

KING CONSERVATION DISTRICT

Board of Supervisors
Meeting Minutes

August 10th, 2020

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

3 **Associate Supervisors Present:** None

4 **Guests Present:** Jena Fike – WSCC; Eric Frimodt – Inslee Best. Philip Bennett

5 **Staff Present:** Ava Souza, Josh Monaghan, Brandy Reed, Deirdre Grace, Lindsey Davidson, Matt
6 Maria, Liz Clark, Jessica Saavedra, Natalie Quist, Mike Lasecki, Carrie King, Ashley Allan, Alex
7 Martinsons, Megan Melick, Kedija Awole, Zachary Bergen

8 **Preliminary Matters:**

9 Chairman Mosby called meeting to order at 4:08 pm. All attendees introduced themselves. Mosby
10 asked for additions or corrections to the current agenda.

11 Reed requested an additional item regarding the WACD Meeting be added to New Business. Porter
12 requested the item be discussed at the next Board meeting due to time.

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

15 **Consent Agenda:**

- 16 a) Board Minutes –07.13.20 BOS Meeting; 07.27.20 Finance Sub-Committee Meeting
17 b) LIP Applications – None
18 c) Member Jurisdiction Grant Applications –
19 1. AI 20-044: Des Moines Farmers Market – 2020 Low Income Senior Healthy Eating
20 Initiative
21 2. AI 20-045: King County – 2020 Keeping Farmers Farming
22 3. AI 20-046: City of Tukwila – Green Tukwila Implementation 2020-2021
23

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

25 **Pulled Consent Agenda Items:** 07.13.20 BOS Meeting Minutes

26 **Knutsen moved; Haugen seconded passed unanimously a motion to approve the consent**
27 **agenda excluding the 07.13.20 BOS Meeting Minutes (5 ayes, 0 nays).**

28 Porter requested an emergency Executive Session be held to discuss the performance of a public
29 employee. He noted this was separate from the one in New Business.

30 Mosby adjourned the Board to Executive session for 30 minutes to be facilitated by Frimodt at
31 4:24 pm. The Board requested an additional 21 minutes be added to the Executive Session at
32 4:54 pm. The Board requested an additional 15 minutes be added to the Executive Session at
33 5:15 pm. The Board requested an additional 10 minutes be added to the Executive Session at
34 5:30 pm. The Board requested an additional 5 minutes be added to the Executive Session at 5:40
35 pm. The Executive Session was adjourned. No decisions, actions, or motions were made. The
36 Board meeting reconvened at 5:45 pm

37 **Public Comment:**

38 Monaghan expressed that in the absence of an Executive Director, he would like the Board to
39 consider assembling for a second meeting in the month to review and approve more staff work
40 plans and projects. Mosby confirmed the meeting has been calendared already.

41 **Finance:**

42 a) AI 20-047: A motion to approve check number 22762 through 22824 for a total of
43 \$382,108.93; non-payroll EFTs totaling \$9,754.83; Bank Fees of \$93; Void Check
44 of \$1,942.79; and July 2020 Payroll for \$290,034.41. – Souza

45 Souza reported that she met with the State Treasury and they confirmed there is a decline in our
46 collections by 41 percent. Souza estimated we will probably have shortfall of \$100,000 in
47 interest from collections by the end of the year which will certainly affect the budget. She
48 continued that it's still too early to tell how much collections the District will receive in
49 November but anticipates getting a clearer picture by September or October.

50
51 Souza continued with an update on her meetings with the King County Finance office.

52
53 **Knutsen moved; Haugen seconded passed unanimously AI 20-047 a motion to approve**
54 **check number 22762 through 22824 for a total of \$382,108.93; non-payroll EFTs totaling**
55 **\$9,754.83; Bank Fees of \$93; Void Check of \$1,942.79; and July 2020 Payroll for**
56 **\$290,034.41. (5 ayes, 0 nays).**

57
58 a) Hiring & Purchasing Freeze – Board

59
60 Porter requested a motion be made to halt the hiring and onboarding of any new employees and
61 set a definite timeline of December 31, 2020. He added that if there is a position that is
62 determined to be needed, it must be cleared by Human Resources and approved by the Board.

63
64 **Porter moved; Haugen seconded passed unanimously AI 20-053 a motion that the District**
65 **will halt the hiring and onboarding of any staff through December 31, 2020 and any**
66 **interim hiring of an employee must be cleared by Human Resources and approved by the**
67 **Board (5 ayes, 0 nays).**

68

69 Porter requested a seconded motion be made that the Board of Supervisors is hereby putting a
70 freeze on any large purchase of \$5,000.00 or more through December 31st 2020. He clarified that
71 this would be \$5,000.00 or more outside of the already approved budget.
72

73 Knutsen requested the motion be amended to be \$10,000.00. The Board accepted the
74 amendment.
75

76 **Porter moved; Haugen seconded passed unanimously AI 20-054 a motion that the Board of**
77 **Supervisors is hereby putting a freeze on any large purchase of \$10,000.00 or more through**
78 **December 31st 2020. Any and all interim purchases outside of the budget must be approved**
79 **by the Board (5 ayes, 0 nays).**
80

81 **New Business:**

82 A) Executive Session to discuss the performance of a public employee
83

84 Mosby adjourned the Board to Executive session for 20 minutes to be facilitated by Frimodt at
85 6:10 pm. The Board requested an additional 20 minutes be added to the Executive Session at
86 6:30 pm. The Board requested an additional 10 minutes be added to the Executive Session at
87 6:50 pm. The Board requested an additional 5 minutes be added to the Executive Session at
88 7:00pm. The Executive Session was adjourned. The Board meeting reconvened at 7:07 pm.
89

90 **Porter moved; Haugen seconded passed unanimously a motion to move forward with a**
91 **third-party firm to collect names and resumes for interim Executive Director candidates (5**
92 **ayes, 0 nays).**
93

94 B) Executive Session to discuss union and labor law matters
95

96 Mosby adjourned the Board to Executive session for 30 minutes to be facilitated by Frimodt at
97 7:08 pm. The Executive Session was adjourned. The Board meeting reconvened at 7:35 pm
98

99 C) Election Update – Souza

100 Souza stated her meeting with Julie Wise at King County Election was canceled. She is hoping
101 to meet with her very soon to discuss available options for the 2021 election.

102 D) Advisory Committee Update – Grace

103 Grace explained what the Advisory Committee is and its history. She continued that there has
104 been a delay in seating and starting committee meeting due to COVID-19 and the departure of
105 the Executive Director but hopes to calendar at least one meeting this year.

106 Mosby requested a motion be made that the Chief Operating Officer managing human resources
107 under the authority and direction of the Board of Supervisors shall be responsible for employee
108 compensation, job description changes and adjustment of any kind that affect personnel, no

109 district employee is authorized to make promises of any kind in regards to employee personnel
110 compensation. He explained that this motion creates a clear line of process and responsibility.

111 There was a Board discussion on possible outcomes and scenarios as a result of the motion.

112 **Porter moved, Haugen seconded passed AI 20-055 a motion to appoint the Chief Operating**
113 **Officer managing Human Resources under the authority and direction of the Board of**
114 **Supervisors shall be responsible for employee compensation, job description changes and**
115 **adjustment of any kind that affect personnel, no district employee is authorized to make**
116 **promises of any kind in regards to employee personnel compensation (3 ayes, 1 nays, 1**
117 **abstain).**

118 **Unfinished Business:**

119 A) AI 20-048: Approval of Addendum to Agreement with City of Snoqualmie - Lasecki/Reed
120

121 Reed gave the history behind the agreement and the District's partnership with the City of
122 Snoqualmie. Lasecki provided additional detail to the specific 2019 Urban Forest Stewardship
123 project. He and Reed confirmed this project has been approved by city partners and would use
124 additional member-jurisdiction dollars to complete the project.

125 **Knutsen moved; Haugen seconded passed unanimously AI 20-048 a motion to approve the**
126 **addendum to the agreement with City of Snoqualmie (5 ayes, 0 nays)**

127 B) AI 20-049: Approval of Addendum to Agreement with Keystone Concept – Lasecki/Reed
128

129 Lasecki explained this addendum is related to the above agreement with City of Snoqualmie. He
130 continued that the Keystone Concept is the current primary contractor that has been performing
131 data analysis on the project.

132 **Knutsen moved; Haack seconded passed unanimously AI 20-049 a motion to approve the**
133 **addendum to the agreement with contractor The Keystone Concept (5 ayes, 0 nays).**

134 C) AI 20-050: Review & Approve Funding Agreement for Regional Forest Stewardship
135 Pilot Program – Reed
136

137 Reed summarized the agenda brief and history of the strategic initiative.
138

139 Porter asked about the hiring of a forester to fulfill the requirements of the pilot program. Brandy
140 stated one would need to be hired. There was Board discussion of the benefits of the grant and
141 the capacity of current staff. It was agreed that the Board will answer the question of hiring a
142 forester and management of the grant at a later date.
143

144 **Haugen moved; Knutsen seconded passed unanimously AI 20-050 a motion to approve**
145 **funding agreement for the Regional Forest Stewardship Pilot Program with an amendment**
146 **to discuss the hiring of a forester in two weeks (4 ayes, 0 nays).**

147 D) AI 20-051: Review & Approval of Technical Service Agreement for Third Crew Pilot Project –
148 Reed

149
150 Reed explained the agreement would be to share one of the three District work crews with King
151 County to install and maintain agricultural drainage projects. Reed gave a brief history of the
152 crews and the implementation work that they perform. She added this agreement would offset
153 some of the costs of the third crew.

154
155 The Board asked what is in the budget for 2020. Souza confirmed the costs of the third crew are
156 offset by the Sound Transit grant. It would still need to be decided how it would be funded in
157 2021. Reed continued to explain previous year contracts, costs, and offsets.

158
159 **Knutsen moved; Porter seconded passed unanimously AI 20-051 a motion to approve the**
160 **technical service agreement for a Third Crew Pilot Project (4 ayes, 0 nays)**

161 E) AI 20-052: Review & Approval of Service Agreement with WA Dept of Ecology WCC Crew
162 Services - Reed

163 Reed summarized the agreement with the Department of Ecology WCC Crew services and gave
164 background to the work the crew performs. She added that their agreement year is from October
165 through September, so this would be budgeted for the 2020-2021 year. Reed reminded the Board
166 as discussed in the previous action item, the costs of the crews vary from year to year, but it is built
167 into our 2020 budget and in the ILA. There was a Board discussion of costs.

168 **Knutsen moved; Haugen seconded passed unanimously AI 20-052 a motion to approve the**
169 **service agreement with Washington State Department of Ecology WCC Crew Services (3**
170 **ayes, 0 nays).**

171 There was no more business before the Board.

172 **Knutsen moved; Haugen seconded passed unanimously a motion to adjourn the meeting at**
173 **9:39 pm.**

174

175 
176 _____
Authorized Signature

175 10-13-2020
176 _____
Date

177

178

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

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182 agenda excluding the 07.13.20 BOS Meeting Minutes (5 ayes, 0 nays).

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184 check number 22762 through 22824 for a total of \$382,108.93; non-payroll EFTs totaling
185 \$9,754.83; Bank Fees of \$93; Void Check of \$1,942.79; and July 2020 Payroll for
186 \$290,034.41. (5 ayes, 0 nays).

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188 will halt the hiring and onboarding of any staff through December 31, 2020 and any
189 interim hiring of an employee must be cleared by Human Resources and approved by the
190 Board (5 ayes, 0 nays).

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192 Supervisors is hereby putting a freeze on any large purchase of \$10,000.00 or more through
193 December 31st 2020. Any and all interim purchases outside of the budget must be approved
194 by the Board (5 ayes, 0 nays).

195 Porter moved; Haugen seconded passed unanimously a motion to move forward with a
196 third-party firm to collect names and resumes for interim Executive Director candidates (5
197 aves, 0 nays).

198 Porter moved, Haugen seconded passed AI 20-055 a motion to appoint the Chief Operating
199 Officer managing Human Resources under the authority and direction of the Board of
200 Supervisors shall be responsible for employee compensation, job description changes and
201 adjustment of any kind that affect personnel, no district employee is authorized to make
202 promises of any kind in regards to employee personnel compensation (3 ayes, 1 nays, 1
203 abstain).

204 Knutsen moved; Haugen seconded passed unanimously AI 20-048 a motion to approve the
205 addendum to the agreement with City of Snoqualmie (5 ayes, 0 nays)

206 Knutsen moved; Haack seconded passed unanimously AI 20-049 a motion to approve the
207 addendum to the agreement with contractor The Keystone Concept (5 ayes, 0 nays).

208 Haugen moved; Knutsen seconded passed unanimously AI 20-050 a motion to approve
209 funding agreement for the Regional Forest Stewardship Pilot Program with an amendment
210 to discuss the hiring of a forester in two weeks (4 ayes, 0 nays).

211 Knutsen moved; Porter seconded passed unanimously AI 20-051 a motion to approve the
212 technical service agreement for a Third Crew Pilot Project (4 ayes, 0 nays)

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214 service agreement with Washington State Department of Ecology WCC Crew Services (3
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217 **9:39 pm.**

218

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220