheets for programs that have  
40 grant funding that KCD gives out, like the Member Jurisdiction program, would need to be made  
41 whole. She made one suggestion to move \$164,000 from Elections which was unspent in the 2020  
42 budget.

43 Haugen asked why it's not matching.

44 Covington stated total money entered into MIP is the total expenses to run the program and that  
45 grant money was cut to include true operating costs. She then stated moving forward, the grant  
46 numbers will be locked in the data sheets.

47 There was a Board discussion about how this shortfall occurred.

48 Haugen and Souza expressed urgency to make the budget match before meeting with King County.

49 Souza continued another solution would be to move money from a reserve account into this year's  
50 budget. The Board can then approve the amended budget that will be matched to the ILA.

51 Haack asked what formula or calculation was made to cut the grant programs.

52 Souza explained that all overhead and salary is already represented. The funds going to the grants  
53 specifically was shorted and money moved to other programs by Covington.

54 Haack expressed concern of a cash flow.

55 Knutsen and Covington explained that there will not be a cash issue. Haack asked for further  
56 clarification. There was a Board discussion.

57 Porter asked if there was a hiring freeze. Mosby stated yes since October 2019.

58 Covington stated that a new person was hired and will be starting on June 26, 2020. The position  
59 filled was the Forestry Manager position.

60 Knutsen moved; Porter seconded passed unanimously a motion to approve moving  
61 \$164,000.00 from unspent elections money from the 2020 budget to the Member Jurisdiction  
62 grant program (5 ayes, 0 nays).

63 Porter moved, Haugen seconded passed unanimously a motion authorizing Souza to review  
64 the reserve accounts and make a recommendation at the next Finance meeting to make the  
65 rest of the grant program budgets whole. (5 ayes, 0 nays).

66 There was no more business before the Board.

67 The meeting was adjourned by Mosby at 3:14 pm.

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70 \_\_\_\_\_  
70 Authorized Signature

8-25-2020  
\_\_\_\_\_  
Date

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72 Summary of Motions

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74 Committee Meetings to the Fourth Meeting of Every Month. (5 ayes, 0 nays).

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