

**KING CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
September 28<sup>th</sup>, 2020  
2:00 PM to 6:40 PM– via Teleconference Only**

**Zoom Link: <https://zoom.us/j/93944349749>  
Call In Number: (253) 215-8782  
Meeting ID: 939 4434 9749**

**Meeting Agenda**

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***Finance Sub-Committee Meeting – Souza 2:00 PM -3:00 PM***

***Member Jurisdiction Grant Sub Committee Meeting- Saavedra, Grace 3:00 PM - 4:00 PM***

***Regular Board of Supervisors Meeting –4:00 PM – 6:40 PM***

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**Finance Sub-Committee Board Meeting - <https://zoom.us/j/93944349749>**

Call to Order

- |   |                          |
|---|--------------------------|
| <b>1. Preliminary Matters:</b>            | <b>2:00 PM– 2:02 PM</b>  |
| a) Introductions                          |                          |
| b) Additions or Corrections to the Agenda |                          |
| c) Adoption of the Board Agenda           |                          |
| <b>2. Public Comment:</b>                 | <b>2:02 PM – 2:05 PM</b> |
| <b>3. Finance:</b>                        | <b>2:05 PM – 3:00 PM</b> |
| a) August 2020 Financials - Souza         |                          |
| b) Budget 2021 -Souza                     |                          |

**Grant Sub-Committee Board Meeting - <https://zoom.us/j/92400852585>**

**3:00 PM – 4:00 PM**

**Regular Board Meeting - <https://zoom.us/j/93944349749>**

Call to Order

- |  |                          |
|--|--------------------------|
| <b>1. Preliminary Matters:</b>   | <b>4:00 PM– 4:02 PM</b>  |
| a) Introductions   |                          |
| b) Additions or Corrections to the Agenda  |                          |
| c) Adoption of the Board Agenda  |                          |
| <b>2. Public Comment:</b>  | <b>4:02 PM – 4:05 PM</b> |
| <b>3. New Business:</b>  |                          |
| a) Executive Session - Review the performance of a public employee and related matters | <b>4:05 PM – 4:35 PM</b> |
| b) Update – 2020 Regional Food System Competitive Grant Process                        | <b>4:35 PM – 4:50 PM</b> |
| c) AI 20-067: WACD Area Meeting Resolutions – Diversity and Equity                     | <b>4:50 PM – 5:00 PM</b> |
| <b>4. Unfinished Business:</b>   |                          |
| a) ILA - Board   | <b>5:00 PM – 6:00 PM</b> |
| b) Election Update   | <b>6:00 PM – 6:10 PM</b> |
| c) AI 20-068: Education Contract – Marinn Carpenter                                    | <b>6:10 PM – 6:30 PM</b> |
| AI 20-069: Education Contract – Liz Fredrickson  |                          |
| AI 20-070: Education Contract – Natalie Quist  |                          |
| d) Advisory Committee Update   | <b>6:30 PM –6:40 PM</b>  |

# FINANCE

**King Conservation District**  
**Statement of Revenues and Expenditures - Unposted Transactions Included In Report**  
**Current Operating Fund**  
From 8/1/2020 Through 8/31/2020  
(In Whole Numbers)

	August Actual	Current Period Budget - Board Approved 2020	YTD Actual	YTD Budget - Board Approved 2020	YTD Budget Variance - Board Approved 2020	Total Budget - Board Approved 2020	Total Budget Variance - Board Approved 2020
<b>Revenue</b>							
Revenue							
Rates & Charges	40,415	696,256	4,251,500	5,570,050	(1,318,550)	8,355,074	(4,103,574)
Grants & Cost Share	16,266	74,063	300,232	592,502	(292,270)	888,754	(588,521)
Plant Sale	0	9,022	127,011	72,175	54,836	108,262	18,749
Other / Interest	2,882	18,455	57,776	147,641	(89,865)	221,462	(163,686)
Total Revenue	59,563	797,796	4,736,520	6,382,368	(1,645,849)	9,573,552	(4,837,033)
Total Revenue	59,563	797,796	4,736,520	6,382,368	(1,645,849)	9,573,552	(4,837,033)
<b>Expense</b>							
Personnel							
Salary, Taxes & Benefits	255,387	346,456	2,102,170	2,771,648	669,478	4,157,472	2,055,302
Contracted Services	32,638	165,421	647,245	1,323,365	676,120	1,985,048	1,337,803
Total Personnel	288,025	511,877	2,749,415	4,095,014	1,345,599	6,142,520	3,393,105
Supplies							
Office	231	1,226	12,147	9,807	(2,341)	14,710	2,563
Field	9,210	23,358	133,022	186,861	53,840	280,292	147,270
Total Supplies	9,441	24,583	145,169	196,668	51,499	295,002	149,833
Communications							
Advertising	0	1,771	2,893	14,167	11,274	21,250	18,357
Postage	305	1,381	3,598	11,047	7,448	16,570	12,972
Telephone & Internet	3,117	3,500	21,082	28,000	6,918	42,000	20,918
Printing & Publications	0	1,542	15	12,335	12,320	18,502	18,487
Total Communications	3,422	8,193	27,587	65,548	37,961	98,322	70,735
Occupancy & Equipment							
Office	32,006	31,102	252,572	248,819	(3,753)	373,229	120,657
Storage & Other	4,869	5,000	58,303	40,000	(18,303)	60,000	1,697
Program Activities	1,500	496	1,500	3,967	2,467	5,950	4,450
Equipment & Vehicle Maintenance	500	2,343	5,534	18,747	13,212	28,120	22,586
Total Occupancy & Equipment	38,874	38,942	317,910	311,533	(6,377)	467,299	149,389
Travel & Training	5,202	6,050	12,721	48,397	35,676	72,595	59,874
Other							
Capital Outlay	136	6,825	23,544	54,600	31,056	81,900	58,356
Sponsorships	150	1,165	2,400	9,320	6,920	13,980	11,580
Bank Fees/ Interest / Insur	574	4,661	12,340	37,288	24,948	55,932	43,592
Total Other	860	12,651	38,284	101,208	62,924	151,812	113,528
Total Expense	345,824	602,296	3,291,087	4,818,367	1,527,280	7,227,550	3,936,464
<b>Grants &amp; Fund Transfers</b>							
Awards							
Member Jurisdiction	0	82,184	0	657,469	657,469	986,204	986,204
Cost Share / LIP	0	52,784	37,162	422,273	385,111	633,410	596,248
Regional Food	0	60,532	0	484,259	484,259	726,388	726,388
Total Awards	0	195,500	37,162	1,564,001	1,526,839	2,346,002	2,308,840
Total Grants & Fund Transfers	0	195,500	37,162	1,564,001	1,526,839	2,346,002	2,308,840
Total Expense	345,824	797,796	3,328,249	6,382,368	3,054,119	9,573,552	6,245,303
Current Year Excess (Deficit)	(286,261)	0	1,408,271	0	1,408,271	0	1,408,271

**King Conservation District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
**Reserve Funds**  
From 8/1/2020 Through 8/31/2020  
(In Whole Numbers)

	August Actual	Current Period Budget - Board Approved 2020	YTD Actual	YTD Budget - Board Approved 2020	YTD Budget Variance - Board Approved 2020	Total Budget - Board Approved 2020	Total Budget Variance - Board Approved 2020
Revenue							
Revenue							
Grants & Cost Share	0	0	129,429	0	129,429	0	129,429
Total Revenue	0	0	129,429	0	129,429	0	129,429
Total Revenue	0	0	129,429	0	129,429	0	129,429
Expense							
Personnel							
Salary, Taxes & Benefits	277	0	5,243	0	(5,243)	0	(5,243)
Contracted Services	0	0	32,754	0	(32,754)	0	(32,754)
Total Personnel	277	0	37,998	0	(37,998)	0	(37,998)
Supplies							
Field	0	0	673	0	(673)	0	(673)
Total Supplies	0	0	673	0	(673)	0	(673)
Occupancy & Equipment							
Storage & Other	222	0	222	0	(222)	0	(222)
Total Occupancy & Equipment	222	0	222	0	(222)	0	(222)
Total Expense	499	0	38,892	0	(38,892)	0	(38,892)
Grants & Fund Transfers							
Awards							
Member Jurisdiction	35,879	0	997,849	0	(997,849)	0	(997,849)
Cost Share / LIP	0	0	145,920	0	(145,920)	0	(145,920)
Regional Food	77,861	0	498,027	0	(498,027)	0	(498,027)
Total Awards	113,739	0	1,641,795	0	(1,641,795)	0	(1,641,795)
Total Grants & Fund Transfers	113,739	0	1,641,795	0	(1,641,795)	0	(1,641,795)
Total Expense	114,238	0	1,680,687	0	(1,680,687)	0	(1,680,687)
Current Year Excess (Deficit)	(114,238)	0	(1,551,258)	0	(1,551,258)	0	(1,551,258)

# King Conservation District Balance Sheet

As of 8/31/2020  
(In Whole Numbers)

	Current Operating	Contingency Reserve	Election Reserve	Working Lands Breakout	Operating Rollover	Member Jurisdiction	All Other Reserve	LIP	Regional Food Reserve	Sound Transit	Total
<b>Assets</b>											
<b>Current Assets</b>											
<b>Cash &amp; Cash Equivalents</b>											
Bank of America - 0408	78,213	0	0	0	0	51,430	0	0	0	0	129,643
US Bank - 2328	31,827	0	(0)	771,459	0	0	0	0	0	243,549	1,046,835
US Bank - 0152	367,182	250,000	0	0	0	0	0	0	0	0	617,182
LGIP	997,153	1,633,803	512,000	0	170,000	2,870,423	539,058	1,170,565	1,724,890	0	9,617,893
<b>Total Cash &amp; Cash Equivalents</b>	<b>1,474,375</b>	<b>1,883,803</b>	<b>512,000</b>	<b>771,459</b>	<b>170,000</b>	<b>2,921,853</b>	<b>539,058</b>	<b>1,170,565</b>	<b>1,724,890</b>	<b>243,549</b>	<b>11,411,553</b>
<b>Total Current Assets</b>	<b>1,474,375</b>	<b>1,883,803</b>	<b>512,000</b>	<b>771,459</b>	<b>170,000</b>	<b>2,921,853</b>	<b>539,058</b>	<b>1,170,565</b>	<b>1,724,890</b>	<b>243,549</b>	<b>11,411,553</b>
<b>Total Assets</b>	<b>1,474,375</b>	<b>1,883,803</b>	<b>512,000</b>	<b>771,459</b>	<b>170,000</b>	<b>2,921,853</b>	<b>539,058</b>	<b>1,170,565</b>	<b>1,724,890</b>	<b>243,549</b>	<b>11,411,553</b>

Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register  
1000 - Cash (Checking Ops / BoA / x0408)  
From 8/1/2020 through 8/31/2020

20-061

Document Number	Vendor	Date	Amount	
22825	City of Bellevue	8/10/2020	7,534.79	
22826	City of Renton Utility Division	8/10/2020	101.22	
22827	Comcast Business	8/10/2020	218.92	
22828	Comcast Business - PA	8/10/2020	406.31	
22829	Department of Enterprise Services	8/10/2020	900.00	
22830	Health Care Authority	8/10/2020	33,680.03	
22831	Integrated Computer Systems Support, Inc.	8/10/2020	267.14	
22832	Marc Bolan Consulting	8/10/2020	2,850.00	
22833	Mountain Mist	8/10/2020	65.89	
22834	N.A.T.S. Nursery	8/10/2020	1,532.00	
22835	PCC Farmland Trust	8/10/2020	28,568.00	
22836	Purchase Power	8/10/2020	200.00	
22837	Sno Valley Tilth	8/10/2020	2,281.80	
22838	Rani Souza	8/10/2020	150.00	
22839	Elizabeth Stockton	8/10/2020	546.00	
22840	US Bank VISA	8/10/2020	5,042.57	1414.49
22841	WA State Treasurer	8/10/2020	726.73	
22842	Young Women Empowered	8/10/2020	5,452.47	
22843	Ellen Arnstein	8/24/2020	5,063.36	
22844	WEX Bank	8/24/2020	500.00	
22845	City of Auburn	8/24/2020	6,496.95	
22846	City of Bellevue	8/24/2020	2,500.00	
22847	Duwamish Longhouse & Cultural Center	8/24/2020	2,414.47	
22848	Environmental Coalition of South Seattle (ECOSS)	8/24/2020	1,910.73	
22849	Elizabeth Marie Fredrickson	8/24/2020	206.65	
22850	Inslee Best Doezie & Ryder P.S.	8/24/2020	8,194.03	
22851	Integrated Computer Systems Support, Inc.	8/24/2020	4,092.00	
22852	King County	8/24/2020	9,500.00	
22853	King County Office of Finance	8/24/2020	1,894.77	
22854	McCaffrey Consulting LLC	8/24/2020	3,076.00	
22855	National Construction Rentals	8/24/2020	162.80	
22856	Neighborhood Farmers Market Alliance	8/24/2020	483.56	
22857	Rainier Valley Corps	8/24/2020	16,443.00	
22858	Renton Office Park LLC	8/24/2020	32,642.57	
22859	Curate Progress LLC	8/24/2020	600.00	
22860	Sno Valley Tilth	8/24/2020	17,831.11	
22861	Snohomish Conservation District - V	8/24/2020	996.56	
22862	Softwired Inc	8/24/2020	495.00	
22863	Summit Law Group, PLLC	8/24/2020	6,732.00	
22864	T-Mobile USA, Inc.	8/24/2020	1,483.63	
22865	Tukwila Community Center	8/24/2020	1,500.00	
22866	Tukwila Self-Storage	8/24/2020	462.00	
22867	U.S. Bank Equipment Finance	8/24/2020	2,956.47	
22868	Volgistics, Inc.	8/24/2020	581.00	
22869	WACD Plant Materials Center	8/24/2020	4,935.25	
22870	White River Valley Museum	8/24/2020	1,980.00	
22871	King County Office of Finance	8/24/2020	12,253.25	
Total Checks			238,911.03	

Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register  
1000 - Cash (Checking Ops / BoA / x0408)  
From 8/1/2020 through 8/31/2020

20-061

Document Number	Vendor	Date	Amount
080720-Navia	Navia Benefit Solutions	8/7/2020	130.00
081420-Navia	Navia Benefit Solutions	8/14/2020	346.08
082820-Navia	Navia Benefit Solutions	8/28/2020	<u>39.00</u>
	<b>Total EFT</b>		<b>515.08</b>
081120-WireFee	Bank of America	8/10/2020	15.00
082620-WireFee	Bank of America	8/26/2020	15.00
083120-CkImFee	Bank of America	8/31/2020	3.00
083120-WireFee	Bank of America	8/31/2020	<u>15.00</u>
	<b>Total Bank Fees</b>		<b>48.00</b>
2008 01	August Payroll 2020	8/31/2020	130,810.22
083120-DRS	Dept of Retirement Systems	8/31/2020	42,129.58
083120-PRTaxes	QuickBooks Payroll Service	8/31/2020	47,637.15
083120-QBFees	QuickBooks Payroll Service	8/31/2020	<u>234.59</u>
	<b>Total Payroll</b>		<b>220,811.54</b>
	<b>Report Total</b>		<b><u>460,285.65</u></b>

# NEW BUSINESS



**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: September 28, 2020**

**SUBJECT: Regional Food System Program- 2020 Competitive Grants**

The purpose of this agenda item is to introduce planned revisions to the 2020 Regional Food System Program Competitive Grants and to invite Board member discussion and input. Staff plan to bring updated grant process recommendations for Board action at the October 12th Board meeting.

**FISCAL IMPACT**

Competitive grants are planned and budgeted for in the KCD-KC Inter Local Agreement (ILA) within the Regional Food System Program. Total funding for competitive grants is budgeted at \$300,000 per year for the term of the ILA.

**STAKEHOLDER INTERESTS**

- Staff and board members of King Conservation District
- Regional Food System Stakeholders
- King County Local Food Initiative (LFI) and Kitchen Cabinet
- Grant Applicants
- Community of reviewers (Working Group, technical reviewers)

**BACKGROUND**

In 2015, KCD established the Regional Food System Program based on the King County Kitchen Cabinet and Puget Sound Regional Council action plans, and engagement with a wide range of local food system advisors. The program offers annual competitive grants, and longer term sustained strategic investments, to support the Executive's LFI.

Regional Food System Program Overview

Major gaps in our region's food system were identified by the King County Kitchen Cabinet in 2014 and detailed in the LFI. More support is needed in the production, distribution, processing, and storage of locally raised farm products. Significant barriers to land, capital, equipment, and markets prevent new farmers from starting farms and existing farmers from scaling up to a sustainable level. Consumers need better information and connections to local farms, and low-income communities need improved access to healthy, local food.

KCD's Regional Food System Program supports efforts across King County to develop a food system that is sustainable, resilient, and equitable. Through a combination of

**King Conservation District Board of Supervisors Meeting**  
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**Meeting Date: September 28, 2020**

grants and strategic initiatives, KCD focuses on improving production, consumer demand, and equitable access to healthy, local food.

Looking Forward

Since 2015, KCD has funded successful start-up farm cooperatives, community-based site redevelopments, expanded organizational capacity, increased food access, and other grass-roots tools for improving the regional food system.

In 2019, KCD sought extensive input from regional food system stakeholders, the King County LFI team, and farmers across the region. This input was distilled, vetted, and ultimately incorporated in KCD's current five year ILA.

Key outcomes of this outreach effort related to the competitive grant process include:

1. Increased funding pool for Strategic Initiative Grants (about 66% of total funding of \$900,000) and smaller pool for Competitive Grants (about 33% of total funding), so a flip of previous funding levels;
2. Smaller Competitive Grant pool means reducing maximum grant amounts (\$20,000 max compared with \$100,000 in past);
3. Reduced implementation to 1 year (had been up to 2 years in past);
4. Simplified application process (1 grant application vs. pre-application and full application in past);
5. Simplified review process (1 review vs. 2 reviews in past); and
6. Simplified reporting and reimbursement requirements (semi-annually with evaluation vs. quarterly with evaluation).

A draft RFP and Application Package are currently in the works, expect to see them at the next Board of Supervisors meeting on 10/12. Anticipate announcements at year-end for grant awards first of 2021.



WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

RESOLUTION

**SHORT TITLE:** Equity, Diversity, and Inclusion statement

**SPONSOR CD:** King Conservation District

**AREA:** x☐NW ☐SW ☐NC ☐SC ☐NE ☐SE

**RESOLUTION TYPE:**

- ☐ Policy  
xx☒ Position Statement  
☐ Recognition  
☐ Study

**RESOLUTION ACTION AGENCY** (check any option that applies):

- xx☒ WACD  
☐ WSCC  
☐ OTHER STATE AGENCY \_\_\_\_\_  
☐ NRCS  
☐ NACD  
☐ NON-STATE/FEDERAL PARTNER \_\_\_\_\_

**BACKGROUND/PROBLEM STATEMENT:** Diversity and Inclusion statements typically are aspirational and a promise to consider taking action if the occasion occurred, but never intentional. Equity is something that has crept into the lexicon and is the hard work in progress. Since the creation of the conservation commission in 1939, conservation districts have worked hard to change the landscape across the state. Over that time, the focus and faces around conservation has changed. We acknowledge that Diversity, Inclusion, and Equity is hard work, but now conservation districts have to move from aspirational to intentional; WACD is now in a unique position to take action.

**PROPOSED RESOLUTION LANGUAGE:** WACD believes that the future of conservation is tied to those that believe in making it a priority across Washington state. In adjusting to how much the state has changed since its inception of the conservation commission in 1939 and recognizing that systemic racism has and continues to be a formidable barrier to change, the WACD will be committed to the following: 1. Ensuring that the services offered by conservation districts are available to underrepresented communities 2. That equity is prioritized from services offered to employment throughout all districts. 3. That the Boards of Supervisors commit to annual diversity, inclusion, and equity seminars. 4. That elections be held publicly and that communities of color are engaged around elections 5. That the commission works to recruit and retain and an equity, inclusion, and diversity officer that will work with the elections officer to promote engagement of communities of



## WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

color across the state and addressing the disparity gap around services and elections. 6. That conservation districts make a commitment to bring diversity into leadership roles and, if no person of color is elected to the board of supervisors, encourage the state commission to appoint persons of color to those appointed seats.

Equity begins when the commission understanding what diversity looks like in each conservation district and seeking to improve upon that. Inclusion is the work needed to bring unrepresented voices to the table. Whether conservations districts exist in a rural county or a suburb, conservation should touch everyone and that can only happen when we are committed to a diverse body, with inclusion of people of color in leadership roles, and ensuring that there is equity as conservation districts go about the business of conservation.

### TYPE OF TEXT OF RESOLUTION (check all boxes that apply):

- ☐ Technical (changes address grammar, punctuation, sentence flow and makes **NO** substantive change(s) to the existing policy.
- xx ☐ Substantive change to existing policy. If in doubt, check the box.
- ☐ New policy.

### IS THERE A BUDGET IMPLICATION TO IMPLEMENT THE POLICY?

xx ☐ **NO**

☐ **YES** (briefly explain):

# UNFINISHED BUSINESS



# ILA Annual Benchmarks

Progress Update for Board of Supervisors

September 28, 2020

## How we evaluated progress

Status	Indicator	What this means	Expected next steps
Going well / On track		Work is on track to meet or exceed annual benchmark	<ul style="list-style-type: none"> <li>• Keep up the momentum</li> <li>• Celebrate successes</li> <li>• Apply lessons learned to 2021</li> </ul>
In progress / Partially on track		Work underway and projected to substantially meet annual benchmark	<ul style="list-style-type: none"> <li>• Address challenges and risks</li> <li>• Reallocate resources, if feasible</li> <li>• Celebrate successes</li> <li>• Apply lessons learned to 2021 priority setting and planning</li> </ul>
Delayed / Not on track		Work may be proceeding or on hold, and is projected to fall significantly short of annual benchmark	Same as above

# Example 1: Clean Water| Rural Land Stewardship

## 2020-2024 Program

As landowners become more aware of the need for the implementation of conservation practices on their properties (through education, demonstrations and farm tours), demand for these services continues to grow. This program also supports landowner compliance with the Critical Areas Ordinance and the Livestock Ordinance and qualification for Public Benefit Rating System current use taxation designation.

Annual Benchmarks include:

- ▶ 144 landowners engaged
- ▶ 38 new Farm Plans created
- ▶ 38 existing Farm Plans reviewed and practices evaluated for impact
- ▶ \$243,750 awarded through cost share to support conservation practice implementation

Annual Benchmark	YTD as of 8/31/20	Projected 12/31/20	Status	Update
38 new Farm Plans created	29 new plans	40 new plans		New plans are listed here & do not include plan updates (4 updates YTD)



# Example 2: Healthy Forests | Wildfire Preparedness

## 2020-2024 Program

With climate change, shifting weather patterns, changes in snow pack and rainfall the threat of wildfire is increasing with significant tangible impacts on air quality across King County. Stakeholders are increasingly aware of the need to modify landscaping and land management practices to mitigate wildfire risk. KCD will engage with landowners and homeowners associations to assist in this type of planning. KCD anticipates engaging with 4-6 communities annually to develop and implement alternative landscape and management practices in those communities.

Annual Benchmarks include:

- ▶ 3-4 at risk communities receive technical assistance

Annual Benchmark	YTD as of 8/31/20	Projected 12/31/20	Status	Update
3-4 at risk communities receive technical assistance	3 communities	5		Have met goal for year. Have a virtual field day and virtual assessment planned. Will likely reach 2 more communities in-person

## Agriculture & Local Food

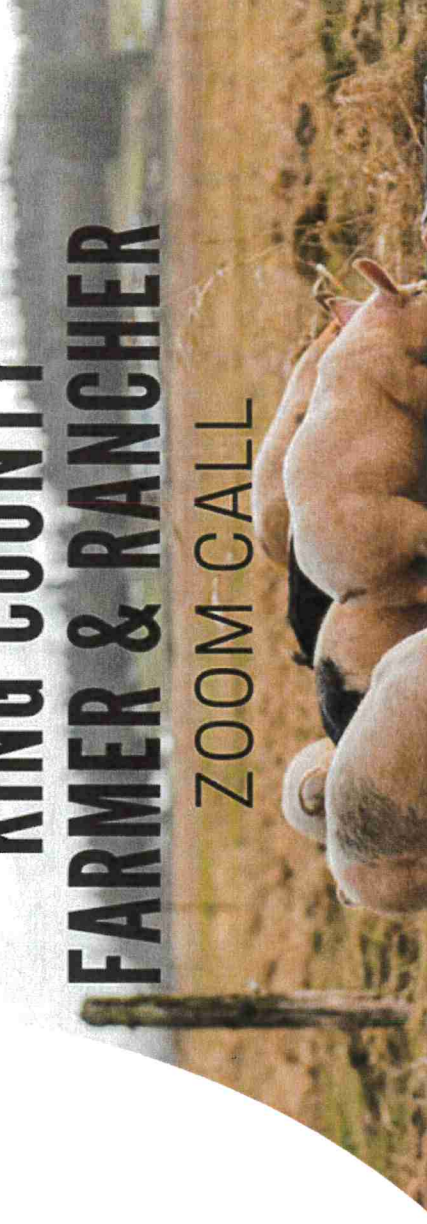
### PARTIALLY ON TRACK

- Regional Food System
- Agricultural Drainage Assistance
- Community Agriculture



7:00 - 8:30 PM

## KING COUNTY FARMER & RANCHER ZOOM CALL





# Clean Water

## PARTIALLY ON TRACK

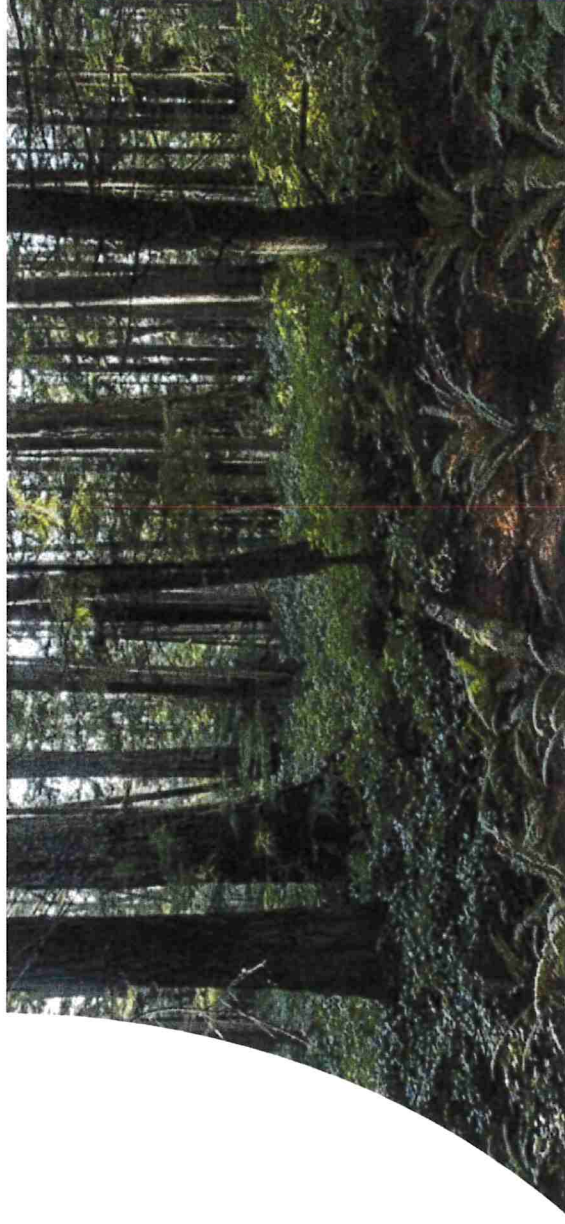
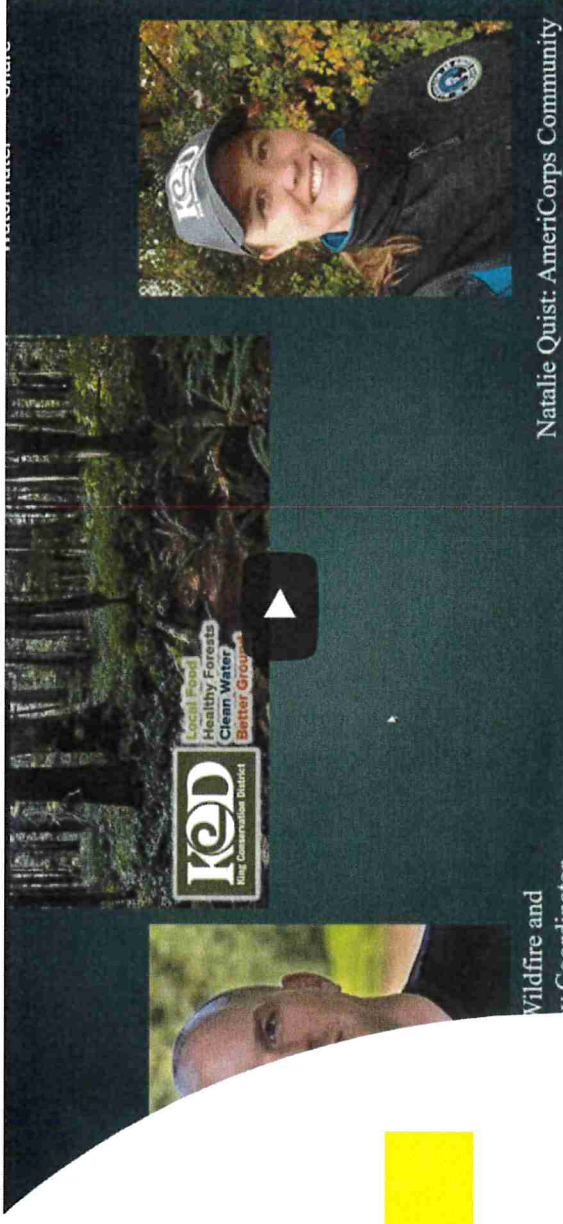
- Riparian Land Stewardship
- Rural Land Stewardship
- Riparian Restoration/Improvement



# Healthy Forests

## PARTIALLY ON TRACK

- Wildfire Preparedness
- Urban Forest Stewardship
- Small Lot Forest Stewardship

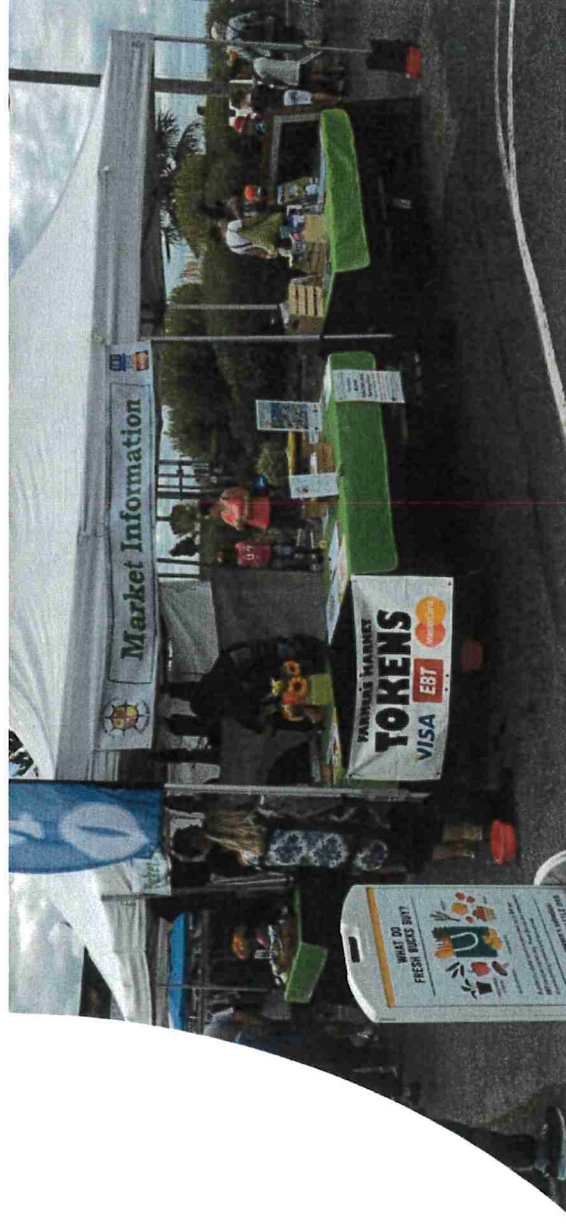
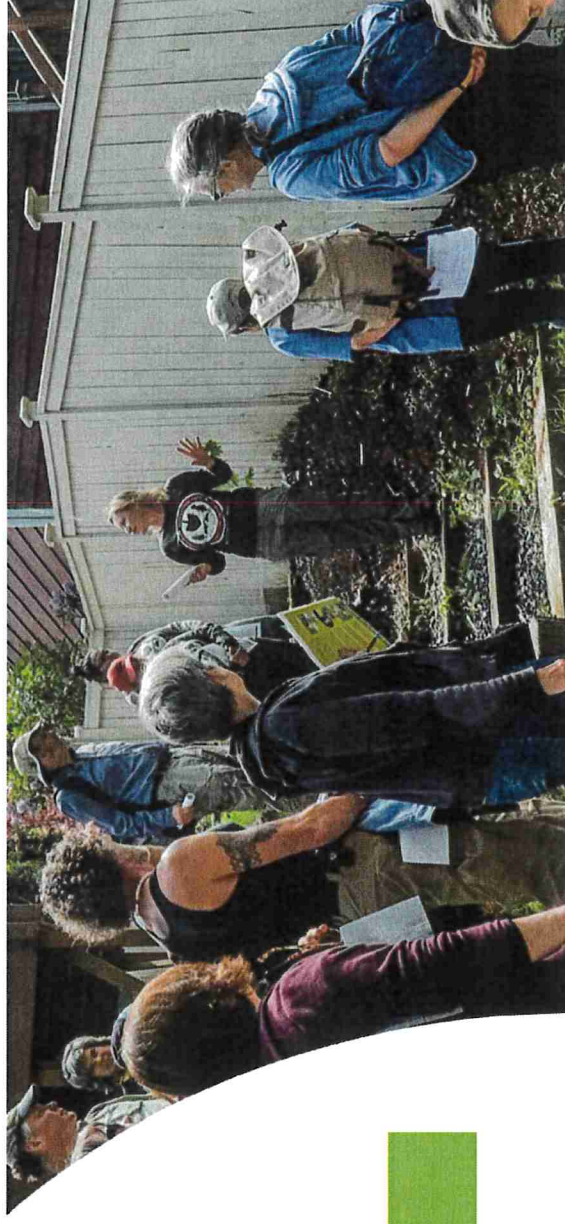




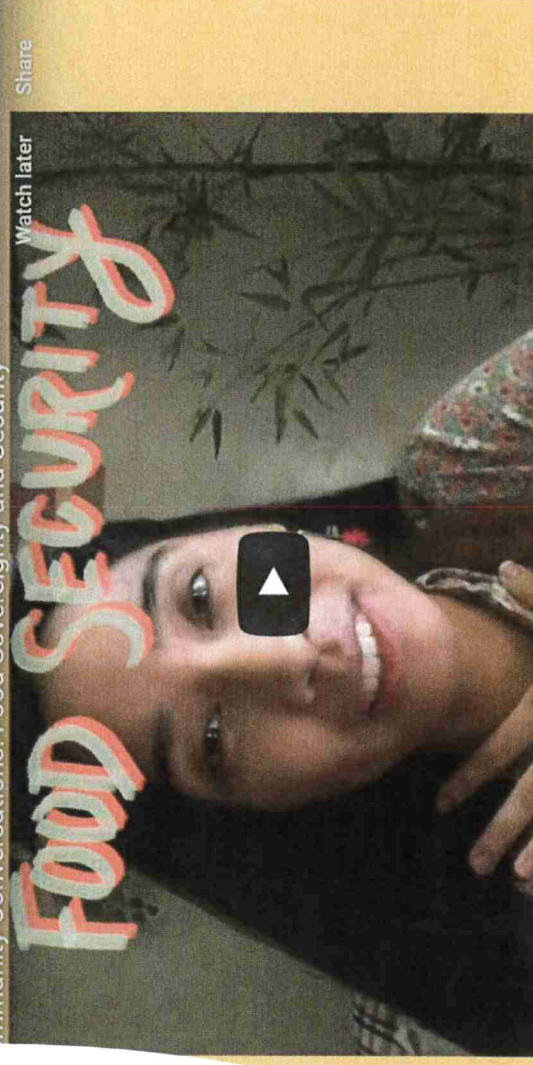
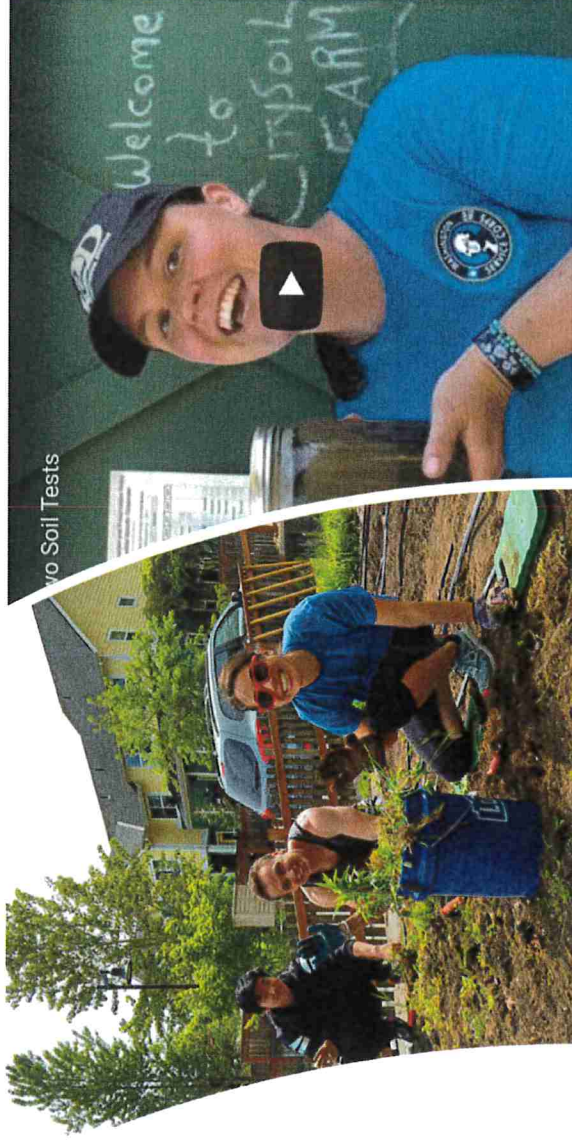
## Other Work with ILA Benchmarks

### ON TRACK

- Member Jurisdiction Grants
- Board of Supervisors Elections



Questions?





## Other Work - Strategic Initiatives

### ON TRACK

- Trees & Stormwater (P1, P2, P3)
- Forest Stewardship (MJ Crew Services)
- Shorelines (SFKC, WRIA 7 Coho Mortality)

### PARTIALLY ON TRACK

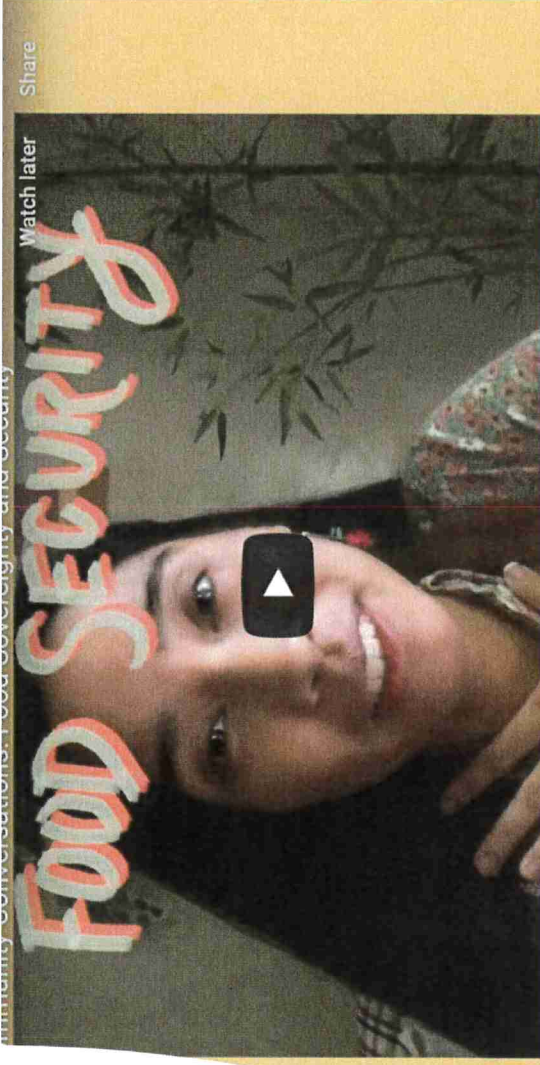
- Forest Stewardship (PSCDs, Sound Transit)
- Water Quality (Septic Rebates, GSI Pilot)
- Discovery Farms (Waste Storage Structures)

### DELAYED

- KCD WLI (Ag Drainage, Ag Strategy, Forests)



Questions?





**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: September 28, 2020**

**SUBJECT:**

A motion to approve short-term labor contracts to enable King Conservation District Education, Volunteer, Engagement, and Shorelines programs to deliver on its Fall commitments.

**FISCAL IMPACT**

These contracts are within already-budgeted Contracted Services in the respective budgets. The Volunteer contract has previously drawn from unspent staff budgeting for the Volunteer Program Coordinator and could continue that way, but that is not necessary for this proposal. The contracts would also be partially paid for by grants received for projects related to Shore Friendly King County, Orca Recovery Day, and WSARE. Without this capacity, KCD will need to return at least some of these grant funds.

- 2020 remaining unallocated Rates & Charges budget in Contracted Services across Engagement, Education, and Shorelines programs = \$40,880
- Total cost of all three contracts = \$29,100

**POLICY CONSIDERATION**

This short-term capacity will enable KCD to come closer to meeting its ILA deliverables and other commitments to partner agencies.

**STAKEHOLDER INTERESTS**

This capacity is needed to execute project coordination and education that drives urban and rural constituents to KCD's Shorelines and Food and Farm programs to improve water and soil quality across King County. In addition, this capacity is necessary for KCD to execute engagement within grant-funded pilot projects led by King County and supported by KCD. In short, impacted stakeholders include:

- Rural constituents
- Urban constituents
- King County Department of Parks and Natural Resources
- Additional Funders (Ecology, NEP, Puget Sound Conservation Districts, WSARE)

## **King Conservation District Board of Supervisors Meeting**

### **Agenda Action Briefing/Report**

**Meeting Date: September 28, 2020**

#### **BACKGROUND**

KCD is currently in a hiring freeze which prevents the filling of the vacant Education Program Coordinator, Volunteer & Internship Program Coordinator, Outreach Program Coordinator, and Shorelines Program Assistant positions. Fall 2020 projects require additional capacity on these teams, which can be supported by one contract extension for an existing contractor and two new contracts for former AmeriCorps individual placement interns.

All three contracts are with former AmeriCorps members that require very little training from staff. These positions will be responsible for training and onboarding new AmeriCorps Individual placement interns (which start in early October) as well as supporting project planning and implementation to help programs meet their ILA metrics.

Summary of contract extension for Volunteer Contractor (Marinn Carpenter - 10/1/2020 – 11/30/2020)

- Education Program assistance for planning and coordinating fall events
- Volunteer Program assistance to support program planning and small in-person volunteer events
- Internship Program assistance to support onboarding and training new Education Program AmeriCorps member

Summary of contract with Engagement and Community Ag Contractor (Natalie Quist - 10/1/2020 – 11/30/2020)

- Engagement and Community Agriculture Program assistance to support onboarding and training new Engagement Program AmeriCorps member
- Education Program assistance for planning and supporting fall events
- Engagement Program assistance to support fall outreach and communications work

Summary of contract with Shorelines Contractor (Liz Fredrickson – part time 10/1/2020 – 12/31/2020)

- Riparian Habitat Stewardship Programs project implementation and monitoring support
- Shore Friendly King County technical assistance site visit report assistance
- Internship Program assistance to support training and onboarding new Shorelines Program AmeriCorps member

**King Conservation District Board of Supervisors Meeting**

**Agenda Action Briefing/Report**

**Meeting Date: September 28, 2020**

- Volunteer Program assistance to build out COVID protocols and support small in-person volunteer events

**EFFECTIVE DATE:**

If approved, this Motion becomes effective immediately.

**OPTIONS:**

1) No Board Action

2) Approval and signature of all three contracts: contract extension for Marinn Carpenter, contract for Natalie Quist, and contract for Liz Fredrickson.

3) Approval and signature of contract extension for Marinn Carpenter.

**RECOMMENDATION**

Staff recommends Board approval of the three temporary contracts to support Education, Engagement, and Shoreline programs in Fall 2020.

**MOTION**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Passed unanimously a motion to approve the three temporary contracts to support Education, Engagement, and Shoreline programs in Fall 2020.

**Exhibit B****I. Scope of Services to be provided by the Contractor.** The Contractor shall furnish services including, but not limited to the following:**A. Education Program Assistance through November 30<sup>th</sup>, 2020**

1. Assist with planning and coordination of the Land & Water Stewardship Workshops for Livestock Owners fall series.
  - i. Coordinate event registration
  - ii. Transition USB packet of resource materials to virtual packet and distribute before the workshops
  - iii. Create electronic evaluation form for each webinar
  - iv. Set up webinars and provide technical support during the 4 workshops
  - v. Record webinars, edit recordings, and coordinate posting on KCD website
2. Assist with curriculum and content update for Land & Water Stewardship Workshops for Livestock Owners series
  - i. Assist with building out eLearning content and slides using IsEazy authoring tool
3. Assist with Urban Shorelines education programming
  - i. Assist with updating presentations to incorporate riparian shorelines best practices for lakeshore properties per ILA requirements
  - ii. Create registration pages and coordinate communication with registered attendees
  - iii. Assist with promoting and marketing webinars to freshwater shoreline properties in priority watersheds, including drafting online postings and coordinating with Engagement team to develop and mail post cards
  - iv. Set up webinars and provide technical support and attendee support during the 3 webinars
  - v. Record webinars, edit recordings, and coordinate posting on KCD website
  - vi. Coordinate event follow up tasks including data tracking, attendee communication, evaluations, and blog post summary of event
  - vii. Coordinate with Engagement team to integrate eLearning content into KCD website and help promote new eLearning offerings

**B. Volunteer Program assistance through November 30<sup>th</sup>, 2020**

1. Volunteer program advertising for upcoming events
  - i. Create and post advertisements on volunteer recruitment online platforms
  - ii. Coordinate with KCD staff on posting upcoming events on KCD social media and website pages
  - iii. Write blog posts highlighting volunteer events to recruit new volunteers
2. Volgistics – Volunteer Management Software
  - i. Create and add online volunteer trainings and resources to Volgistics
3. Volunteer Program Handbook
  - i. Finalize draft handbook and incorporate COVID-19 changes in addendum
  - ii. Coordinate with KCD staff to load handbook onto KCD website

- iii. Coordinate with Education Manager on reviewing policies in the handbook
  - 4. Volunteer Program Manual
    - i. Finalize internal KCD Volunteer Program coordination manual
  - 5. KCD Native Plant Nursery/WPC
    - i. Facilitate the volunteer plant exchange by communicating with volunteers, tracking inventory, coordinating with Shoreline project planners, pulling and loading inventory, and scheduling pick-up times with volunteers.
    - ii. Assist WPC manager with nursery watering, weeding and maintenance activities
    - iii. Coordinate with WPC manager on crew assignments at the nursery
    - iv. Coordinate with WPC manager on fall watering calendar and create calendar for staff and AmeriCorps members
    - v. Coordinate with WPC manager to train staff and AmeriCorps members on watering, weeding, and maintenance activities
- C. Volunteer Event assistance through November 30<sup>th</sup>, 2020
  - 1. Assist in coordinating the KCD Native Plant Nursery & Wetland Plant Co-operative Volunteer Events
  - 2. Assist in coordinating the Shoreline project Volunteer Events
- D. AmeriCorps/Internship Program Assistance through November 30<sup>th</sup>, 2020
  - 1. Assist with training new AmeriCorps members on volunteer program and education program activities
  - 2. Assist with updating training materials for the volunteer and education programs
  - 3. Assist with Mt. Adams VetsWork Forestry IP interview process by communicating with candidates, setting up Zoom meetings, and scheduling with interview panel
- II. Scope of Service to be provided by the King Conservation District. The District shall furnish services and materials as follows:
  - A. A touch-down desk space including a computer, phone, and supplies needed to complete assigned tasks.
  - B. Training on all tasks required for project completion.
  - C. Use of District vehicles and equipment for event and project tasks.
- III. Billing / Rate Information. The Contractor shall be reimbursed as follows:
  - A. The District shall compensate the Contractor for services performed as detailed below or as otherwise mutually agreed to in writing by both parties. The Contractor will bill the District at \$28.00 per hour, not to exceed the costs listed below for October 1<sup>st</sup> through November 30<sup>th</sup>, 2020 billing.

Total Cost not to exceed:  
\$9,600.00

B. The Contractor agrees to submit approved billing invoices monthly to the District, along with progress reports identifying the nature of the services performed by date.

## Exhibit A

- I. Scope of Services to be provided by the Contractor. The Contractor shall furnish services including, but not limited to those listed below. All services provided will be planned in collaboration with the Riparian Habitat Stewardship Programs staff that coordinate the programs served by the Contractor.
- A. Riparian Habitat Stewardship Programs Project support
1. Continue vegetation monitoring data collection and analysis- perform data entry of all field data collected in summer 2020; compile a summary report of findings and recommendations and timelines for adaptive management to ensure project success. Assemble project graduation packets for 5th year projects that met or exceeded monitoring performance standards.
  2. Continue to provide support on grant reporting and closeout invoicing on the WSDA Boise Creek Knotweed Control Project. ***(Fully grant-funded)***
  3. Continue invasive weed control spray work on project sites while crews are in transition.
  4. Continue to provide stewardship project implementation support in office and on-site to the incoming Riparian Habitat Stewardship Program AmeriCorps Individual Placement (IP) volunteer and incoming 3 Washington Conservation Corps crews working on project sites. Tasks include materials procurement and delivery services to project sites as needed, assistance with scheduling and landowner outreach as needed.
  5. Continue to explore the sale of 2 porta potty trailers.
- B. 2020 PSCD ORCA Recovery Day Planning ***(Fully grant-funded)***
1. Continue to plan and strategize new Covid-era alternative opportunities for KCD community involvement in Orca Recovery Day.
  2. Continue to plan in-person volunteer planting event(s) in the case that such events are permitted to move forward in October.
  3. Provide support for day of event activities including logistics, materials procurement and delivery; volunteer leadership.
- C. Volunteer Event Support
1. Assist is building out KCD Covid volunteer event protocols.
  2. Continue to plan in-person work parties to take place at the KCD Native Plant Nursery and KCD Riparian Habitat Stewardship project sites in the case that such events are permitted to move forward in fall 2020.
  3. If permitted, lead volunteer events at project sites including day of event logistics, coordination with site manager, registration and recruitment of volunteers, communication with volunteers, event coordination, and follow up appreciation.

4. Assist in training new AmeriCorps IPs (Riparian Habitat Stewardship IP and Community Engagement IP) in volunteer event coordination and best practices.
- D. Shore Friendly King County Technical Assistance site visit report assistance *(Fully grant-funded)*
1. Continue to assist with the development of collateral materials to provide to landowners who have received technical assistance site visits - create documents such as mapfolios and bmp planning tools and fact sheets.
  2. Continue to provide support for updating and streamlining Where the Water Begins attendee database to prioritize parcels according to Shore Friendly categories.

II. Scope of Services to be provided by the King Conservation District. The District shall furnish services and materials as follows:

- A. A touch-down desk space including a computer, phone, and supplies needed to complete assigned tasks.
- B. Training on all tasks required for project completion.
- C. Use of District vehicles and equipment for event and project tasks.

III. Billing / Rate Information. The Contractor shall be reimbursed as follows:

- A. The District shall compensate the Consultant for services performed as detailed below or as otherwise mutually agreed to in writing by both parties. The Consultant will bill the District at \$21.00 per hour, not to exceed the costs listed below.

Total Cost not to exceed:  
\$9,800.00

- B. The Consultant agrees to submit approved billing invoices monthly to the District, along with progress reports identifying the nature of the services performed by date.



## Exhibit A

I. Scope of Services to be provided by the Contractor. The Contractor shall furnish services including, but not limited to the following:

A. Education Program Assistance through December 31<sup>st</sup>, 2020

1. Assist with planning and coordination of the Land & Water Stewardship Workshops for Livestock Owners fall series.
  - i. Assist with transitioning presentations and exercises to webinar format
  - ii. Assist in promotion of webinars including social media, newsletter, and blog posts
  - iii. Provide customer service and registration support during the 4 webinars
  - iv. Coordinate event follow up tasks including attendee evaluations, promotion of video recordings, blog post, event data tracking, and communication with attendees
2. Assist with curriculum and content update process for the Land & Water Stewardship Workshops for Livestock Owners series (*Partially grant-funded*)
  - i. Schedule, set up, and participate in 1-2 curriculum and content review committee meetings
3. Assist with planning and coordination of fall Farm Tour
  - i. Coordinate event registration, marketing, and promotion
  - ii. Assist in logistics planning and preparation for video/livestream event
  - iii. Plan and coordinate with partners, landowners, and KCD staff on day of event logistics
  - iv. Coordinate event follow up tasks including attendee evaluations, promotion of video recordings, blog post, event data tracking, and communication with attendees

B. AmeriCorps/Internship Program Assistance through December 31<sup>st</sup>, 2020

1. Assist with training new AmeriCorps members on engagement and community agriculture program activities
2. Assist with updating training materials for the engagement and community agriculture programs
3. Assist with building out and facilitating the onboarding and training schedule for the new AmeriCorps members

C. Engagement Program Assistance through December 31<sup>st</sup>, 2020

1. Assist with related Engagement tasks for Education Program work outlined in Exhibit A.
2. Assist with miscellaneous Engagement tasks that arise during term of contract as needed.

II. Scope of Service to be provided by the King Conservation District. The District shall furnish services and materials as follows:

- A. A touch-down desk space including a computer, phone, and supplies needed to complete assigned tasks.
- B. Training on all tasks required for project completion.

C. Use of District vehicles and equipment for event and project tasks.

III. Billing / Rate Information. The Contractor shall be reimbursed as follows:

A. The District shall compensate the Contractor for services performed as detailed below or as otherwise mutually agreed to in writing by both parties. The Contractor will bill the District at \$21.00 per hour, not to exceed the costs listed below for October 1, 2020 through December 31<sup>st</sup>, 2020 billing.

Total Cost not to exceed:  
*\$9,800.00*

B. The Contractor agrees to submit approved billing invoices monthly to the District, along with progress reports identifying the nature of the services performed by date.