

# KING CONSERVATION DISTRICT

## Board of Supervisors Meeting Minutes

7/13/2020

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

**Associate Supervisors Present:** None

**Guests Present:** Jean Fike – WSCC; Curtis Chambers – Inslee Best, District Legal; Eric Frimodt  
– Inslee Best, District Legal; Mark Hamilton – WFSE; Dick Ryon

**Staff Present:** Ava Souza, Josh Monaghan, Brady Reed, Deirdre Grace, Lindsey Davidson,  
Elizabeth Clark, Alex Martinsons, Jessica Saavedra, Megan Melick, Laura Redmond, Ellen  
Arnstein, Mike Lasecki, Brett Anderson, Mary Embleton, Kedija Awole, Zachary Bergen, Carrie  
King, Debbie Meisinger

### **Preliminary Matters:**

Chairman Mosby called meeting to order at 4:04 pm. All attendees introduced themselves. Mosby  
asked for additions or corrections to the current agenda.

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

### **Consent Agenda:**

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

a) Board Minutes – 06.08.20 Finance Sub-Committee Meeting; 06.08.20 GSC Meeting;  
06.08.20 BOS Meeting; 06.08.20 Special BOS Meeting; 6.22.20 BOS Working Session

b) LIP Applications –

1. AI 20-033: Discovery Farms – Lanning – Waste Storage Facility
2. AI 20-034: Discovery Farms – McCarthy – Waste Storage Facility
3. AI 20-035: King County Housing Authority – Casa Juanita – Riparian Forest Buffer
4. AI 20-036: Devries – Stream Crossing
5. AI 20-037: Ritter – Riparian Forest Buffer
6. AI 20-038: Joss – Riparian Forest Buffer
7. AI 20-039: Budget Revision Request – Habertzette – Riparian Forest Buffer

c) Member Jurisdiction Grant Applications – None

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

32 **Public Comment:**

33 Dick Ryon made public comment. Porter began to make comment, but it was decided by the Board  
34 to discuss his Equity and Social Justice statement under Unfinished Business.

35 **Pulled Consent Agenda Items:** None

36 **Presentations:** None

37 **Finance:**

38 a) AI 20-040: A motion to approve check number 22705 through 22761 for a total of  
39 \$260,438.12; non-payroll EFTs totaling \$569.66; Bank Fees of \$33.00; Void Check of \$132,982.97  
40 and June 2020 Payroll for \$233,569.82 – Souza

41 Souza stated that because the Finance Sub-Committee meeting has moved the fourth Monday of  
42 the month, she will be discussing finances in more detail at that time.

43 Souza answered all Board questions regarding the check register.

44 Porter requested all work plans be completed and brought to the next Finance meeting.

45 **Knutsen moved; Porter seconded passed unanimously AI 20-040: A motion to approve**  
46 **check number 22705 through 22761 for a total of \$260,438.12; non-payroll EFTs totaling**  
47 **\$569.66; Bank Fees of \$33.00; Void Check of \$132,982.97 and June 2020 Payroll for**  
48 **\$233,569.82 (5 ayes, 0 nays).**  
49

50 b) Payroll Changes & Purchasing - Board

51 Porter stated as a reminder and made the motion that there is currently a hiring and purchasing  
52 freeze in place until the budget is completely analyzed and made whole.

53 **Porter motioned; Haugen seconded passed a motion to continue a hiring and purchasing**  
54 **freeze until the 2020 budget is analyzed further (4 ayes, 1 nay).**

55 Porter brought forth a second motion that the Chief Operating Officer should have a clear, direct  
56 line to report financials directly to the Board. He clarified that the motion would be to make the  
57 line permanent.

58 There was a Board discussion with Chambers about his legal recommendations. Chambers stated  
59 ultimately it would be the Board's decision.

60 **Porter motioned; Haugen seconded passed a motion that the Chief Operating Officer will**  
61 **have a permanent and clear, direct line to report to the Board on Operating, Financial and**  
62 **Human Resource matters (3 ayes, 2 nays).**

63 **Unfinished Business:**

64 a) AI 20-041: Approval of 2019 Annual Report – Grace

65 Grace provided the Board draft copies of the 2019 Annual Report and summarized its purpose.  
66 She confirmed county council and the Executive will receive a report formally that includes a  
67 presentation. She added it would also be made available on the website and other KCD social  
68 media accounts.

69 **Haugen moved; Porter seconded passed unanimously AI 20-041 a motion approving the**  
70 **submission of the 2019 King Conservation District Annual Report (5 ayes, 0 nays)**

71 b) ESJ Statement

72 There was Board discussion about how Porter's statement about Black Lives Matter should have  
73 been handled that lead to a discussion regarding legal fees.

74 The Board discussed having a process to handle legal matters in the interim. Frimodt added it  
75 would be a decision of the Board.

76 **New Business:**

77 a) AI 20-042: Pine Brook Meadows HOA - Forest Health Management Application - Lasecki  
78

79 Lasecki explained that the application is a forest health management and implementation project  
80 for a HOA-owned forest parcel. He added this project would be similar to the Talus Community  
81 HOA project that was approved by the Board a few months ago. Lasecki confirmed the project  
82 would be funded through Working Land Initiatives 2020 program of work.

83 **Knutsen moved; Porter seconded passed unanimously AI 20-042 a motion to approve Forest**  
84 **Health Management Application with Pine Brook Meadows HOA (5 ayes, 0 nays).**

85 b) Office Opening – Mosby/Board

86 Mosby stated the KCD office will be opening starting tomorrow, July 14<sup>th</sup>, 2020. He continued  
87 there are legal-reviewed standard operating procedures for the office, site visits, and using the  
88 KCD fleet vehicles.

89 The Board discussed work plans. Mosby stated that the staff should continue to manage and work  
90 only in their areas of expertise.

91 Frimodt emphasized the importance of communication with staff and in parallel to the office  
92 opening, there needs to be clarity on the expectations and processes in place.

93 King asked if there would be any exceptions or schedule adjustments for those employees that are  
94 autoimmune-compromised or have children not in school or daycare.

95 Frimodt stated the recommendation is to follow state guidelines issued by Governor Inslee and  
96 public health entities. He added it would be a Board decision to create and approve a policy about  
97 childcare.

98 After Board discussion, it was confirmed and clarified by Mosby that the office is open, but if a  
99 staff person is caring for someone or is autoimmune compromised, they can continue to work  
100 remotely.

101 c) Strategic Initiatives – Reed

102 Reed summarized her past work and accomplishments with prior and current strategic initiatives.  
103 She explained this work is primarily done to increase the District's capacity to go above and  
104 beyond the normal scope of work and extend the reach of rates and charges funding. Reed reviewed  
105 seven current pilot/strategic initiative projects that are currently active.

106 The Board asked Reed questions about the current and upcoming projects including staffing,  
107 partnerships, and timeline.

108 d) AI 20-043: FSA Plan -Souza

109  
110 Souza stated that Governor Inslee passed a mandate that would allow employees to make changes  
111 to their daycare or healthcare FSA if they are paying into it with their own money. She reviewed  
112 with the Board deadlines and noted it would not cost the District any money except for her  
113 administrative time. Souza added that regular open enrollment would still occur in November and  
114 any new changes would become effective January 2021.

115 **Porter moved; Haugen seconded passed unanimously AI 20-043 a motion to authorize the**  
116 **Chief Operating Officer to make an amendment to the current cafeteria plan allowing**  
117 **changes through July 31, 2020 (5 ayes, 0 nays).**

118 Haugen asked Souza when an amended budget will come to the Board. Souza replied it can be  
119 discussed in detail at the Finance Sub-Committee meeting, but it will take some time to match the  
120 ILA with the couple of roadblocks already brought to the Board's attention. Souza added that a  
121 motion will need to be made by the Board to reallocate some funds to make the programs with  
122 grants whole.

123 Haack requested the scope of work needs to be detailed on each budget line item. Haugen requested  
124 the next Finance Sub-Committee meeting be a full meeting. The Board agreed.

125 e) Grant Program Updates – Haugen/ Mosby

126 The Board stated they are requesting monthly reports for all grants to better understand how many  
127 grants are left open and where they are in the process.

128 Grace reported that there is more accountability and they have been better at tracking current grants  
129 but are still working on older grants. Clark added on the Zoom chat that Regional Food System  
130 grants have similar challenges and need similar support.

131 Saavedra stated she will review at the next Grant Sub-Committee meeting all of the grants since  
132 the beginning of the program.

133 f) Discussion of Interim Management

134 Mosby reiterated his previous statement that the Senior Leadership team will manage and work  
135 only in their areas of expertise. There was Board discussion about how to handle the interim  
136 process and the pros and cons of hiring an interim Executive Director. Haugen summarized that  
137 the Board will have to make decisions on the current situation, the interim, and the hiring process  
138 for the Executive Director.

139 Frimodt stated that from a process standpoint, if the Board wanted to discuss qualifications of  
140 interim management that it should be done in Executive Session. After further discussion, the  
141 Board agreed to enter Executive session.

142 Mosby adjourned the Board to Executive session for 15 minutes to be facilitated by Frimodt at  
143 7:00 pm. The Board requested an additional 5 minutes be added to the Executive Session at  
144 7:15pm. The Board requested an additional 5 minutes be added to the Executive Session at  
145 7:20pm. The Board requested an additional 5 minutes be added to the Executive Session at  
146 7:25pm. The Board requested an additional 5 minutes be added to the Executive Session at  
147 7:30pm. The Executive Session was adjourned at 7:35pm and the regular meeting was  
148 reconvened.


149 Knutsen moved; Haack seconded passed a motion to contact a third-party contractor to  
150 assist in finding an interim Executive Director for King Conservation District (5 ayes, 0  
151 nays).

152 There was no more business before the Board.

153 Knutsen moved; Haugen seconded passed unanimously a motion to adjourn the meeting at  
154 7:41pm.

155

156

157 \_\_\_\_\_  
Authorized Signature

10-13-2020

\_\_\_\_\_  
Date

158

159

Summary of Motions

Knutsen moved; Haack seconded passed unanimously a motion to approve the agenda (5 ayes, 0 nays).

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

Knutsen moved; Porter seconded passed unanimously AI 20-040: A motion to approve check number 22705 through 22761 for a total of \$260,438.12; non-payroll EFTs totaling \$569.66; Bank Fees of \$33.00; Void Check of \$132,982.97 and June 2020 Payroll for \$233,569.82 (5 ayes, 0 nays).

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Porter motioned; Haugen seconded passed a motion that the Chief Operating Officer will have a permanent and clear, direct line to report to the Board on Operating, Financial and Human Resource matters (3 ayes, 2 nays).

Haugen moved; Porter seconded passed unanimously AI 20-041 a motion approving the submission of the 2019 King Conservation District Annual Report (5 ayes, 0 nays)

Knutsen moved; Porter seconded passed unanimously AI 20-042 a motion to approve Forest Health Management Application with Pine Brook Meadows HOA (5 ayes, 0 nays).

Porter moved; Haugen seconded passed unanimously AI 20-043 a motion to authorize the Chief Operating Officer to make an amendment to the current cafeteria plan allowing changes through July 31, 2020 (5 ayes, 0 nays).

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