

**KING CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
October 12<sup>th</sup>, 2020  
4:00 PM to 7:20 PM– via Teleconference Only**

**Zoom Link: <https://zoom.us/j/97135570256>  
Call In Number: (253) 215-8782  
Meeting ID: 971 3557 0256**

**Meeting Agenda**

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**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           |                              |
| <br><b>2. Consent Agenda:</b>             | <br><b>4:02 PM – 4:07 PM</b> |

Items listed below will be enacted by one motion. If separate discussion is desired on an item, that may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Board Member

- |   |                              |
|---|------------------------------|
| a) <u>Board Minutes</u> – 5.7.20 Special BOS Meeting, 7.2.20 Special BOS Meeting, 7.13.20 BOS Meeting, 8.10.20 BOS Meeting, 8.10.20 Grant Sub-Committee Meeting, 8.24.20 4 <sup>th</sup> Monday BOS Meeting, 8.24.20 Grant Sub-Committee Meeting, 8.28.20 Special BOS Meeting, 9.4.20 Special BOS Meeting, 9.14.20 BOS Meeting, 9.14.20 Grant Sub-Committee Meeting, 9.22.20 Special BOS Meeting, 9.28.20 4 <sup>th</sup> Monday Meeting, 9.28.20 Grant Sub-Committee Meeting |                              |
| b) <u>LIP Applications</u> – None   |                              |
| c) <u>Member Jurisdiction Grant Applications</u> –  |                              |
| 1. 20-071: City of Kirkland - Yard Smart Rain Rewards   |                              |
| 2. 20-072: City of Bellevue - Lake Hills Greenbelt Knotweed Restoration   |                              |
| 3. 20-073: City of Issaquah - Lower Issaquah Creek Stream & Riparian Habitat Enhancement Project  |                              |
| 4. 20-074: City of Bellevue - Natural Resource Animated Short Videos  |                              |
| <br><b>3. Public Comment</b>  | <br><b>4:07 PM – 4:10 PM</b> |
| <b>4. Finance:</b>  | <b>4:10 PM – 4:40 PM</b>     |
| a) 2021 Budget- Souza / Board   |                              |
| <br><b>5. New Business:</b>   |                              |
| a) AI 20-075: Election Contract – Souza / Board   | <b>4:40 PM – 4:50 PM</b>     |
| b) Update from Interim Executive Director   | <b>4:50 PM – 5:05 PM</b>     |
| c) Executive Session – Collective Bargaining RCW 42.30.140, Sub (4)i  | <b>5:05 PM – 5:20 PM</b>     |
| d) Executive Session – Potential Litigation RCW 42.30.110 Sub (1) i   | <b>5:20 PM – 5:35 PM</b>     |
| e) Executive Session – Review of a public employee RCW 42.30.110(1)(g)  | <b>5:35 PM – 6:05 PM</b>     |
| <br><b>6. Unfinished Business:</b>  |                              |
| a) ILA - Board  | <b>6:05 PM – 6:35 PM</b>     |
| b) AI 20-076: Regional Food System Program – 2020 Competitive Grants  | <b>6:35 PM – 6:50 PM</b>     |
| c) AI 20-077: Regional Food System Program – Farmland Access Initiative Proposal  | <b>6:50 PM – 7:05 PM</b>     |
| d) AI 20-078: Ag Drainage Program Grant Funding Addendum  | <b>7:05 PM – 7:20 PM</b>     |

KING CONSERVATION DISTRICT

Board of Supervisors  
Meeting Minutes

5/7/2020

1 **Supervisors Present:** Mosby – Acting Chairman; Bill Knusten – Auditor; Kirstin Haugen -  
2 Supervisor

3 **Associate Supervisors Present:** None

4 **Guests Present:** None

5 **Staff Present:** Bea Covington, Lindsey Davidson, Josh Monaghan, Liz Clark, Deirdre Grace,  
6 Jessica Saavedra, Carrie King, Brandy Reed

7 **Preliminary Matters:**

8 Acting Chairman Mosby called meeting to order at 3:14 pm.

9 **Public Comment:** None

10 **New Business:**

11 Monaghan overviewed the impact COVID-19 has had on the King County community, specifically  
12 on food banks and farmers. He briefly described to the Board the work that the Regional Food  
13 System program currently does and the funding available to assist others during the pandemic.  
14 Monaghan stated the coordinated funding package in the proposal would partner with PCC  
15 Community Markets' Food Bank Program, Seattle Neighborhood Farmers Market Alliance and  
16 the City of Seattle. He summarized his ask to the Board to award \$100,000 from the 2019 Regional  
17 Food System Strategic Initiatives fund pool to offer expanded opportunities for food banks and  
18 feeding programs to receive funds through the KCFS Project, specifically to purchase produce  
19 from King County farmers.

20 Knutsen and Mosby empathized the importance of farm support during the pandemic.

21 **Knutsen moved; Haugen seconded passed unanimously a motion to approve AI 20-025 a**  
22 **motion to adopt staff recommendations for the Regional Food System Program Strategic**  
23 **Initiative Grant awards. (3 ayes, 0 nays)**

24 There was no more business for the Board.

25 **Knutsen moved; Haugen seconded passed unanimously a motion to adjourn the meeting ( 3**  
26 **ayes, 0 nays).**

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Authorized Signature

\_\_\_\_\_  
Date

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**Summary of Motions**

34 **Knutsen moved; Haugen seconded passed unanimously a motion to approve AI 20-025 a**  
35 **motion to adopt staff recommendations for the Regional Food System Program Strategic**  
36 **Initiative Grant awards. (3 ayes, 0 nays)**

37 **Knutsen moved; Haugen seconded passed unanimously a motion to adjourn the meeting ( 3**  
38 **ayes, 0 nays).**

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KING CONSERVATION DISTRICT

Board of Supervisors  
Meeting Minutes

July 2, 2020

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

**Associate Supervisors Present:** None

**Guests Present:** None

**Staff Present:** Ava Souza, Deirdre Grace, Josh Monaghan, Brandy Reed

**Preliminary Matters:**

Chairman Mosby called meeting to order at 7:15 pm. All attendees introduced themselves. Mosby asked for additions or corrections to the current agenda.

**New Business:**

Mosby adjourned the Board to Executive session for 30 minutes to be facilitated by Frimodt at 7:18 pm.

No action, decisions, or motions were made following the Executive Session. The regular board meeting was reconvened by Mosby at 7:50 pm.

The Board discussed options of interim management and recruitment of a new Executive Director. The Board agreed it should be discussed in full at the next regularly scheduled Board meeting on July 13<sup>th</sup>.

There was no more business before the Board.

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Authorized Signature

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Date

**Summary of Motions**

None



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 – Haberzettle – 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:**

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

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

**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)**

b) ESJ Statement

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

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

**New Business:**

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

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

**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).**

b) Office Opening – Mosby/Board

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

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

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

King asked if there would be any exceptions or schedule adjustments for those employees that are 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.

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

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

f) Discussion of Interim Management

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

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

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

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

There was no more business before the Board.

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

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

\_\_\_\_\_  
Date

**Summary of Motions**

- 160 Knutsen moved; Haack seconded passed unanimously a motion to approve the agenda (5  
161 aves, 0 nays).
- 162 Knutsen moved; Haugen seconded passed unanimously a motion to approve the consent  
163 agenda (5 ayes, 0 nays).
- 164 Knutsen moved; Porter seconded passed unanimously AI 20-040: A motion to approve  
165 check number 22705 through 22761 for a total of \$260,438.12; non-payroll EFTs totaling  
166 \$569.66; Bank Fees of \$33.00; Void Check of \$132,982.97 and June 2020 Payroll for  
167 \$233,569.82 (5 ayes, 0 nays).  
168 Porter motioned; Haugen seconded passed a motion to continue a hiring and purchasing  
169 freeze until the 2020 budget is analyzed further (4 ayes, 1 nay).
- 170 Porter motioned; Haugen seconded passed a motion that the Chief Operating Officer will  
171 have a permanent and clear, direct line to report to the Board on Operating, Financial and  
172 Human Resource matters (3 ayes, 2 nays).
- 173 Haugen moved; Porter seconded passed unanimously AI 20-041 a motion approving the  
174 submission of the 2019 King Conservation District Annual Report (5 ayes, 0 nays)
- 175 Knutsen moved; Porter seconded passed unanimously AI 20-042 a motion to approve Forest  
176 Health Management Application with Pine Brook Meadows HOA (5 ayes, 0 nays).
- 177 Porter moved; Haugen seconded passed unanimously AI 20-043 a motion to authorize the  
178 Chief Operating Officer to make an amendment to the current cafeteria plan allowing  
179 changes through July 31, 2020 (5 ayes, 0 nays).
- 180 Knutsen moved; Haack seconded passed a motion to contact a third-party contractor to  
181 assist in finding an interim Executive Director for King Conservation District (5 ayes, 0  
182 nays).
- 183 Knutsen moved; Haugen seconded passed unanimously a motion to adjourn the meeting at  
184 7:41pm .

# KING CONSERVATION DISTRICT

## Board of Supervisors Meeting Minutes

August 10<sup>th</sup>, 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:** Jena Fike – WSCC; Eric Frimodt – Inslee Best. Philip Bennett

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

### **Preliminary Matters:**

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

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

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

### **Consent Agenda:**

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

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

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

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

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

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

**Public Comment:**

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

**Finance:**

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

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

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

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

- a) Hiring & Purchasing Freeze – Board

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

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



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

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

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

**New Business:**

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

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

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

B) Executive Session to discuss union and labor law matters

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

C) Election Update – Souza

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

D) Advisory Committee Update – Grace

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

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

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

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

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

**Unfinished Business:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

There was no more business before the Board.

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

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

\_\_\_\_\_  
Date

**Summary of Motions**

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

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

183 Knutsen moved; Haugen seconded passed unanimously AI 20-047 a motion to approve  
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).

187 Porter moved; Haugen seconded passed unanimously AI 20-053 a motion that the District  
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).

191 Porter moved; Haugen seconded passed unanimously AI 20-054 a motion that the Board of  
192 Supervisors is hereby putting a freeze on any large purchase of \$10,000.00 or more through  
193 December 31<sup>st</sup> 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)

213 Knutsen moved; Haugen seconded passed unanimously AI 20-052 a motion to approve the  
214 service agreement with Washington State Department of Ecology WCC Crew Services (3  
215 aves, 0 nays).

216 **Knutsen moved; Haugen seconded passed unanimously a motion to adjourn the meeting at**  
217 **9:39 pm.**

218

219

220

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

August 10, 2020

1 **Supervisors Present:** Burr Mosby – Chair, Kirstin Haugen, Chris Porter, Bill Knutsen

2 **Associate Supervisors Present:** None.

3 **Guests Present:** None

4 **Staff Present:** Jessica Saavedra, Deirdre Grace, Brandy Reed, Mary Embleton, Elizabeth Clark

5 **Preliminary Matters:**

6 Meeting via zoom called to order at 4:00 pm by Burr Mosby.

7 Saavedra requested that the grant close out form for the King County Snoqualmie Fish Passage  
8 Designs project be added to the agenda.

9 Saavedra began the meeting with a presentation about the close out process and status for the  
10 Member Jurisdiction and WRIA Forum grant program. Haugen requested a list of the old/past due  
11 grants from the presentation. Saavedra stated that she would bring the list to the next meeting.

12 Reed gave a presentation about the close out process and status of the KCD-Snoqualmie Watershed  
13 Forum Opportunity Fund grants that she manages.

14 Embleton was having technical difficulties and did not present on the Regional Food System Grant  
15 close out process or the list of amendments and close outs published on the agenda. Those items  
16 were forwarded to the August 24<sup>th</sup> grant subcommittee meeting.

17 There weren't any Member Jurisdiction and WRIA Forum grant program applications for the  
18 subcommittee to review.

19 Amendments

20 **Mosby moved, Haugen seconded, unanimously passed a motion to approve the amendment**  
21 **request from King County for the Snoqualmie Fish Passage Designs project *revising the***  
22 ***budget as detailed.***

23 Close outs

24 **Haugen moved, Mosby seconded, unanimously passed a motion to close the White River**  
25 **Valley Museum Environmental Education at Mary Olson Farm 2018-2019 grant agreement.**

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

August 10, 2020

26 Haugen moved, Porter seconded, unanimously passed a motion to close the City of Bellevue  
27 Botanic Garden Native Discovery Garden Phase 2 grant agreement.

28 Haugen moved, Porter seconded, unanimously passed a motion to close the King County  
29 Snoqualmie Fish Passage Designs project grant agreement.

30 Mosby moved; Haugen seconded unanimously passed a motion to adjourn the meeting at  
31 3:50 pm

32

33

34 \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date

35

Summary of Motions

36 Mosby moved, Haugen seconded, unanimously passed a motion to approve the amendment  
37 request from King County for the Snoqualmie Fish Passage Designs project *revising the*  
38 *budget as detailed.*

39 Haugen moved, Mosby seconded, unanimously passed a motion to close the White River  
40 Valley Museum Environmental Education at Mary Olson Farm 2018-2019 grant agreement.

41 Haugen moved, Porter seconded, unanimously passed a motion to close the City of Bellevue  
42 Bellevue Botanic Garden Native Discovery Garden Phase 2 grant agreement.

43 Haugen moved, Porter seconded, unanimously passed a motion to close the King County  
44 Snoqualmie Fish Passage Designs project grant agreement.

45 Mosby moved; Haugen seconded unanimously passed a motion to adjourn the meeting at  
46 3:50 pm

# KING CONSERVATION DISTRICT

## Board of Supervisors Meeting Minutes

8/24/20

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:** Jean Fike – WSCC; Liz Stockton

5 **Staff Present:** Ava Souza, Josh Monaghan, Brandy Reed, Deirdre Grace, Lindsey Davidson,  
6 Carrie King, Liz Clark, Nikki Wolf, Jessica Saavedra, Laura Redmond, Jay Mirro

### 7 **Preliminary Matters:**

8 Chairman Mosby called meeting to order at 4:07 pm. All attendees introduced themselves. Mosby  
9 asked for additions or corrections to the current agenda.

10 Haugen requested an Executive Session be added to discuss the performance of a public employee  
11 under New Business after the first item on the current agenda.

12 Reed requested an item be added under Unfinished Business to discuss resolutions for the  
13 upcoming Area Meeting.

14 **Haugen moved; Porter seconded passed unanimously a motion to approve the agenda as**  
15 **amended (5 ayes, 0 nays).**

16 **Public Comment:** None

### 17 **New Business:**

18 a) Parliamentary Procedures

19 Porter explained that guidelines and expectations for attending a Board meeting should be made  
20 clear to keep the Board on track as well as keep a commitment to the timeframe set forth on the  
21 agenda to be fair to all attendees. He continued that the time for public comment is when staff and  
22 meeting attendees can speak. Porter emphasized that there should be absolutely no interjections  
23 during a Board motion and no contest should occur if an item has been tabled. He added that staff  
24 should only speak if or when the Chair gives recognition, or if a staff member is listed on the  
25 agenda to present. Porter acknowledged that there can be extenuating circumstances or items that  
26 need immediate action, but there should generally be no surprises added to the agenda. He  
27 recommended a timekeeper be appointed during each meeting to keep the speaker and the Chair  
28 on track and it would be the Chair's decision to allow more time or continue on to the next topic.  
29 Porter also recommended a standard timeframe for agenda topics: 20 minutes for new and  
30 substantial topics, 10-15 minutes for unfinished substantial topics, and 5 minutes for unfinished  
31 minor topics and updates.



32 The Board agreed with Porter's recommendations.

33 b) Executive Session – Discuss the Performance of a Public Employee

34 Mosby adjourned the Board to Executive session for 30 minutes at 4:22 pm. The Board  
35 requested an additional 10 minutes be added to the Executive Session at 4:52 pm. The Board  
36 requested an additional 5 minutes be added to the Executive Session at 5:02 pm. The Board  
37 requested an additional 15 minutes be added to the Executive Session at 5:07 pm. The Executive  
38 Session was adjourned. There was no decision, action, or motion made. The Board meeting  
39 reconvened at 5:26 pm

40 c) Elections Update

41 Haugen summarized her meeting with Julie Wise last week. She noted there was residual issues  
42 from the partnership last year but remains hopeful in repairing the relationship and moving  
43 forward.

44 d) Advisory Committee Update

45 Grace confirmed templates for invitation letters have been create and will be sent out shortly. The  
46 Board offered their support and assistance in identifying key candidates. There was Board  
47 discussion on how to make the seats more equitable, including revising the qualification of being  
48 a landowner.

49 e) AI 20-057: Contractor Bid Approval – Drake Ag Drainage Maintenance

50 Monaghan explained that the work for this project needs to be completed by the end of the  
51 September and confirmed this is the last agricultural drainage project that is not partnered with  
52 Snoqualmie Valley Watershed District.

53 **Knutsen moved; Haugen seconded passed unanimously a motion to approve AI 20-057 to**  
54 **approve the contract bid with Southworth and Sons for Drake Agricultural Drainage**  
55 **Maintenance for 2020 (5 ayes, 0 nays)**

56 f) AI 20-058: Bidding Approval – South Puget Sound Discovery Farms Waste Storage Facility

57 Redmond explained the bid for this project is for the installation of a manure bin. She continued  
58 KCD has been partnering with American Farmland Trust to complete the project and that it would  
59 be funded through LIP cost share and AFT grant.

60 Mosby and Knutsen asked questions about the bin dimensions and details.

61 **Knutsen moved; Haack seconded passed unanimously a motion to approve AI 20-058 to**  
62 **approve a contract for the lowest responsible bidder for the South Puget Sound Discovery**  
63 **Farm project manure treatment installation (5 ayes, 0 nays).**

g) Regional Food Systems Program – Farmland Access Initiative Request for Proposals

Monaghan explained that Farmland Access Initiatives were one of the four proposals identified in the ILA. He continued that he would like to start the proposal process in September and bring the submitted proposals to the Board in October.

The Board asked questions including partnerships, ranking system, and diversity in proposals.

The Board discussed and agreed to table until the September meeting.

**Unfinished Business:**

a) Area Meeting Resolutions

Reed updated the Board that there is an opportunity to co-sponsor with Whatcom CD a resolution to put conservation district elections on the general ballot. She added there are a couple of resolutions up for discussion related to elections that were tabled at the last Area Meeting.

The Board asked when resolutions are due for the meeting and Reed confirmed September. The Board decided to discuss at the next board meeting.

b) Strategic Initiative Update – PSCD Regional Forest Stewardship Pilot Program

Reed reviewed what was discussed at the last board meeting. The Board asked questions about the scope of work of the project and the details and ramifications of hiring a new staff person. The Board discussed the details of the position including their involvement with the union.

**Knutsen moved, Porter seconded a motion to approve move forward with advertising the open forester position related to the PSCD Regional Forest Stewardship Pilot Program with the caveat of confirmation of union status. (5 ayes, 0 nays).**

There was no more business before the Board.

**Knutsen moved; Haugen seconded passed unanimously a motion to adjourn the meeting at 6:26 pm.**

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

\_\_\_\_\_  
Date

**Summary of Motions**

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

**Knutsen moved; Haugen seconded passed unanimously a motion to approve AI 20-057 to approve the contract bid with Southworth and Sons for Drake Agricultural Drainage Maintenance for 2020 (5 ayes, 0 nays)**

**Knutsen moved; Haack seconded passed unanimously a motion to approve AI 20-058 to approve a contract for the lowest responsible bidder for the South Puget Sound Discovery Farm project manure treatment installation (5 ayes, 0 nays).**

**Knutsen moved, Porter seconded a motion to approve move forward with advertising the open forester position related to the PSCD Regional Forest Stewardship Pilot Program with the caveat of confirmation of union status. (5 ayes, 0 nays).**

**Knutsen moved; Haugen seconded passed unanimously a motion to adjourn the meeting at 6:26 pm.**

# KING CONSERVATION DISTRICT

## Board of Supervisors

### Grant Subcommittee Meeting

#### Meeting Minutes

August 24<sup>th</sup>, 2020

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

2 **Associate Supervisors Present:** None.

3 **Guests Present:** None

4 **Staff Present:** Jessica Saavedra, Deirdre Grace, Mary Embleton

5 **Preliminary Matters:**

6 Meeting called to order at 3:00 pm by Mosby.

7 Saavedra requested that the grant close out form for the City of Bellevue Tree Preservation  
8 Campaign project be added to the agenda.

9 Saavedra requested that all the Regional Food System Grant Program items be approved in one  
10 motion, as per Embleton's suggestion.

11 Saavedra shared on-screen and emailed the list of old/past due grants that were discussed as part  
12 of the grant close out process presentation at the last meeting.

13 Saavedra also provided an update about the KCD-Seattle Community Partnership Grant Program  
14 that would be starting up in September and will be open to all community organizations instead of  
15 restricting it to existing grantees as we originally discussed. It will be a one-step application  
16 process and recommended proposals are likely to come to the board late in the year with approvals  
17 probably happening in early 2021.

18 **Member Jurisdiction and WRIA Forum Grant Program Applications**

19 Because there weren't more than two Board of Supervisors present at this meeting, motions were  
20 not recorded, instead Haugen and Mosby agreed to the following;

21 **Haugen moved, Mosby agreed to recommend the Member Jurisdiction grant application**  
22 **from City of Bellevue for the Scoping Animal Relief Areas for Bellevue project for approval**  
23 **at the next Board of Supervisors meeting.**

24 **MJ & WRIA Forum Grant Program Amendments - none**

25 **MJ & WRIA Forum Grant Program Close outs**

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

August 24<sup>th</sup>, 2020

26 **Haugen and Mosby agreed to close the Forterra Cedar River Watershed Education Center**  
27 **Restoration grant agreement.**

28 **Haugen and Mosby agreed to close the City of Bellevue Tree Preservation Campaign project**  
29 **grant agreement.**

30 Embleton reviewed the following **Regional Food System Grant Program Amendments and**  
31 **Close outs.**

32 Amendments:

- 33 1. King County – Food Systems Metrics Project
- 34 a. Project extension
- 35 2. King County – Irrigation Water Needs Assessment
- 36 a. Project extension
- 37 3. SGBN (Seattle Good Business Network) – Building Local Food Economy
- 38 Connections
- 39 a. Scope of Work revision
- 40 b. Budget revision
- 41 4. SVT (SnoValley Tilth) – Growing Farm Businesses
- 42 a. Scope of Work revision
- 43 b. Budget revision
- 44 5. Viva Farms – Training and Incubating a New and Diverse Generation of Farmers in
- 45 King County
- 46 a. Budget revision
- 47 6. WRS (World Relief Seattle) – World Relief Seattle’s Teaching and Commercial
- 48 Kitchen
- 49 a. Project Extension
- 50 7. WSU (Washington State University) – WSU On Demand
- 51 a. Project Extension
- 52 8. IRC (International Rescue Committee) – Expanding Land Access through Urban
- 53 Gardening
- 54 a. Budget revision

55 Close outs:

- 56 1. Cart before Horse Farm – Post Incubator Shared Farmland
- 57 2. Carnation Farms – Grain Trust
- 58 3. King County – Food Systems Metrics Project
- 59

60

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

August 24<sup>th</sup>, 2020

61 **Haugen and Mosby agreed to approve the eight amendment requests listed above as detailed.**

62 **Haugen and Mosby agreed to approve the three close outs listed above as detailed.**

63

64 **The meeting adjourned at 3:47 pm**

65

66

67 \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

8/28/2020

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

**Associate Supervisors Present:** None

**Guests Present:** None

**Staff Present:** Ava Souza, Lindsey Davidson

**Preliminary Matters:**

Chairman Mosby called meeting to order at 11:56 am. All attendees introduced themselves. Mosby asked for additions or corrections to the current agenda.

**New Business:**

Mosby indicated that the Board would be moving into an Executive Session for the purpose of discussing the performance of a public employee and related matters. Mosby stated the session would last approximately three hours, unless extended. The Board moved into an executive session at 11:57 pm using a separate teleconference line. 2:57 pm

No action, decisions, or motions were made following the Executive Session.

There was no more business before the Board and Haugen adjourned the meeting at 2:57 pm

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

\_\_\_\_\_  
Date

**Summary of Motions**

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

9/4/2020

**Supervisors Present:** Burr Mosby –Chair; Kirstin Haugen – Vice Chair; Bill Knusten – Auditor;

**Associate Supervisors Present:** None

**Guests Present:** None

**Staff Present:** Ava Souza, Lindsey Davidson

**Preliminary Matters:**

Chairman Mosby called meeting to order at 12:04 pm. All attendees introduced themselves. Mosby asked for additions or corrections to the current agenda.

**New Business:**

Mosby indicated that the Board would be moving into an Executive Session for the purpose of evaluating the qualifications of an applicant for public employment and to review the performance of a public employee. Mosby stated the session would last approximately 3.75 hours, unless extended. The Board moved into an executive session at 12:05 pm using a separate teleconference line.

The Board requested an additional 15 minutes be added to the Executive Session at 3:45 pm. The Board requested an additional 10 minutes be added to the Executive Session at 4:00 pm. The Board requested an additional 10 minutes be added to the Executive Session at 4:10 pm.

No action, decisions, or motions were made following the Executive Session.

There was no more business before the Board and Mosby adjourned the meeting at 4:22 pm.

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

\_\_\_\_\_  
Date

**Summary of Motions**

None



KING CONSERVATION DISTRICT

Board of Supervisors  
Meeting Minutes

9/14/2020

**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; Brandon Crawford - WFSE; Christie True – King County  
DNRP; Cynthia Krass – Snoqualmie Valley Watershed Improvement District; Rebecca Lavigne –  
Interim KCD Executive Director; Michael Lufkin; Mark Hamilton - WFSE; Natalie Quist, Dick  
Ryon, Eric Frimodt – Inslee Best

**Staff Present:** Ava Souza, Josh Monaghan, Brandy Reed, Deirdre Grace, Lindsey Davidson, Matt  
Maria, Carrie King, Jacobus Saperstein, Liz Clark, Jessica Saavedra, Mary Embleton, Megan  
Embleton, Debbie Meisinger, Mike Lasecki

**Preliminary Matters:**

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

Mosby stated the Executive Session will be moved on the agenda to start around 5:30 pm when  
legal counsel is available.

**Haugen 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 – None

b) LIP Applications –

1. AI 20-059: van Gemerts – Riparian Forest Buffer

c) Member Jurisdiction Grant Applications –

1. AI 20-060: City of Bellevue – Scoping Animal Relief Areas

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

**Pulled Consent Agenda Items:** None

Rebecca Lavigne introduced herself to those attending the meeting and spoke briefly about shared expectations, transparency, and shared leadership during a year of changes and adaptation. The Board shared welcoming comments.

**Public Comment:**

Christie True stated that King County views the District as an important partner and supports the work that we do. True recognized some of the challenges and concerns met during the ILA process and summarized the three key expectations for moving forward are clear and accurate financial reporting, connecting investments to outcomes, and an acceptable elections process. The Board thanked True for her comments and attending the meeting.

**Finance:**

- a) AI 20-061: A motion to approve check number 22825 through 22871 for a total of \$238,911.03; non-payroll EFTs totaling \$515.08; Bank Fees of \$48.00; Void Check of \$0.00; and August 2020 Payroll for \$220,811.54 - Souza

Knutsen stated the District is in a good position financially. Souza added there will be more financial analysis and information presented at the upcoming Finance Sub-Committee meeting.

**Knutsen moved; Haugen seconded passed unanimously to approve AI 20-061: A motion to approve check number 22825 through 22871 for a total of \$238,911.03; non-payroll EFTs totaling \$515.08; Bank Fees of \$48.00; Void Check of \$0.00; and August 2020 Payroll for \$220,811.54 (5 ayes, 0 nays).**

- b) Human Resources – Souza

Souza stated she has been discussing with the Board her workflow and formally requested for Board approval to hire an HR consultant. She explained this consultant would assist in union negotiations, upcoming open enrollment with Healthcare Authority, updating forms, and other HR related tasks.

**Porter moved; Haugen seconded passed unanimously a motion to allow the Chief Operating Officer to move forward with hiring a HR consultant (5 ayes, 0 nays).**

**New Business:**

- a) AI 20-062: KCD-WSU Extension Forestry 2020 Contract Amendment – Lasecki

Lasecki explained that the contract amendment with the WSU Extension Forestry education program states that work performed will now be online as opposed to an in-person classroom. He confirmed there are no other changes to the contract. He added that there was over 100 more people attending each seminar since moving online.

**Knutsen moved; Haugen seconded passed unanimously AI 20-062 a motion to approve the proposed Amendment to the Sponsored Project Agreement between KCD and WSU to move all 2020 King County WSU Extension Forestry education programming online in 2020 (5 ayes, 0 nays).**

b) AI 20-063: Additional Grant Funding from Flood Control District (ADAP)– Monaghan

Monaghan identified the key areas of work that the Agricultural Drainage program does and its funding sources. Monaghan continued that one source of funding, King County Flood Control District, has informed him they can award more grant money, but he is hesitant to accept because the coordinator position for the program is not currently filled.

There was Board discussion on deliverables, current staff that can potentially do the work, hiring solutions, grant timeline, and application deadlines.

**Knutsen moved; Haack seconded passed unanimously AI 20-063 a motion to suspend the hiring freeze to hire an ADAP coordinator and approve the grant amendment with King County Flood Control District to bring an additional \$140,000 to use for agricultural drainage projects for the 2021 season (5 ayes, 0 nays).**

c) Executive Session – Executive Session to discuss the performance of a public employee

Mosby indicated that the Board would be moving into an Executive Session for the purpose of reviewing the performance of a public employee and legal mitigation issues. Mosby stated the session would last approximately 30 minutes, unless extended. The Board moved into an executive session at 5:55 pm using a separate teleconference line.

The Board requested an additional 10 minutes be added to the Executive Session at 6:25pm. The Board requested an additional 10 minutes be added to the Executive Session at 6:35pm. No decisions, actions, or motions were made following the session. The regular board meeting was reconvened by Mosby at 6:47 pm.

d) ILA – Board

The Board decided to move the agenda item to the next Board meeting.

#### **Unfinished Business:**

a) Elections Update – Souza, Haugen, Porter

Porter announced he will be speaking at the upcoming Commission meeting to discuss his experience with conservation district elections and the issues he's experienced being a candidate for two election cycles.

99 Haugen updated the Board on the latest election information she's received including potential  
100 election dates, paper versus election ballots, and the continued partnership with King County  
101 Elections.

102  
103 Souza reviewed the steps of the election process and preliminary dates for the 2021 election.  
104 Souza answered the Board's questions about deadlines and timeline. There was Board discussion  
105 about voter participation and engagement. The Board all agreed that election costs were a top  
106 consideration.

107  
108 b) Advisory Committee Update – Grace  
109

110 Grace confirmed that letters of invitations for committee seats have been sent out. She provided a  
111 summary of meetings taken with partners, as seats are still available. Grace stated there are  
112 tentatively two meetings that will take place in 2020 – one in October and one in December.  
113

114 c) AI 20-064: Regional Food System – Farmland Access RFP Approval – Monaghan  
115

116 Monaghan reviewed the Regional Food Systems program, its current cooperators, and prior  
117 applicants. He stated the Farmland Access initiative is for new farmers and explained one of the  
118 biggest hurdles for them is getting access to land and resources. Embleton provided the Board  
119 with examples and anecdotal information about current and past cooperators, including those that  
120 are led and/or assist people of color.  
121

122 Porter asked about the engagement and advertising piece. Embleton gave details to all known  
123 available pathways including Facebook groups, local meetings, and current partners and  
124 cooperators.  
125

126 **Knutsen moved; Haugen seconded passed unanimously AI 20-064 a motion to authorize the**  
127 **release of a request for proposals for a Farmland Access strategic initiative (5 ayes, 0 nays).**

128 d) WACD NW Area Meeting Resolutions – Reed/Mosby  
129

130 Reed reviewed the details of the upcoming Northwest Area Meeting. She discussed with the  
131 Board resolutions that they can decide sponsor or co-sponsor that are already on the table from  
132 other districts and past meetings. Resolutions discussed by the Board included a four-year  
133 supervisor term, every other year for elections, and revision of supervisor qualifications. It was  
134 decided by the Board to hold a special meeting before the submission deadline to approve any  
135 agreed upon sponsored resolutions.  
136

137 e) Strategic Initiatives Update – Trees & Stormwater Phase 2 Agreement - Reed  
138

139 Reed reviewed the iTreeHydro project scope of work, as well as deliverables met and funding  
140 still available. She stated that she has met with the grantor, Department of Natural Resources,  
141 and learned there is more funding available. Reed continued she will bring to the Board a more  
142 finalized contract once the terms are set.

- 143  
144 f) Strategic Initiatives Update – Shore Friendly KC Memorandum of Understanding and  
145 Technical Service Agreement – Reed  
146

147 Reed reviewed the agreement for the Shore Friendly grant and the details of the project. She  
148 stated that at the next board meeting she can bring to the Board the final draft.  
149

150 There was no more business before the Board.

151 **Haack moved; Porter seconded passed unanimously a motion to adjourn the meeting at**  
152 **7:26pm.**

153  
154 \_\_\_\_\_  
155 Authorized Signature

\_\_\_\_\_  
Date

156  
157 **Summary of Motions**

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

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

162 **Knutsen moved; Haugen seconded passed unanimously to approve AI 20-061: A motion to**  
163 **approve check number 22825 through 22871 for a total of \$238,911.03; non-payroll EFTs**  
164 **totaling \$515.08; Bank Fees of \$48.00; Void Check of \$0.00; and August 2020 Payroll for**  
165 **\$220,811.54 (5 ayes, 0 nays).**  
166

167 **Porter moved; Haugen seconded passed unanimously a motion to allow the Chief**  
168 **Operating Officer to move forward with hiring a HR consultant (5 ayes, 0 nays).**

169 **Knutsen moved; Haugen seconded passed unanimously AI 20-062 a motion to approve the**  
170 **proposed Amendment to the Sponsored Project Agreement between KCD and WSU to move**  
171 **all 2020 King County WSU Extension Forestry education programming online in 2020 (5**  
172 **ayes, 0 nays).**

173 **Knutsen moved; Haack seconded passed unanimously AI 20-063 a motion to suspend the**  
174 **hiring freeze to hire an ADAP coordinator and approve the grant amendment with King**

175 County Flood Control District to bring an additional \$140,000 to use for agricultural  
176 drainage projects for the 2021 season (5 ayes, 0 nays).

177 Knutsen moved; Haugen seconded passed unanimously AI 20-064 a motion to authorize the  
178 release of a request for proposals for a Farmland Access strategic initiative (5 ayes, 0 nays).

179

180

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

September 14<sup>th</sup>, 2020

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

2 **Associate Supervisors Present:** None.

3 **Guests Present:** Aaron Hussmann, City of Kirkland

4 **Staff Present:** Jessica Saavedra, Deirdre Grace, Mary Embleton

5 **Preliminary Matters:**

6 Meeting called to order at 3:00 pm by Mosby. Saavedra requested an additional amendment  
7 request be added to the agenda for the City of Issaquah.

8 Embleton described the status of the Cascadia Cooperative Farms project. They have two grants.  
9 One for infrastructure/equipment which has been completed. The second grant for recruitment has  
10 an expired completion date of June of 2019 and the organization has been unable to complete all  
11 of the deliverables of the grant. Embleton recommends terminating the grant agreement. Embleton  
12 will draft an email from Mosby notifying the group.

13 Aaron Hussmann discussed the City of Kirkland Yard Smart Rain Rewards grant application and  
14 program.

15 Applications

16 **Haugen moved, Mosby seconded, unanimously passed a motion to recommend the Member**  
17 **Jurisdiction grant application from the City of Kirkland for the Yard Smart Rain Rewards**  
18 **project for approval at the next Board of Supervisors meeting.**

19 Amendments

20 **Haugen moved, Mosby seconded, unanimously passed a motion to approve the Member**  
21 **Jurisdiction grant amendment request from Young Women Empowered for the Nature**  
22 **Connections program revising the budget to reflect actual expenditures as detailed.**

23 **Haugen moved, Mosby seconded, unanimously passed a motion to approve the Member**  
24 **Jurisdiction grant amendment request from the City of Bellevue for the Coal Creek Natural**  
25 **Area Phase 2 Interpretive Signage project extending the completion date as detailed.**

26 **Haugen moved, Mosby seconded, unanimously passed a motion to approve the Member**  
27 **Jurisdiction grant amendment request from the Environmental Science Center for the**

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

September 14<sup>th</sup>, 2020

28 Environmental Heroes: Improving Watershed Health and Salmon Habitat Through  
29 Education and Outreach project revising the budget to request additional funds from Kent  
30 and Des Moines Member Jurisdiction funds and extending the completion date as detailed.

31 Haugen moved, Mosby seconded, unanimously passed a motion to approve the Member  
32 Jurisdiction grant amendment request from the City of Issaquah for the Green Issaquah  
33 project revising the budget as detail or extending the completion date as detailed.

34 Haugen moved, Mosby seconded, unanimously passed a motion to approve the Regional  
35 Food System grant amendment request from Goose and Gander for the Addressing the Farm  
36 Infrastructure Gap project extending the completion date as detailed.

37 Close outs

38 Haugen moved, Mosby seconded, unanimously passed a motion to close the Mountains to  
39 Sound Greenway Trust – Discovery Park Capehart Restoration Member Jurisdiction grant  
40 agreement.

41 Haugen moved, Mosby seconded, unanimously passed a motion to close the Mountains to  
42 Sound Greenway Trust – Phase 2 Discovery Park Capehart Restoration Member  
43 Jurisdiction grant agreement.

44 Haugen moved, Mosby seconded, unanimously passed a motion to close the Mountains to  
45 Sound Greenway Trust – Discovery Park Capehart South Parking Lot Restoration Member  
46 Jurisdiction grant agreement.

47 Haugen moved, Mosby seconded, unanimously passed a motion to close the City of Newcastle  
48 – Citizen Stormwater Survey Member Jurisdiction grant agreement.

49 Haugen moved, Mosby seconded, unanimously passed a motion to close the Young Women  
50 Empowered – Nature Connections Program Member Jurisdiction grant agreement.

51 Haugen moved, Mosby seconded, unanimously passed a motion to close the International  
52 Rescue Committee (IRC) – Expanding Land Access Through Urban Gardening Regional  
53 Food System grant agreement.

54 Mosby moved, Haugen seconded, unanimously passed a motion to close the PCC Farmland  
55 Trust –Working Farmland Partnership Pilot Project Regional Food System grant  
56 agreement.



KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

September 14<sup>th</sup>, 2020

Mosby moved, Haugen seconded, unanimously passed a motion to not extend the completion date and terminate the grant agreement for the Cascadia Cooperative Farms recruitment project because there is too much uncertainty that the project will be able to complete the stated deliverables.

Mosby moved; Haugen seconded unanimously passed a motion to adjourn the meeting at 3:55 pm

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

\_\_\_\_\_  
Date

Summary of Motions

KING CONSERVATION DISTRICT

Board of Supervisors  
Meeting Minutes

9/22/2020

**Supervisors Present:** Burr Mosby –Chair; Kirstin Haugen – Vice Chair; Chris Porter - Supervisor

**Associate Supervisors Present:** None

**Guests Present:** Rebecca Lavigne – KCD Interim Executive Director

**Staff Present:** Ava Souza, Lindsey Davidson, Brandy Reed

**Preliminary Matters:**

Chairman Mosby called meeting to order at 1:30 pm. All attendees introduced themselves. Mosby asked for additions or corrections to the current agenda.

**Haugen moved, Porter seconded passed unanimously a motion to approve the agenda. (3 ayes, 0 nays).**

**Public Comment:** None

**Unfinished Business:**

a) WACD Area Meeting

The first resolution regarding election improvement and reform was presented by Haugen. The Board discussed the results of the last Area Meeting, the possibilities of co-sponsorship with other conservation districts, and predictions of outcomes.

**Porter moved, Haugen seconded passed unanimously AI 20-066 a motion to move forward in sponsoring the election improvement resolution for the upcoming Area Meeting. (3 ayes, 0 nays).**

The Board discussed co-sponsoring a resolution with Pierce Conservation District regarding diversity and equity inclusion. The Board discussed the wording of the resolution and decided to revise the language and vote at a later meeting.

There was no more business before the Board.

**Haugen moved; Porter seconded passed unanimously a motion to adjourn the meeting at 1:54 pm (3 ayes, 0 nays).**

27

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29 \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

30

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**Summary of Motions**

32 **Haugen moved, Porter seconded passed unanimously a motion to approve the agenda. (3**  
33 **ayes, 0 nays).**

34 **Porter moved, Haugen seconded passed unanimously AI 20-066 a motion to move forward**  
35 **in sponsoring the election improvement resolution for the upcoming Area Meeting. (3 ayes,**  
36 **0 nays).**

37 **Haugen moved; Porter seconded passed unanimously a motion to adjourn the meeting at**  
38 **1:54 pm (3 ayes, 0 nays).**

39

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# KING CONSERVATION DISTRICT

## Board of Supervisors Meeting Minutes

9/28/2020

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

**Associate Supervisors Present:** None

**Guests Present:** Rebecca Lavigne – KCD Interim Executive Director; Jean Fike – SCC; Alan  
Chapman – Whatcom CD; Eric Frimodt – Inslee Best

**Staff Present:** Ava Souza, Josh Monaghan, Brandy Reed, Deirdre Grace, Lindsey Davidson, Liz  
Clark, Alex Martinsons, Carrie King, Ellen Arnstein, Kedija Awole, Mark Dostal, Nikki Wolf,  
Megan Melick, Jessica Saavedra

### **Preliminary Matters:**

Chairman Mosby called meeting to order at 4:29 pm. All attendees introduced themselves. Mosby  
asked for additions or corrections to the current agenda.

Mosby gave a formal apology for his comments from the last meeting.

Haugen requested Executive session be moved to 5:30pm when KCD legal can join the  
teleconference.

**Porter moved; Haugen seconded passed unanimously a motion to approve the agenda (5  
aves, 0 nays)**

**Public Comment:** None

### **New Business:**

b) Update – 2020 Regional Food System Competitive Grant Process

Monaghan detailed the 2020 competitive grant process for the Regional Food System Program and  
reviewed the Farmland Access Initiative that was passed by the Board at the last meeting. The  
Board asked Monaghan questions about the grant process including equity and the application and  
reporting process. The Board decided to make a motion at the next meeting.

c) AI 20-067 WACD Area Meeting Resolution – Diversity and Equity

The Board explained the resolution is about inclusion, diversity, and equity in conservation work.  
Commitments outlined in the resolution include servicing underrepresented communities, board  
trainings around diversity, and having a dedicated equity officer at the Commission to addresses  
issues as they arise.

**Haugen moved; Porter seconded passed unanimously AI 20-067 a motion to sponsor the Diversity and Equity Resolution at the upcoming Area meeting. (5 ayes, 0 nays).**

**Unfinished Business:**

a) ILA – Board

Lavigne provided an update of the things she's learned so far since she's been onboard, and the actions needed to best support the work moving forward. Senior Leadership team members Monaghan, Reed, and Grace reported on their respective programs and summarized most programs are partially on track due to the challenges met during the COVID-19 pandemic and being shortstaffed.

The Board asked Senior Leadership questions about their updates.

**New Business:**

a) Executive Session – Review the performance of a public employee and related matters.

Mosby indicated that the Board would be moving into an Executive Session for the purpose of reviewing the performance of a public employee and legal mitigation issues. Mosby stated the session would last approximately 30 minutes, unless extended. The Board moved into an executive session at 5:35 pm using a separate teleconference line.

The Board requested an additional 10 minutes be added to the Executive Session at 6:10 pm. The Board requested an additional 10 minutes be added to the Executive Session at 6:20 pm. No decisions, actions, or motions were made following the session. The regular board meeting was reconvened by Mosby at 6:34 pm.

**Unfinished Business:**

b) Election Update

Souza and Haugen reported they are slated to meet with Democracy Live this week and will have a follow up meeting with King County Elections. Porter shared his takeaway from the last Commission meeting he attended that there is a lot of pressure for election reforms and the Commission is looking for a meaningful change for all districts.

c) AI 20-068: Education Contract - Marinn Carpenter

Grace explained the education contracts give KCD short-term capacity to meet education program deliverables.

The Board asked questions regarding the contracts including rates, tasks, and the probability of keeping them short-term.

Wolf explained Marinn Carpenter has been a contractor with KCD for about a year would be assisting in coordinating one farm tour, one shorelines seminar, and an education workshop series.

**Porter moved; Haugen seconded passed unanimously AI 20-068 a motion to approve a temporary contract with Marinn Carpenter to support Education, Engagement, and Volunteer programs in Fall 2020 (5 ayes, 0 nays).**

d) AI 20-069: Education Contract – Liz Fredrickson

Wolf explained Liz Fredrickson was the former Shorelines IP and would be supporting the volunteer and shorelines programs, as well as build SOPs for volunteer event and onboard the new IP.

**Porter moved; Haugen seconded passed unanimously AI 20-068 a motion to approve a temporary contract with Elizabeth Fredrickson to support Shorelines program in Fall 2020 (5 ayes, 0 nays).**

e) AI 20-070: Education Contract – Natalie Quist

Wolf explained Natalie Quist was the former Outreach IP and would be supporting the Community Ag and Engagement programs, onboarding the new IP, and support farm tours and workshop series.

**Porter moved; Haugen seconded passed unanimously AI 20-068 a motion to approve a temporary contract with Natalie Quist to support the Engagement program in Fall 2020 (5 ayes, 0 nays).**

f) Advisory Committee Meeting Update

Grace confirmed the first Advisory Committee meeting is scheduled for October 14<sup>th</sup> and will be building the agenda with Mosby and Haugen.

There was no more business before the Board.

**Knutsen moved; Haugen seconded passed unanimously a motion to adjourn the meeting at 6:53pm .**

Authorized Signature

Date

**Summary of Motions**

90 Porter moved; Haugen seconded passed unanimously a motion to approve the agenda (5  
91 ayes, 0 nays)

92 Haugen moved; Porter seconded passed unanimously AI 20-067 a motion to sponsor the  
93 Diversity and Equity Resolution at the upcoming Area meeting. (5 ayes, 0 nays).

94 Porter moved; Haugen seconded passed unanimously AI 20-068 a motion to approve a  
95 temporary contract with Marinn Carpenter to support Education, Engagement, and  
96 Volunteer programs in Fall 2020 (5 ayes, 0 nays).

97 Porter moved; Haugen seconded passed unanimously AI 20-068 a motion to approve a  
98 temporary contract with Elizabeth Fredrickson to support Shorelines program in Fall 2020  
99 (5 ayes, 0 nays).

100 Porter moved; Haugen seconded passed unanimously AI 20-068 a motion to approve a  
101 temporary contract with Natalie Quist to support the Engagement program in Fall 2020 (5  
102 ayes, 0 nays).

103 Knutsen moved; Haugen seconded passed unanimously a motion to adjourn the meeting at  
104 6:53pm .

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KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

September 28<sup>th</sup>, 2020

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

2 **Associate Supervisors Present:** None.

3 **Guests Present:** Greg Johnson, The Watershed Company, Allen Quynn, City of Issaquah

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

5 **Preliminary Matters:**

6 Meeting called to order at 3:00 pm by Mosby.

7 Greg Johnson and Allen Quynn presented information on their grant application they submitted for Lower  
8 Issaquah Creek Stream and Riparian Habitat Enhancement Project.

9 Saavedra requested to add a third application to the agenda for the City of Bellevue Natural Resources  
10 Short Animated Videos project.

11 Saavedra summarized each of the three applications and they were discussed by the subcommittee.

12 Haugen suggested we change the date of the grant subcommittee meetings so they don't coincide with the  
13 Board meetings since the original intention of having the meeting beforehand was because the Board  
14 members would be in the office in-person and it was more convenient for them to have multiple meetings  
15 in one day so they wouldn't have to make multiple trips back and forth to the office for various meetings.  
16 Now that we are meeting remotely, the urgency for having the subcommittee meeting the same day as the  
17 Board meeting is no longer there. In addition, when the grant subcommittee has a packed agenda, staff  
18 has to scramble to cover everything with enough time for Board members to connect the next Board  
19 meeting. The subcommittee agreed that the meetings should be switched to the 1<sup>st</sup> and 3<sup>rd</sup> Mondays staying  
20 with the start time of 3 pm for a 90-minute meeting if needed. The next meeting will be held on October  
21 19<sup>th</sup> and November 2<sup>nd</sup>. Grace suggested that we try this out for three months and reassess. Haugen and  
22 Mosby agreed. Saavedra was grateful for this suggestion and stated that she would change the meeting  
23 appointments immediately.

24 Applications

25 Haugen moved, Mosby seconded, unanimously passed a motion to recommend the Member  
26 Jurisdiction grant application from the City of Issaquah for the Lower Issaquah Creek Stream and  
27 Riparian Habitat Enhancement Project for approval at the next Board of Supervisors meeting.

28 Haugen moved, Mosby seconded, unanimously passed a motion to recommend the Member  
29 Jurisdiction grant application from the City of Bellevue for the Lake Hills Greenbelt Knotweed  
30 Restoration project for approval at the next Board of Supervisors meeting.



KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

September 28<sup>th</sup>, 2020

31 Haugen moved, Mosby seconded, unanimously passed a motion to recommend the Member  
32 Jurisdiction grant application from the City of Bellevue for Natural Resources Short Animated  
33 Videos project for approval at the next Board of Supervisors meeting.

34 The subcommittee asked if the City will be sharing the videos with KCD, if so, we can share them on the  
35 KCD YouTube account. Saavedra will contact the City about this. Saavedra asked the City to fill out the  
36 budget form in addition to the estimate they attached to the application.

37 Amendments - none

38 Close outs - none

39 Mosby moved; Haugen seconded unanimously passed a motion to adjourn the meeting at 3:55 pm

40

41

42 \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

43

Summary of Motions

44 Haugen moved, Mosby seconded, unanimously passed a motion to recommend the Member  
45 Jurisdiction grant application from the City of Issaquah for the Lower Issaquah Creek Stream and  
46 Riparian Habitat Enhancement Project for approval at the next Board of Supervisors meeting.

47 Haugen moved, Mosby seconded, unanimously passed a motion to recommend the Member  
48 Jurisdiction grant application from the City of Bellevue for the Lake Hills Greenbelt Knotweed  
49 Restoration project for approval at the next Board of Supervisors meeting.

50 Haugen moved, Mosby seconded, unanimously passed a motion to recommend the Member  
51 Jurisdiction grant application from the City of Bellevue for Natural Resources Short Animated  
52 Videos project for approval at the next Board of Supervisors meeting.

53 Mosby moved; Haugen seconded unanimously passed a motion to adjourn the meeting at 3:55 pm

King Conservation District Landowner Incentive Program  
2020 September Awards

BUDGET SUMMARY	
Total- Cost-share Budget	\$348,009.59
Total- Cost-share Awarded	\$197,928.53
2020 Awards	\$169,394.78
September Award Cycle	\$28,533.75
<b>Cost-share Budget Remaining</b>	<b>\$150,081.06</b>
**Funding for Forestry Cost-Share has recently become available through Working Lands Initiative Funding	
Funds Available to Reallocate	\$1,656.24
<b>Adjusted Balance Available for FY 2020</b>	<b>\$151,737.30</b>

COST SHARE AWARD DETAIL- September Cycle									
Last Name	First Name	Best Management Practice	Award Amount	Completion Date	Acres	Feet	Plants	Qty	
Duncan	Kristi and Don	Hedgerow	\$ 2,186.00	9/30/2021		170	115	1.0	
Dwyer	Jennifer	Cover Crops	\$ 7,290.00	9/30/2021	54.00			1.0	
Face	Michelle and Ryan	Riparian Forest Buffer	\$ 5,115.25	9/30/2021	0.11	105	254	1.0	
Morrissey	Rebecca and Joseph	Riparian Forest Buffer	\$ 4,862.75	9/30/2021	0.05	100	146	1.0	
Richardson	Shina	Roof Runoff Structure BUDGET REVISION	\$ 420.00	9/30/2021		100		1.0	
Richardson	Shina	Subsurface Drain BUDGET REVISION	\$ 1,600.00	9/30/2021		160		1.0	
Raker	Jane and Brian	Heavy Use Protection Area	\$ 1,498.00	9/30/2021					
Van Gemert	Auyrel and Anthony	Riparian Forest Buffer	\$ 5,561.75	9/30/2021	0.09	150	552		
Total			\$28,533.75		54.25	785.00		1067	

COST-SHARE FUNDS AVAILABLE TO REALLOCATE (Prior & Current Year Contracts, Cancelled or Closed Under Budget During CY 2020)		
Status	Number of Contracts	Amount
Closed Underbudget	4 \$	1,656.24
Cancelled	0	
	4 \$	1,656.24

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: October 12<sup>th</sup>, 2020**

**SUBJECT:** 20-071

- Motion to approve the Member Jurisdiction grant application from the City of Kirkland for the Yard Smart Rain Rewards project

**FISCAL IMPACT**

- The applicant is requesting \$30,000.00 from 2019-2020 KCD-Kirkland Member Jurisdiction Funds

**POLICY CONSIDERATION**

This proposal addresses the following natural resource improvement actions

- Direct Improvement of Natural Resources
- Education and Outreach
- Capacity Building

**BACKGROUND**

This proposal was reviewed at the last grant subcommittee meeting. This is a stormwater education project that proposes to provide technical assistance and rebates to improve water quality in Kirkland's creeks and lakes through the installation of at least 7 Green Stormwater Infrastructure (GSI) retrofit projects on private property.

**EFFECTIVE DATE:**

- If approved, this Motion becomes effective on the date of approval.
- The grant project proposes to start on 01/01/2021 and end on 12/31/2021

**OPTIONS**

- Vote in favor or not in favor of approving the consent agenda.
- Request that this item be removed from the consent agenda for discussion.

**RECOMMENDATION**

The grant subcommittee recommends approval of this grant application.

**MOTION**

Motion to approve the Member Jurisdiction grant application for \$30,000.00 from 2019-20 KCD-Kirkland Member Jurisdiction funds for the City of *Kirkland Yard Smart Rain Rewards project*

## City of Kirkland Yard Smart Rain Rewards

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### *Member Jurisdiction Grant Program*

#### ***Kirkland***

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123 5th Ave NE  
Kirkland  
Kirkland, WA 98033

greenkirkland@kirklandwa.gov  
O: 425-587-3305

#### ***Mr. Aaron Hussmann***

---

123 5th Ave  
Kirkland, WA 98033

ahussmann@kirklandwa.gov  
O: 425-587-3857

# Application Form

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## Summary Information

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**Project Title\***

City of Kirkland Yard Smart Rain Rewards

**Project Description - Short\***

Provide a short, concise description of the project no more than two or three sentences.

This project provides technical assistance and rebates to improve water quality in Kirkland's creeks and lakes through the installation of at least 7 Green Stormwater Infrastructure (GSI) retrofit projects on private property.

**Principal Partners (if any)****Amount of KCD Funding Requested\***

You will need to upload a detailed budget document before you submit your application. Please make sure the amount requested and total project cost amounts you list here match the amounts in the uploaded budget document.

\$30,000.00

**Total Project Cost\***

\$60,000.00

**Total Matching Funds (optional)**

\$30,000.00

**Project Start Date\***

01/01/2021

**Project End Date\***

12/31/2021

## Close Date

### Project Location\*

Address, Parcel #, OR L&L Points, for site specific projects only.

If more than two locations, state "multiple" and explain.

Multiple private properties throughout Kirkland. Exact locations of GSI retrofit project installations will be determined by locations of participating properties.

### Jurisdiction\*

If the applicant is not a city or jurisdiction, please type in the city or jurisdiction this project is located in.

Kirkland

### Is your project on public or private land?\*

Private

### State Legislative District #\*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

0

### King County District #\*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

0

## Narratives, Budget, & Attachments

### Project Description - Detailed\*

Provide a description of the project that summarizes what you will do, how you will do it, and why you will do it. Describe target audience, outcomes, objectives and general timelines.

The objective of this project is to provide technical assistance and rebates to support the installation of at least 7 GSI retrofit projects on private residential, commercial, and/or institutional properties within Kirkland city limits. The primary goal for retrofit projects will be to disconnect a portion of each participating property from the city stormwater drainage system. Potential project options include:

- rain gardens
- lawn, invasive weed, or impervious surface to native landscaping conversion
- cisterns

This program also involves educating participating property owners about the impact of impervious surfaces on stormwater quality and volume, and how they can improve water quality and watershed health through the installation of GSI retrofits on their property.

This project will build on the past successes of the Yard Smart Rain Rewards program. This program has grown and improved over the past several years. King Conservation District provided initial funds for a pilot Yard Smart program in 2014. Subsequent iterations have been funded through King County Waterworks and US EPA National Estuary Program funding through the Department of Ecology. The most recent phase of Yard Smart in 2019 and 2020 targeted GSI retrofits in the Forbes Creek watershed of Kirkland. As of July 2020, this program has successfully conducted 137 site visits and approved 24 GSI retrofit installations. These 24 installations have resulted in:

- 12,384 square feet of lawn, invasive weeds, and impervious surfaces converted to native landscaping
- 13,760 square feet of impervious surface runoff managed
- Approximately 226,616 annual gallons of stormwater runoff managed

The program has also received considerable interest from property owners located in areas outside of previous target watersheds. The requested KCD funding in this application would allow Yard Smart to expand project eligibility to all Kirkland residents in 2021 to install at least 7 GSI retrofit installations across the city.

#### Target Audience:

The target audience will be private property owners within Kirkland city limits. Priority will be placed on targeting properties currently connected to the City stormwater drainage system. Disconnecting properties from the City stormwater drainage system reduces the volume of stormwater runoff that impairs water quality and creates downstream flooding and erosion. Disconnecting from the stormwater drainage system also minimizes the amount of pollutants that can be conveyed from rooftops and driveways to our local creeks, wetlands, and lakes.

#### Outcomes:

Conduct site assessments - Property owners who participate in this program will participate in a site assessment with City staff. During this site assessment, City staff will walk through a participant's property with them and educate the property owner about the overall impact of stormwater issues and the use of GSI to help manage stormwater on-site. Staff will also point out specific sources of stormwater runoff on their property, give suggestions of how GSI could be used to manage this stormwater, and tell the participant about the GSI retrofit installation rebate offered as part of the project.

Following the site visit, City staff will prepare and share a site-specific report that includes detailed recommendations for GSI retrofit strategies appropriate for participant's property, including guidance for sizing and location.

Install at least 7 GSI retrofit projects - Property owners who participate in a site assessment will be offered a rebate to install recommended projects that meet the City's requirements. City of Kirkland staff will provide technical assistance to property owners who move forward with project installation.

Program Evaluation - Participants will be surveyed to evaluate the extent to which their participation in the Yard Smart program changed their knowledge about the impacts of impervious surface and stormwater runoff.

#### Timeline:

Thanks to previous iterations of Yard Smart, all program materials and resources are fully built out and ready to continue into 2021 without delay:

- January-February: Promote program to City residents through social media channels, email listservs, neighborhood associations, and direct outreach to previously ineligible participants.
- February-November: Conduct site assessments, prepare customized site visit reports, and support participants in the installation of at least 7 GSI retrofit projects.
- November-December: Begin program evaluation and close-out. All participant projects must be installed by 11/15/2021 to ensure participants receive a rebate before the end of 2021.



**KCD Acknowledgement:**

Support from King Conservation District will be acknowledged on the program website, on fact sheets and resources given to participants, City of Kirkland social media posts, and post-project yard signs displayed at participating properties.

**Project Activities and Measurable Results\***

List specific project activities to be completed with KCD grant funds and the associated outcomes or measurable results, and timeline.

KCD Grant funds will solely be used to provide rebates for GSI retrofit installations. All other project activities will be funded with City of Kirkland stormwater utility funds. The request of \$30,000 from KCD will support approximately 7 GSI retrofit installations based on the average rebate awarded during the 2019-20 Yard Smart program.

Specific projects eligible for rebate funds are rain gardens, native landscaping, and rainwater cisterns. Final criteria for eligibility are still being determined, but initial criteria include:

- Participating properties must be currently connected to the City stormwater drainage system, and the resulting project must result in disconnecting a portion of the property from the stormwater system.
- Native landscaping must replace a minimum square footage (to be determined) of either lawn, invasive weeds, or impervious surface, and must receive runoff from a newly disconnected impervious surface (i.e. downspout disconnect or driveway runoff).
- Rainwater cisterns must be able to send cistern overflow to a vegetated area instead of back to the stormwater drainage system.

City staff will provide a report detailing each installation funded and the measurable stormwater benefits, including area of new native landscaping, area of impervious surface managed, and gallons of runoff reduced, associated with each installation, as well as cumulative impact of all installations, at the end of the grant period.

**Project Budget and Expenses\***

Fill out and upload separate Application Budget Form also available on the KCD Member Jurisdiction Grant Program website. Budget must be detailed with footnotes, appropriate and reasonable, *meeting state auditor/GAAP guidelines*. Please do not use forms from previous applications. Please only upload the form linked above. Thank you!

KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx

**Member Jurisdiction Authorization Letter**

If you are a nonprofit organization seeking Member Jurisdiction funding, you must upload written authorization from the Member Jurisdiction to apply for funding. This can be in the form of a letter or scanned copy of an email.

**Additional Attachments**

Upload any photos or maps of your project here. Only one file will be accepted. Please combine multiple files into one if possible.



KCD Supporting Photos.pdf

## ***Natural Resource Improvement Actions- Criteria Checklist***

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Please **only** select "yes" below the action that your project **directly** addresses

### **Direct Improvement of Natural Resource Conditions\***

To improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects (*examples include supporting private property owners with land stewardship, water quality, aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land*)

**Does your project directly address this issue?**

Yes

### **Education and Outreach\***

To raise awareness, deepen knowledge, and change behaviors of residents, landowners, and other land managers and organizations to practice exemplary stewardship of natural resources (*examples include education about stormwater management; the value of farmland, local farms and food systems, shorelines, salmon habitat, forests and other ecosystems*)

**Does your project directly address this issue?**

Yes

### **Pilot and Demonstration Projects\***

To test and/or improve concepts and/or approaches in natural resource management that can be replicated by others (*examples include low impact development or green infrastructure demonstration projects, development of new best management practices, distribution of local farm products, urban agriculture (e.g. farmers markets and backyard food production to promote or support social economic independence and healthy living); technological innovation for natural resource conservation*)

**Does your project directly address this issue?**

No

### **Capacity Building\***

To enhance the ability of organizations, agencies, residential landowners and other land owners and managers to have knowledge, skills, tools, support systems and technical resources to implement exemplary best management practices and deliver natural resource management actions on the ground (*examples include urban agriculture development, assistance to and inclusion of private property owners, preservation, restoration, and/or expansion of*

*urban and/or rural agricultural lands, rural and urban forest lands, riparian restoration and stewardship on private and public lands)*

**Does your project directly address this issue?**

Yes

**Project Type\***

Education  
Stormwater

***KCD Acknowledgement and Signature***

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By signing below, the applicant agrees to acknowledge King Conservation District funding by placing the KCD-provided logo on signs, materials, and documents produced as part of the above proposal. In addition, the applicant will notify KCD of public events and activities funded by the KCD.

\*

I have read the above paragraph about acknowledging KCD and I will use the provided logo.

**Authorized Applicant Electronic Signature\***

Please enter your full name to sign and agree to the above.

Aaron Hussmann

**Title**

Environmental Education and Outreach Specialist

**Date\***

08/20/2020

## File Attachment Summary

---

### ***Applicant File Uploads***

- KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx
- KCD Supporting Photos.pdf



## Member Jurisdiction Grant Program

### Grant Application Project Budget Form

Promoting sustainable uses of natural resources through responsible stewardship

Project Name	City of Kirkland Yard Smart Rain Rewards			
Applicant	City of Kirkland			
Contact	Aaron Hussmann			
Mailing Address	123 5th Ave, Kirkland, WA 98033			
E-mail	ahussmann@kirklandwa.gov	Project Start Date:	1/1/2021	
Phone	425-890-6225	Project End Date:	12/31/2021	
<b>Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below</b>				
Budget Item	KCD Funds	Other Funds	Other Funds	Total
		(identify source and status of matching funds here ex. Rose Foundation - Pending)	(identify source and status of matching funds here ex. DON Small and Simple - Secured)	
Other: GSI Retrofit Rebates	\$30,000			\$30,000
Other: Program Operation and Management		\$30,000	City of Kirkland Stormwater Utility funds	\$30,000
Other: (specify)				\$0
Other: (specify)				\$0
Other: (specify)				\$0
<b>TOTAL</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$60,000</b>

Total Project Cost	\$60,000
Total Match	\$30,000
Amount of KCD Funding Requested	\$30,000
Match Percentage	50%

Footnotes:



Photos below depict finished projects along with examples of the Yard Signs that will include the KCD logo and will be placed at completed project.



Above: A successful lawn to native landscaping conversion. The homeowner also later installed a cistern as part of the Yard Smart program. Both projects combined help manage almost 9,000 gallons of stormwater runoff annually.



Above: A lawn to rain garden conversion that receives rooftop runoff and manages more than 11,000 gallons of stormwater runoff annually.





Above: This homeowner installed a rain garden to manage runoff from the City right of way, helping to manage more than 33,000 gallons of roadway runoff each year.



Above: This homeowner installed a total of 5 cisterns on his property and disconnected many of the previous downspouts from the stormwater drainage system, reducing annual stormwater runoff by approximately 26,000 gallons.

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: October 12, 2020**

**SUBJECT:** 20-072

- Motion to approve the Member Jurisdiction grant application from the City of Bellevue for the Lake Hills Greenbelt Knotweed Restoration project

**FISCAL IMPACT**

- The applicant is requesting \$30,000.00 from 2019-2020 KCD-Bellevue Member Jurisdiction Funds

**POLICY CONSIDERATION**

This proposal addresses the following natural resource improvement actions

- Direct Improvement of Natural Resources

**BACKGROUND**

This proposal was reviewed at the last grant subcommittee meeting. This is an urban forestry project that proposes to remove non-native Japanese knotweed and the planting of native vegetation at the Lake Hills Greenbelt within the City of Bellevue.

**EFFECTIVE DATE:**

- If approved, this Motion becomes effective on the date of approval.
- The grant project proposes to start on 04/01/2021 and end on 12/29/2023

**OPTIONS**

- Vote in favor or not in favor of approving the consent agenda.
- Request that this item be removed from the consent agenda for discussion.

**RECOMMENDATION**

The grant subcommittee recommends approval of this grant application.

**MOTION**

Motion to approve the Member Jurisdiction grant application for \$30,000.00 from 2019-20 KCD-Bellevue Member Jurisdiction funds for the City of *Bellevue Lake Hills Greenbelt Knotweed Restoration project*

## Lake Hills Greenbelt Knotweed Restoration

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*Member Jurisdiction Grant Program*

### ***Bellevue***

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Jammie Kingham  
PO Box 90012  
Bellevue, WA 98009-9012

### ***Rick Bailey***

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[ribailey@bellevuewa.gov](mailto:ribailey@bellevuewa.gov)



# Application Form

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## *Summary Information*

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### **Project Title\***

Lake Hills Greenbelt Knotweed Restoration

### **Project Description - Short\***

Provide a short, concise description of the project no more than two or three sentences.

The scope of this project will involve the removal of non-native Japanese knotweed and the planting of native vegetation at the Lake Hills Greenbelt within the City of Bellevue.

### **Principal Partners (if any)**

N/A

### **Amount of KCD Funding Requested\***

You will need to upload a detailed budget document before you submit your application. Please make sure the amount requested and total project cost amounts you list here match the amounts in the uploaded budget document.

\$30,000.00

### **Total Project Cost\***

\$35,000.00

### **Total Matching Funds (optional)**

\$5,000.00

### **Project Start Date\***

04/01/2021

### **Project End Date\***

12/29/2023

## Close Date

### Project Location\*

Address, Parcel #, OR L&L Points, for site specific projects only.  
If more than two locations, state "multiple" and explain.

Site Name: Lake Hills Greenbelt  
Address: 1302 156th Ave SE  
AFN: 0224059022

### Jurisdiction\*

If the applicant is not a city or jurisdiction, please type in the city or jurisdiction this project is located in.

Bellevue

### Is your project on public or private land?\*

Public

### State Legislative District #\*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

41

### King County District #\*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

6

## *Narratives, Budget, & Attachments*

### Project Description - Detailed\*

Provide a description of the project that summarizes what you will do, how you will do it, and why you will do it. Describe target audience, outcomes, objectives and general timelines.

The Parks & Community Services Natural Resource Division provides site management of approximately 2,000 acres of undeveloped forested public open space properties within the City of Bellevue. These open space properties are geographically distributed throughout the city and consist of upland forests, lowland forests, steep slopes, meadows, shorelines, wetlands and riparian corridors. These properties are managed

for a wide variety of community benefits including recreation, wildlife habitat and ecosystem functions such as stormwater retention, air and water filtration and carbon sequestration. One of the largest properties that the Natural Resource Division manages is the Lake Hills Greenbelt.

The Lake Hills Greenbelt is a wetland corridor encompassing more than 120 acres of diverse wildlife habitat including forests, wetlands, streams and lakes. Amenities include over three miles of trails, community gardens and pea patches, picnic areas, blueberry farms and seasonal produce stands. Visitors can attend master gardener workshops at the Urban Demonstration Garden and enjoy nature walks with a park ranger out of the ranger station.

The purpose of this project is to provide ecological restoration services to approximately 17,000 square feet of degraded wetland habitat within the Lake Hills Greenbelt. This degraded area is currently dominated by Japanese knotweed, but also has other common invasive weeds such as Himalayan blackberry and bindweed.

**Project Target Audience:** The target audience for this project are residents of Bellevue and the greater Eastside Community who use the Lake Hills Greenbelt network of trails to access and enjoy all the natural resources and associated wildlife that this open space provides. By restoring a degraded habitat, the implementation of this project will demonstrate how public grant money can be invested into the community to enhance the environmental stewardship of public land for the long term health and wellbeing of Bellevue and the Eastside Community.

**Project Outcomes:** The proposed project site is predominantly infested with a monoculture of invasive Japanese knotweed which has pushed out most native vegetation that is typically characteristic of similar wetland habitats in the central Puget Sound region. This lack of species diversity severely hinders the potential health of this ecosystem in providing wildlife habitat, resiliency against the impacts of climate change and environmental functions such as stormwater retention, filtration and erosion control. The goal of this project is to eradicate the knotweed and other invasive weeds, increase species diversity by introducing a variety of native trees and shrubs appropriate for site conditions, and to provide the appropriate level of follow up maintenance during the establishment period to ensure the long term sustainability of the new plantings. The desirable outcome is to improve site conditions to enhance ecosystem function, enhance wildlife habitat and enhance the overall experience and educational opportunities for the target audience.

**Project Objectives:** The project objectives are to eradicate the Japanese knotweed and other invasive weeds, install site appropriate native vegetation, and to provide a sufficient level of maintenance during the establishment period to insure the long term sustainability and success of the project.

**Project General Timelines:**

1. Obtain KCD contract approval & funding: February 1, 2021
2. Completion of project scope & design: April 1, 2021
3. Obtain applicable permits: June 1, 2021
4. Knotweed and invasive weed management/eradication: June 1, 2021 - September 1, 2022 (multiple treatments)
5. Installation of native plants and mulch: October 1, 2022
6. Maintenance & watering with KCD funds: May 1, 2023 - September 30, 2023
7. KCD grant closeout and final report: December 30, 2023
8. Continued maintenance with City match funds: May 1, 2024 - December 30, 2027

## Project Activities and Measurable Results\*

List specific project activities to be completed with KCD grant funds and the associated outcomes or measurable results, and timeline.

1. Eradication of knotweed and other invasive vegetation: This will be done in multiple phases utilizing mechanical, cultural and chemical control methods. The desired measurable result will be 90% eradication prior to planting. Timeline = June 1, 2021 - September 1, 2022

2. Planting of native trees and shrubs: Native plant material that is appropriate for site conditions will be selected and planted roughly 4' on center in various sizes throughout the site. Organic woodchip mulch will be installed after planting to help suppress weeds and undesirable vegetation. Timeline = October 1, 2022

3. Watering and maintenance of plantings: The new plantings will be maintained with KCD funds for the first growing season after planting. Maintenance will include weekly watering as required and weed suppression to reduce competition from undesirable vegetation. The desirable measurable result of this maintenance will be 100% plant survival after the first year. Funds will be used for plant replacements as necessary after the first growing season. Timeline = May 1, 2023 - September 30, 2023.

Note: The City will provide additional maintenance to the site through December 30, 2027 with matching funds to ensure long term project success.

## Project Budget and Expenses\*

Fill out and upload separate Application Budget Form also available on the KCD Member Jurisdiction Grant Program website. Budget must be detailed with footnotes, appropriate and reasonable, *meeting state auditor/GAAP guidelines. Please do not use forms from previous applications. Please only upload the form linked above. Thank you!*

KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form\_Bellevue-LHGB-Knotweed.pdf

## Member Jurisdiction Authorization Letter

If you are a nonprofit organization seeking Member Jurisdiction funding, you must upload written authorization from the Member Jurisdiction to apply for funding. This can be in the form of a letter or scanned copy of an email.

## Additional Attachments

Upload any photos or maps of your project here. Only one file will be accepted. Please combine multiple files into one if possible.

Vicinity-Map-Photos.pdf

## Natural Resource Improvement Actions- Criteria Checklist

Please **only** select "yes" below the action that your project **directly** addresses

### Direct Improvement of Natural Resource Conditions\*

To improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects (*examples include supporting private property owners with land stewardship, water quality, aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land*)

**Does your project directly address this issue?**

Yes

### Education and Outreach\*

To raise awareness, deepen knowledge, and change behaviors of residents, landowners, and other land managers and organizations to practice exemplary stewardship of natural resources (*examples include education about stormwater management; the value of farmland, local farms and food systems, shorelines, salmon habitat, forests and other ecosystems*)

**Does your project directly address this issue?**

No

### Pilot and Demonstration Projects\*

To test and/or improve concepts and/or approaches in natural resource management that can be replicated by others (*examples include low impact development or green infrastructure demonstration projects, development of new best management practices, distribution of local farm products, urban agriculture (e.g. farmers markets and backyard food production to promote or support social economic independence and healthy living); technological innovation for natural resource conservation*)

**Does your project directly address this issue?**

No

### Capacity Building\*

To enhance the ability of organizations, agencies, residential landowners and other land owners and managers to have knowledge, skills, tools, support systems and technical resources to implement exemplary best management practices and deliver natural resource management actions on the ground (*examples include urban agriculture development, assistance to and inclusion of private property owners, preservation, restoration, and/or expansion of urban and/or rural agricultural lands, rural and urban forest lands, riparian restoration and stewardship on private and public lands*)

**Does your project directly address this issue?**

No

### Project Type\*

Forestry, Urban



## ***KCD Acknowledgement and Signature***

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By signing below, the applicant agrees to acknowledge King Conservation District funding by placing the KCD-provided logo on signs, materials, and documents produced as part of the above proposal. In addition, the applicant will notify KCD of public events and activities funded by the KCD.

\*

I have read the above paragraph about acknowledging KCD and I will use the provided logo.

## **Authorized Applicant Electronic Signature\***

Please enter your full name to sign and agree to the above.

Rick I Bailey

## **Title**

Forest Management Program Supervisor

## **Date\***

09/17/2020

## File Attachment Summary

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### ***Applicant File Uploads***

- KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form\_Bellevue-LHGB-Knotweed.pdf
- Vicinity-Map-Photos.pdf



## Member Jurisdiction Grant Program

### Grant Application Project Budget Form

Promoting sustainable uses of natural resources through responsible stewardship

Project Name	Lake Hills Greenbelt Japanese Knotweed Restoration			
Applicant	City of Bellevue			
Contact	Rick Bailey			
Mailing Address	16023 NE 8th St, Bellevue, WA, 98008			
E-mail	<a href="mailto:rbailey@bellevuewa.gov">rbailey@bellevuewa.gov</a>	Project Start Date:	4/1/2021	
Phone	425-452-6031	Project End Date:	12/30/2023	
Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below				
Budget Item	KCD Funds	Other Funds	Other Funds	Total
		(identify source and status of matching funds here ex. Rose Foundation - Pending)	(identify source and status of matching funds here ex. DON Small and Simple - Secured)	
Salaries & Benefits	\$1,200	\$5,000-City General Fund		\$6,200
Travel/ Meals/ Mileage (for - volunteers, staff)				\$0
				\$0
				\$0
Office Supplies				\$0
				\$0
Field Supplies				\$0
Contracted/ Professional Services	\$28,800			\$28,800
Permits				\$0
Other: (specify)				\$0
Other: (specify)				\$0
Other: (specify)				\$0
Other: (specify)				\$0
Other: (specify)				\$0
TOTAL	\$30,000	\$5,000	\$0	\$35,000

Total Project Cost	\$35,000
Total Match	\$5,000
Amount of KCD Funding Requested	\$30,000
Match Percentage	14%

Footnotes:



## Vicinity Map & Site Photos



Map Generated on: 09/17/2020







**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: October 12<sup>th</sup>, 2020**

**SUBJECT:**           **20-073**

- Motion to approve the Member Jurisdiction grant application from the City of Issaquah for the Lower Issaquah Creek Stream and Riparian Habitat Enhancement Project.

**FISCAL IMPACT**

- The applicant is requesting \$50,000.00 from 2017-2020 KCD-Issaquah Member Jurisdiction Funds

**POLICY CONSIDERATION**

This proposal addresses the following natural resource improvement actions

- Direct Improvement of Natural Resources
- Capacity Building

**PRINCIPAL PARTNERS**

- Pickering Place Owners Association

**BACKGROUND**

This proposal was reviewed at the last grant subcommittee meeting. This is an urban shorelines and stormwater project that proposes to design and implement a combination of stream and riparian habitat restoration and enhancements for salmon and other wildlife on City-owned parcels along approximately 1,200 feet of the east bank of Lower Issaquah Creek.

**EFFECTIVE DATE:**

- If approved, this Motion becomes effective on the date of approval.
- The grant project proposes to start on 06/01/2022 and end on 12/31/2022

**OPTIONS**

- Vote in favor or not in favor of approving the consent agenda.
- Request that this item be removed from the consent agenda for discussion.

**RECOMMENDATION**

The grant subcommittee recommends approval of this grant application.

**MOTION**

Motion to approve the Member Jurisdiction grant application for \$50,000.00 from 2017-2020 KCD-Issaquah Member Jurisdiction funds for the City of Issaquah Lower Issaquah Creek Stream and Riparian Habitat Enhancement Project.

# Lower Issaquah Creek Stream and Riparian Habitat Enhancement Project

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*Member Jurisdiction Grant Program*

## ***Issaquah***

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PO Box 1307  
Issaquah, WA 98027

## ***Allen George Quynn***

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1775 12th Ave NW  
Issaquah, WA 98027

allenq@issaquahwa.gov  
O: 425-837-3439

# Application Form

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## Summary Information

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### Project Title\*

Lower Issaquah Creek Stream and Riparian Habitat Enhancement Project

### Project Description - Short\*

Provide a short, concise description of the project no more than two or three sentences.

This project would design and implement a combination of stream and riparian habitat restoration and enhancements for salmon and other wildlife on City-owned parcels along approximately 1,200 feet of the east bank of Lower Issaquah Creek.

### Principal Partners (if any)

Pickering Place Owners Association

### Amount of KCD Funding Requested\*

You will need to upload a detailed budget document before you submit your application. Please make sure the amount requested and total project cost amounts you list here match the amounts in the uploaded budget document.

\$50,000.00

### Total Project Cost\*

\$1,922,620.00

### Total Matching Funds (optional)

\$1,872,620.00

### Project Start Date\*

06/01/2022

### Project End Date\*

12/31/2022

## Close Date

### Project Location\*

Address, Parcel #, OR L&L Points, for site specific projects only.  
If more than two locations, state "multiple" and explain.

Parcel #2124069065  
Parcel #2124069044  
Parcel #2124069042  
Parcel #3557500320

### Jurisdiction\*

If the applicant is not a city or jurisdiction, please type in the city or jurisdiction this project is located in.

Issaquah

### Is your project on public or private land?\*

Public

### State Legislative District #\*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

5

### King County District #\*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

3

## Narratives, Budget, & Attachments

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### Project Description - Detailed\*

Provide a description of the project that summarizes what you will do, how you will do it, and why you will do it. Describe target audience, outcomes, objectives and general timelines.

This grant funding request is for project construction. The project will restore in-stream and riparian habitat along approximately 1,200 feet of Issaquah Creek in the City of Issaquah, north of I-90 and generally

between SE 62nd Street and SE 60th Street. The project proposes to increase floodplain habitat by incorporating side and backwater channels, remove existing bank armoring to increase channel habitat, place large woody debris in the main channel and backwater/side channels, remove invasive plant species and plant native trees and shrubs. Instream and riparian habitat enhancements will benefit threatened Chinook salmon and other fish species and wildlife. Restoring habitat in this reach of Issaquah Creek is critical to the survival of Chinook salmon which use this reach of the creek for most of their life stages including, rearing, foraging and spawning.

The purpose of this project is to provide restoration of Chinook and other salmon and wildlife habitat on City-owned parcels (including parcels 2124069087, 2124069044, 2124069042, 3557500340, and 2124069065) and a PPOA-owned parcel (3557500320) located along the main stem of lower Issaquah Creek.

Within this area, Issaquah Creek has degraded habitat conditions, including a narrow stream channel with bank armoring, loss of floodplain and floodplain connectivity, minimal woody debris, scarcity of native vegetation within the riparian zone, and erosion of the streambank. At the same time, some mature stands of trees occur within the project area which provide beneficial habitat functions, though not all the trees are strictly native (sequoia, poplar).

A restoration plan is included in Attachment 3. The restoration design will focus on expanding the floodplain while avoiding most significant existing trees; creating a network of backwater and side channels within the expanded floodplain; placing log structures 1) in the main channel near the side channel entrances, 2) throughout the expanded floodplain areas, 3) in and along backwater (and/or side) channels, and 4) in the main channel between side channel entrances; bank armoring removal at side channel entrances/adjoining floodplain expansion areas; invasive vegetation removal and replacement with native species.

Project goals include improved in-stream, floodplain, riparian, and upland habitats for the benefit of listed Chinook salmon and other fish and wildlife. These will be documented and quantified or otherwise evaluated as a series of objectives established as performance standards. A performance monitoring protocol will be conducted over a period of at least 5 years following construction. Metrics and assessments to be used will include the number and configuration of in-stream and flood plain wood pieces, percent cover by and diversity of native plants, presence and prevalence of invasive plants, reduction in bank armoring, flood plain area and storage volume provided, and pool depth, area, and quality (degree and complexity of cover). All of these compared to existing conditions.

Methods used to achieve these goals and objectives will be spelled out and detailed in the project design plans, a construction sequencing and timing narrative, specifications, permit approvals, and related documents. In general, floodplain excavations will occur using heavy equipment, but isolated from stream flows until near-completion. Similarly, stream sections will be temporarily isolated where log complexes are to be installed and/or armoring removed. Invasive vegetation will be removed and a native revegetation plan implemented throughout the entire project area.

#### Target Audience:

The City of Issaquah City of Issaquah Public Works Engineering Department will lead the project but will be working closely with the following stakeholders/partners:

City Parks Department – Primary partner in the development and long-term maintenance of the project which will incorporate a walking trail at the edge of the site. .

Pickering Place Owners Association (PPOA) – Owns a portion of the restoration area, including the left bank and a portion of the right bank of the creek. The PPOA supports the project and has agreed to allow the City to use their property for restoration.



Washington State Department of Fish and Wildlife (WDFW) – State agency responsible for issuing the Hydraulic Project Approval (HPA) permit. WDFW is actively involved with reviewing plans and providing technical guidance.

King County WRIA 8 Technical Committee – County technical staff have and will continue to provide technical review and guidance at key design stages.

Snoqualmie Tribe – The project is located within the Lake Sammamish watershed. The Snoqualmie Tribe has historically established settlements along the lake shore and the various streams that enter the lake including Issaquah Creek. They have been involved with the project design and have expressed an interest in contributing native plantings for the project.

Mountains to Sound Greenway Trust (MTSG) Trust – Nonprofit organization that is anticipated to assist the City with project planting and long-term vegetation management.

Timeline: Complete design and permitting - March 2022  
 Begin construction - June 2022  
 Complete construction - December 2022

## Project Activities and Measurable Results\*

List specific project activities to be completed with KCD grant funds and the associated outcomes or measurable results, and timeline.

The proposal includes the following measurable objectives (based on preliminary design):

1. Restore 6-7.5 acres of riparian, in-stream, and floodplain areas for fish and wildlife habitat and native plant species diversity:
  - Remove non-native vegetation from the riparian buffer
  - Excavate fill and depositional soils from the floodplain to create expanded functional floodplain areas with included side channels and improved floodplain connectivity and storage
  - Install native vegetation, including canopy, shrub and groundcover layers, with an increased percentage and diversity of coniferous trees
2. Restore 1,200 lineal feet of Issaquah Creek channel complexity and instream habitat diversity:
  - Remove sections of hardened/armored creek bank – up to 200-300 feet
  - Add a minimum of 75 logs in various configurations, all or nearly all with roots attached
3. Create up to 60,000 square feet of additional floodplain area by fill removal and addition of backwater channels

## Project Budget and Expenses\*

Fill out and upload separate Application Budget Form also available on the KCD Member Jurisdiction Grant Program website. Budget must be detailed with footnotes, appropriate and reasonable, *meeting state auditor/GAAP guidelines. Please do not use forms from previous applications. Please only upload the form linked above. Thank you!*

KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx

## Member Jurisdiction Authorization Letter

If you are a nonprofit organization seeking Member Jurisdiction funding, you must upload written authorization from the Member Jurisdiction to apply for funding. This can be in the form of a letter or scanned copy of an email.

## Additional Attachments

Upload any photos or maps of your project here. Only one file will be accepted. Please combine multiple files into one if possible.

Location Map and Site Photos.docx

## Natural Resource Improvement Actions- Criteria Checklist

---

Please **only** select "yes" below the action that your project **directly** addresses

### Direct Improvement of Natural Resource Conditions\*

To improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects (*examples include supporting private property owners with land stewardship, water quality, aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land*)

**Does your project directly address this issue?**

Yes

### Education and Outreach\*

To raise awareness, deepen knowledge, and change behaviors of residents, landowners, and other land managers and organizations to practice exemplary stewardship of natural resources (*examples include education about stormwater management; the value of farmland, local farms and food systems, shorelines, salmon habitat, forests and other ecosystems*)

**Does your project directly address this issue?**

No

### Pilot and Demonstration Projects\*

To test and/or improve concepts and/or approaches in natural resource management that can be replicated by others (*examples include low impact development or green infrastructure demonstration projects, development of new best management practices, distribution of local farm products, urban agriculture (e.g. farmers markets and backyard food production to promote or support social economic independence and healthy living); technological innovation for natural resource conservation*)

**Does your project directly address this issue?**

No

### Capacity Building\*

To enhance the ability of organizations, agencies, residential landowners and other land owners and managers to have knowledge, skills, tools, support systems and technical resources to implement exemplary best management practices and deliver natural resource management actions on the ground (*examples include urban agriculture development, assistance to and inclusion of private property owners, preservation, restoration, and/or expansion of urban and/or rural agricultural lands, rural and urban forest lands, riparian restoration and stewardship on private and public lands*)

**Does your project directly address this issue?**

Yes

### Project Type\*

Shorelines, Urban  
Stormwater

## KCD Acknowledgement and Signature

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By signing below, the applicant agrees to acknowledge King Conservation District funding by placing the KCD-provided logo on signs, materials, and documents produced as part of the above proposal. In addition, the applicant will notify KCD of public events and activities funded by the KCD.

\*

I have read the above paragraph about acknowledging KCD and I will use the provided logo.

### Authorized Applicant Electronic Signature\*

Please enter your full name to sign and agree to the above.

Allen G Quynn

### Title

Senior Stormwater Engineer

### Date\*

08/19/2020

## File Attachment Summary

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### ***Applicant File Uploads***

- KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx
- Location Map and Site Photos.docx





## Member Jurisdiction Grant Program

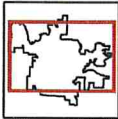
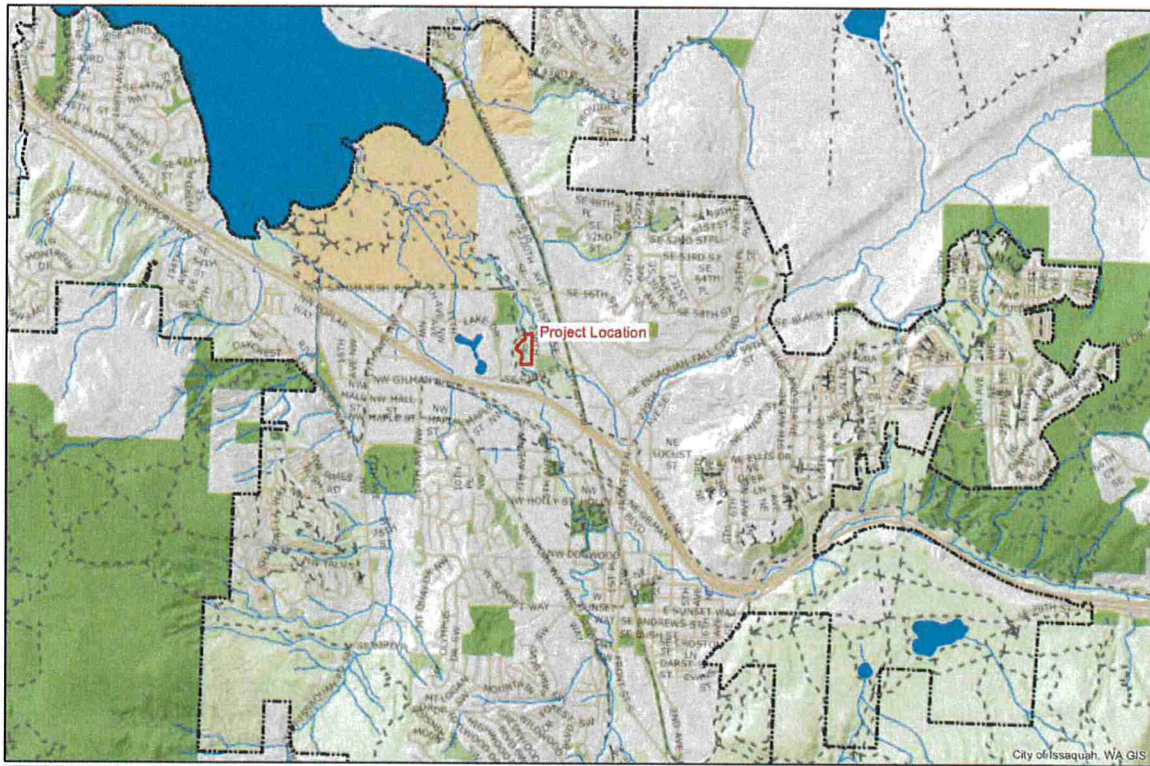
### Grant Application Project Budget Form

Promoting sustainable uses of natural resources through responsible stewardship

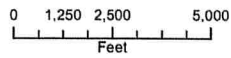
Project Name	Lower Issaquah Creek Stream and Riparian Habitat Enhancement Project			
Applicant	City of Issaquah			
Contact	Allen Quynn			
Mailing Address				
E-mail	<a href="mailto:allenq@issaquahwa.gov">allenq@issaquahwa.gov</a>	Project Start Date:	Jun-22	
Phone	425-837-3439	Project End Date:	31-Dec-22	
<b>Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below</b>				
Budget Item	KCD Funds	Other Funds	Other Funds	Total
		City Stormwater Utility Fees (secured)	\$170,000 - KC WaterWorks Grant (secured); remaining balance to be funded through state and local grants such as PSAR/SRFB and KC CWM grants (pending)	
Salaries & Benefits				\$0
Travel/ Meals/ Mileage (for - volunteers, staff)				\$0
				\$0
				\$0
				\$0
Office Supplies				\$0
				\$0
				\$0
Field Supplies				\$0
Contracted/ Professional Services - Construction Contract				\$0
Minor Changes	\$10,000	\$10,000	\$0	\$20,000
Clearing and Grubbing	\$5,000	\$20,000	\$25,000	\$50,000
Remove Structures and Obstructions	\$5,000	\$0	\$0	\$5,000

<i>Excavation, Haul &amp; Dispose</i>	\$20,000	\$100,000	\$280,000	\$400,000
<i>Fine Grading</i>	\$10,000	\$5,000	\$5,150	\$20,150
<i>Stabilized Contruction Entrance</i>		\$2,000	\$7,250	\$9,250
<i>Erosion Control &amp; SWPPP</i>		\$20,000	\$70,000	\$90,000
<i>Silt Fence</i>		\$3,000	\$11,000	\$14,000
<i>Tree Protection Fencing</i>		\$2,000	\$19,400	\$21,400
<i>Soil Amendment</i>		\$5,000	\$60,920	\$65,920
<i>MTS Planting</i>		\$50,000	\$182,500	\$232,500
<i>Native Seed plus short term temp. mulch</i>		\$5,000	\$8,148	\$13,148
<i>Rootwad</i>		\$1,000	\$3,800	\$4,800
<i>Log w/Roots</i>		\$30,000	\$178,000	\$208,000
<i>Key Member Logs w/Roots</i>		\$2,000	\$67,000	\$69,000
<i>Anchor System</i>		\$5,000	\$75,700	\$80,700
<i>Biodegradable Erosion Control Blanket</i>		\$40,000	\$22,000	\$62,000
<i>Gravel Soil Mix</i>		\$5,000	\$9,700	\$14,700
<i>Cobble Boulder</i>		\$1,000	\$4,750	\$5,750
<i>Streambed Substrate</i>		\$5,000	\$40,000	\$45,000
<i>Bark or Wood Chip Mulch</i>		\$30,000	\$23,000	\$53,000
<i>High Visibility Fencing</i>		\$1,000	\$14,140	\$15,140
<i>Trail</i>		\$10,000	\$10,400	\$20,400
<i>Mob/Demob/Survey and Staking</i>		\$15,830	\$212,149	\$227,979
<i>Sales Tax (10%)</i>			\$174,784	
<b>Permits</b>				\$0
<b>Other: (specify)</b>				\$0
<b>Other: (specify)</b>				\$0
<b>Other: (specify)</b>				\$0
<b>Other: (specify)</b>				\$0
<b>Other: (specify)</b>				\$0
<b>TOTAL</b>	<b>\$50,000</b>	<b>\$367,830</b>	<b>\$1,504,790</b>	<b>\$1,922,620</b>

<b>Total Project Cost</b>	<b>\$1,922,620</b>
<b>Total Match</b>	<b>\$1,872,620</b>
<b>Amount of KCD Funding Requested</b>	<b>\$50,000</b>
<b>Match Percentage</b>	<b>97%</b>



Attachment 1. Location Map



DISCLAIMER: These maps and other data are for informational purposes and have not been prepared for, nor are they suitable for legal, surveying, or engineering purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. The City of Issaquah makes no warranty or guarantee as to the content, accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained herein.



CITY OF  
**ISSAQUAH**  
GEOGRAPHIC  
INFORMATION SYSTEMS

3/30/2018



## Attachment 2 - Existing Site Photos, Showing Opportunities for Restoration



Photo 1 – Issaquah Creek, Showing Bank Armoring Proposed for Removal



Photo 2 – Issaquah Creek, Showing Invasive Plants (Foreground) and Bank Armoring (Background) Proposed for Removal





Photo 3 – Issaquah Creek, Showing Non-Native Bamboo Proposed for Removal



Photo 4 – Example Area Where Sparse or Non-Native Vegetation Exists, Where Proposed Expansion of the Floodplain Would Occur





Photo 5 – Issaquah Creek, Showing Invasive Plants (Right) and Bank Armoring (Background) Proposed for Removal



Photo 6 – Former Shallow Pond, Future Proposed Backwater Rearing Habitat



Photo 7 – Issaquah Creek, Showing Bank Armoring Proposed for Removal





Photo 8 – Issaquah Creek, Showing Bank Armoring Proposed for Removal. Also, observe Bank Erosion and Lack of Wood Structures, Which Proposed Project Would Address

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: October 12<sup>th</sup>, 2020**

**SUBJECT:** 20-074

- Motion to approve the Member Jurisdiction grant application from the City of Bellevue for the Natural Resource Animated Short Videos project

**FISCAL IMPACT**

- The applicant is requesting \$24,000.00 from 2019 KCD-Bellevue Member Jurisdiction Funds

**POLICY CONSIDERATION**

This proposal addresses the following natural resource improvement actions

- Education and Outreach

**BACKGROUND**

This proposal was reviewed at the last grant subcommittee meeting. This educational project with an urban forestry component, proposes to produce 3 or 4 short, animated videos to educate people on wildlife interactions, proper park etiquette, and the value of trees. Videos will be shown before Movies in the Park and other Bellevue social media sites.

**EFFECTIVE DATE:**

- If approved, this Motion becomes effective on the date of approval.
- The grant project proposes to start on 09/28/2020 and end on 04/30/2021

**OPTIONS**

- Vote in favor or not in favor of approving the consent agenda.
- Request that this item be removed from the consent agenda for discussion.

**RECOMMENDATION**

The grant subcommittee recommends approval of this grant application.

**MOTION**

Motion to approve the Member Jurisdiction grant application for \$24,000.00 from 2019 KCD-Bellevue Member Jurisdiction funds for the City of *Bellevue Natural Resource Animated Short Videos project*

## Natural Resource Animated Short Videos

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### *Member Jurisdiction Grant Program*

#### ***Bellevue***

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Jammie Kingham  
PO Box 90012  
Bellevue, WA 98009-9012

#### ***Dustin Vannieuландe***

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DVanNieula@bellevuewa.gov

# Application Form

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## *Summary Information*

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### **Project Title\***

Natural Resource Animated Short Videos

### **Project Description - Short\***

Provide a short, concise description of the project no more than two or three sentences.

We want to produce 3 or 4 short, animated videos to educate people on wildlife interactions, proper park etiquette, and the value of trees. Videos will be shown before Movies in the Park and other Bellevue social media sites.

### **Principal Partners (if any)**

### **Amount of KCD Funding Requested\***

You will need to upload a detailed budget document before you submit your application. Please make sure the amount requested and total project cost amounts you list here match the amounts in the uploaded budget document.

\$24,000.00

### **Total Project Cost\***

\$21,950.00

### **Total Matching Funds (optional)**

### **Project Start Date\***

09/28/2020

### **Project End Date\***

04/30/2021

### **Close Date**



**Project Location\***

Address, Parcel #, OR L&L Points, for site specific projects only.  
If more than two locations, state "multiple" and explain.

The project is to produce digital video files that can be shown in various locations; During Bellevue programming, on social media sites, on BellevueTV, etc.

**Jurisdiction\***

If the applicant is not a city or jurisdiction, please type in the city or jurisdiction this project is located in.

Bellevue

**Is your project on public or private land?\***

Public

**State Legislative District #\***

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

41

**King County District #\***

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

6

## ***Narratives, Budget, & Attachments***

**Project Description - Detailed\***

Provide a description of the project that summarizes what you will do, how you will do it, and why you will do it. Describe target audience, outcomes, objectives and general timelines.

This project proposes to create three or four animated videos to educate the public with the goal of changing behavior. Topics are park etiquette (specifically leashing dogs), the value of trees on private and public property, the importance of not feeding wildlife (specifically ducks) in parks, and how to live with coyotes in an urban setting near their habitat. These videos will be short, animated, and humorous. Because they will be short, they can be shown throughout the city's social media platforms, during community center and education center programs, played before outdoor movies, on BellevueTV segments, on the city's YouTube channel, or wherever the city has a good opportunity to educate a mass audience in a fun way.

We will use the grant funding to contract with an animation studio who has experience and a proven track record in producing these kind of short videos for Natural Resource agencies. Bellevue's Nature Parks &

Visitor's Centers group will write the content and basic story boards for the videos. The production company will then create the animations and deliver electronic files that are ready to be used.

Bellevue's Park Rangers are tasked with educating the public of these four issues on a regular basis. These short videos will enable the city to reach a much larger audience in a fun, unique way with the benefit that they can be shared and distributed through social media giving the message a reach far beyond what rangers can do in person.

The audience for these videos is certainly anyone in Bellevue, however these issues are broad and affect most natural resource agencies. These videos could be shared and used to inspire other agencies to create similar projects.

The objectives are to reduce conflict in parks, reduce conflict between humans and our wildlife neighbors, educate the public about the reasons for keeping dogs leashed in parks, and why it is not healthy to feed wildlife in parks. All of these messages are topics that Bellevue Park Rangers deal with on a consistent and regular basis.

General Timeline: Create three options of general storylines for each of the four topics; End of October, 2020. With guidance from animation studio, select stories and get approvals to submit final storyboards to vendor; End of November, 2020. Animation and video production complete by end of April 2021.

## Project Activities and Measurable Results\*

List specific project activities to be completed with KCD grant funds and the associated outcomes or measurable results, and timeline.

City of Bellevue ranger staff have been educating the public about these issues for a long time. Our outreach efforts typically are one-on-one conversations. The activities to be completed with KCD funds would be hiring an animated video production company to produce short videos for us to play in public settings and online to have a much greater reach than we would be able to have in-person.

The intended outcome is to educate the public with the intent to change behavior.

Measurable results would be; 1) reduction in number of off-leash dogs in parks. 2) reduction in number of people feeding ducks in parks. 3) reduction in the number of reports of coyote/human interactions. 4) increased understanding in the value of trees and canopy cover in an urban setting.

Timeline: Contract writing and administrative tasks by November 30, 2020. Content creation by January 31, 2020. Animations created and delivered by April 30, 2021.

## Project Budget and Expenses\*

Fill out and upload separate Application Budget Form also available on the KCD Member Jurisdiction Grant Program website. Budget must be detailed with footnotes, appropriate and reasonable, *meeting state auditor/GAAP guidelines. Please do not use forms from previous applications. Please only upload the form linked above. Thank you!*

Estimate\_41\_2020-10-15.pdf

## Member Jurisdiction Authorization Letter

If you are a nonprofit organization seeking Member Jurisdiction funding, you must upload written authorization from the Member Jurisdiction to apply for funding. This can be in the form of a letter or scanned copy of an email.

## Additional Attachments

Upload any photos or maps of your project here. Only one file will be accepted. Please combine multiple files into one if possible.

## ***Natural Resource Improvement Actions- Criteria Checklist***

Please **only** select "yes" below the action that your project **directly** addresses

### **Direct Improvement of Natural Resource Conditions\***

To improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects (*examples include supporting private property owners with land stewardship, water quality, aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land*)

**Does your project directly address this issue?**

No

### **Education and Outreach\***

To raise awareness, deepen knowledge, and change behaviors of residents, landowners, and other land managers and organizations to practice exemplary stewardship of natural resources (*examples include education about stormwater management; the value of farmland, local farms and food systems, shorelines, salmon habitat, forests and other ecosystems*)

**Does your project directly address this issue?**

Yes

### **Pilot and Demonstration Projects\***

To test and/or improve concepts and/or approaches in natural resource management that can be replicated by others (*examples include low impact development or green infrastructure demonstration projects, development of new best management practices, distribution of local farm products, urban agriculture (e.g. farmers markets and backyard food production to promote or support social economic independence and healthy living); technological innovation for natural resource conservation*)

**Does your project directly address this issue?**

No

### **Capacity Building\***

To enhance the ability of organizations, agencies, residential landowners and other land owners and managers to have knowledge, skills, tools, support systems and technical resources to implement exemplary best management practices and deliver natural resource management actions on the ground (*examples include urban agriculture development, assistance to and inclusion of private property owners, preservation, restoration, and/or expansion of urban and/or rural agricultural lands, rural and urban forest lands, riparian restoration and stewardship on private and public lands*)

**Does your project directly address this issue?**

No

**Project Type\***

Education

Forestry, Urban

## ***KCD Acknowledgement and Signature***

By signing below, the applicant agrees to acknowledge King Conservation District funding by placing the KCD-provided logo on signs, materials, and documents produced as part of the above proposal. In addition, the applicant will notify KCD of public events and activities funded by the KCD.

\*

I have read the above paragraph about acknowledging KCD and I will use the provided logo.

**Authorized Applicant Electronic Signature\***

Please enter your full name to sign and agree to the above.

Dustin Van Nieulande

**Title**

Park Ranger/Environmental Programs Coordinator

**Date\***

09/24/2020



## File Attachment Summary

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### ***Applicant File Uploads***

- Estimate\_41\_2020-10-15.pdf



# ESTIMATE

Animated Video PSAs

**Root House Studio**  
3160 Dover Drive  
Unit A  
Boulder, Colorado 80305  
United States

Mobile: 303.248.6377  
roothousestudio.com

BILL TO  
**City of Bellevue - Parks & Community Services**  
Dustin VanNieulande  
  
DVanNieula@bellevuewa.gov

**Estimate Number:** 41

**Estimate Date:** September 15, 2020

**Expires On:** October 15, 2020

**Grand Total (USD):** \$21,950.00

Service	Quantity	Price	Amount
<b>Admin</b> communication, coordination, billing	5	\$45.00	\$225.00
<b>Creative Services</b> Creative concept, branding, style development, script writing, editing	12	\$85.00	\$1,020.00
<b>Art Direction</b> Direction and project management	5	\$85.00	\$425.00
<b>Illustration</b> Custom character design and illustration	64	\$65.00	\$4,160.00
<b>Animation</b> Animation of 30-45 sec. video	60	\$65.00	\$3,900.00
<b>Animation</b> Animation of 30-45 sec. video	60	\$65.00	\$3,900.00
<b>Animation</b> Animation of 30-45 sec. video	60	\$65.00	\$3,900.00
<b>Animation</b> Animation of 30-45 sec. video	60	\$65.00	\$3,900.00
<b>Sound Design</b> music, sound effects	8	\$65.00	\$520.00
<b>Total:</b>			\$21,950.00
<b>Grand Total (USD):</b>			<b>\$21,950.00</b>



## 2021 Budget - Version 1

				Agriculture & Local Food	Clean Water	Forest Stewardships	Member Jurisdiction	Elections		Engagement	Engineering	LIP	Operations & Board		Total				
Rates and Charges																			
Rates and Charges				\$	1,134,018.69	\$	2,030,587.76	\$	950,716.52	\$	1,295,172.00	\$	315,285.62		\$	7,787,000.00			
Other Revenue Sources																			
Annual Plant Sales		4600			\$	120,000.00									\$	120,000.00			
Earned Interest Income		4000											\$	212,250.00		\$	212,250.00		
Rental Revenue		4810			\$	750.00										\$	750.00		
Total Other Revenue Sources				\$	-	\$	120,750.00	\$	-							\$	333,000.00		
Grant Revenue																			
20 - IM - WSCC		4000			\$	-										\$	-		
21 - IM - WSCC		4000			\$	-										\$	-		
20 - CE - WSCC		4000			\$	-										\$	-		
21 - CE - WSCC		4000			\$	-										\$	-		
20 - NRI/SH/CR - WSCC		4000			\$	-										\$	-		
21 - NRI/SH/CR - WSCC		4000			\$	-										\$	-		
Shore Friendly		4000			\$	75,000.00										\$	75,000.00		
Ag Drainage - Crew Grant		4000		\$	-											\$	-		
Ag Drainage Phase 5 Grant		4000		\$	39,615.31											\$	39,615.31		
Ag Draiage Phase 6 Grant		4000		\$	140,000.00											\$	140,000.00		
Clyzzel Regional Foods		4000		\$	-											\$	-		
AFT Contract for Disc Farms		4000			\$	-										\$	-		
WSCC Livestock Grant		4000			\$	-										\$	-		
WSDA Weed Control Grant		4000			\$	-										\$	-		
SARE Grant		4000			\$	12,500.00										\$	12,500.00		
Russell Family PSCDC Coordinator		4000								\$	18,456.00					\$	18,456.00		
Sound Transit		4000				\$	121,523.00									\$	121,523.00		
Total Grant Revenue				\$	179,615.31	\$	87,500.00	\$	121,523.00	\$	-	\$	18,456.00	\$	-	\$	407,094.31		
Total Revenue				\$	1,313,634.00	\$	2,238,837.76	\$	1,072,239.52	\$	1,295,172.00	\$	315,285.62	\$	-	\$	8,527,094.31		
PROGRAM EXPENSES																			
GL		Amount																	
Advertising																			
Employment/Program/Mtg		7500		\$	-	\$	-	\$	-	\$	5,000.00		\$	8,000.00	\$	-	\$	14,500.00	
Capital Outlay																			
Equipment		8810		\$	-	\$	-	\$	-	\$	-	\$	-	\$	10,500.00		\$	10,500.00	
Computer Equipment		8812		\$	-	\$	-	\$	-	\$	-	\$	-	\$	3,000.00		\$	3,000.00	
Communications																			
E-mail/Internet		6010		\$	-	\$	-	\$	-	\$	1,500.00	\$	-	\$	14,000.00		\$	15,500.00	
Postage		6100		\$	2,000.00	\$	4,900.00	\$	-	\$	-	\$	-	\$	7,200.00		\$	14,400.00	
Printing		6110		\$	-	\$	3,120.00	\$	-	\$	3,500.00		-	\$	5,685.86		\$	17,105.86	
Cell Phone		6600		\$	-	\$	-	\$	-	\$	-	\$	-	\$	25,000.00		\$	25,000.00	
Shipping		8000		\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,000.00		\$	1,000.00	
Contracted & Professional Services																			
Legal		7805		\$	-	\$	-	\$	-	\$	10,000.00		\$	-	\$	41,000.00		\$	51,000.00
Educational Services		7810		\$	-	\$	11,000.00	\$	56,000.00	\$	-		\$	-	\$	-		\$	67,000.00
Election		7815		\$	-	\$	-	\$	-	\$	190,000.00		\$	-	\$	-		\$	190,000.00
Engineering		7820		\$	-	\$	35,355.20	\$	-	\$	-		\$	-	\$	-		\$	47,355.20
Planning Services		7821		\$	-	\$	-	\$	-	\$	-		\$	-	\$	-		\$	-
Work Crews		7822		\$	94,300.00	\$	375,000.00	\$	94,300.00	\$	-		\$	-	\$	-		\$	563,600.00
Temporary Labor		7824		\$	100,000.00	\$	2,000.00	\$	-	\$	-		\$	20,000.00	\$	5,000.00		\$	127,000.00
Accounting		7825		\$	-	\$	-	\$	-	\$	-		\$	-	\$	25,000.00		\$	25,000.00
Human Resources		7826		\$	-	\$	-	\$	-	\$	-		\$	-	\$	140,000.00		\$	140,000.00
Information Technology		7827		\$	-	\$	1,000.00	\$	-	\$	-		\$	-	\$	100,000.00		\$	101,000.00
Management		7828		\$	-	\$	-	\$	-	\$	-		\$	18,456.00	\$	-		\$	18,456.00
Promotions & Public Relations		7834		\$	-	\$	-	\$	-	\$	-		\$	-	\$	-		\$	-
Program Marketing		7840		\$	-	\$	250.00	\$	-	\$	-		\$	-	\$	-		\$	250.00
Web and Graphic Design		7841		\$	-	\$	-	\$	-	\$	-		\$	-	\$	-		\$	-
Intern		7845		\$	-	\$	-	\$	-	\$	-		\$	-	\$	-		\$	-
Other		7850		\$	-	\$	3,400.00	\$	-	\$	-		\$	-	\$	8,500.00		\$	11,900.00
Grants																			
Grants - Food Grant Awards		9992		\$	900,000.00	\$	-	\$	-	\$	-		\$	-	\$	-		\$	900,000.00
Cost Share- WSCC		9993		\$	-	\$	-	\$	-	\$	-		\$	-	\$	-		\$	-
Cost Share - KCD		9994		\$	-	\$	385,000.00	\$	353,100.00	\$	-		\$	-	\$	-		\$	738,100.00
Grants - WRIA/MJ Funds		9998		\$	-	\$	-	\$	1,140,000.00	\$	-		\$	-	\$	-		\$	1,140,000.00
Insurance																			
Insurance- P & C		6720		\$	-	\$	-	\$	-	\$	-		\$	-	\$	46,500.00		\$	46,500.00
Other Fees																			
Dues/ Memberships (incl. WACD)		6800		\$	-	\$	250.00	\$	200.00	\$	-		\$	-	\$	500.00		\$	9,050.00
Permits and Fees		6805		\$	-	\$	3,375.00	\$	-	\$	-		\$	-	\$	10,000.00		\$	25,585.00
Payroll Service Fees		7860											\$	-	\$	2,500.00		\$	2,500.00
Soil Testing		6910		\$	25,000.00	\$	-	\$	-	\$	-		\$	-	\$	-		\$	25,000.00
Bank Fees		8200		\$	-	\$	-	\$	-	\$	-		\$	-	\$	3,000.00		\$	3,000.00
Sponsorship/ Awards		8300					600.00		-		6,000.00					-		\$	6,600.00
Other		8600		\$	-	\$	-	\$	-	\$	-		\$	-	\$	-		\$	-



2021 Budget - Version 1

		Agriculture & Local Food	Clean Water	Forest Stewardships	Member Jurisdiction	Elections		Engagement	Engineering	LIP	Operations & Board		Total
Payroll Expense													
Salaries - Program	5000	\$ 181,584.00	\$ 1,231,647.56	\$ 546,104.52	\$ 146,172.00	\$ 28,085.62		\$ 345,577.44	\$ 136,344.00	\$ 81,494.40	\$ 430,320.38		\$ 3,127,329.92
Staff Overtime Costs	5010	\$ -	\$ -	\$ -	\$ -	\$ 3,700.00		\$ -	\$ -	\$ -	\$ 17,368.00		\$ 21,068.00
Cost of Labor Adjustment	5090	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 178,754.33		\$ 178,754.33
Rentals													
Office Rent	6000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 404,000.00		\$ 404,000.00
Equipment/Storage	7010	\$ -	\$ 9,000.00	\$ -	\$ -	\$ 75,000.00		\$ -	\$ -	\$ -	\$ 65,000.00		\$ 149,000.00
Meeting Facilities	7020	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 5,000.00		\$ 15,000.00
Property Taxes	7301										\$ 120.00		\$ 120.00
Repairs													
Equipment	7100	\$ -	\$ 6,500.00	\$ -	\$ -	\$ -		\$ -	\$ 400.00	\$ -	\$ 5,000.00		\$ 11,900.00
Supplies													
Field Supplies	6410	\$ 10,000.00	\$ 151,310.00	\$ 200.00	\$ -	\$ -		\$ 3,500.00	\$ 700.00	\$ -	\$ -		\$ 165,710.00
Office Supplies: General	6420	\$ -	\$ 1,650.00	\$ -	\$ -	\$ -		\$ 500.00	\$ -	\$ 500.00	\$ 26,000.00		\$ 28,650.00
Publications/ Subscriptions	6730	\$ -	\$ 480.00	\$ 200.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ 680.00
Office Supplies: Software	8820	\$ -	\$ -	\$ -	\$ 7,900.00	\$ -		\$ -	\$ -	\$ -	\$ 10,500.00		\$ 18,400.00
Training Fees													
Staff	7600	\$ -	\$ 200.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 9,250.00		\$ 9,450.00
Board	7600	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 11,075.00		\$ 11,075.00
Travel													
Ground Transport	7703	\$ -	\$ 1,200.00	\$ 400.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ 1,600.00
Meals	7705	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 1,200.00		\$ 2,200.00
Mileage & Ground Transportation	7706	\$ 750.00	\$ 600.00	\$ 325.00	\$ 500.00	\$ -		\$ 920.00	\$ 500.00	\$ 250.00	\$ 500.00		\$ 4,345.00
Lodging	7706	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,500.00	\$ -	\$ -	\$ -		\$ 1,500.00
Other	7709	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Vehicles													
Insurance	6710	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Fuel	7400	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 15,000.00		\$ 15,000.00
TOTAL													
		\$ 1,313,634.00	\$ 2,238,837.76	\$ 1,072,239.52	\$ 1,295,172.00	\$ 315,285.62		\$ 410,453.44	\$ 160,444.00	\$ 82,244.40	\$ 1,638,783.57		\$ 8,527,094.31

		Agriculture & Local Food	Clean Water	Forest Stewardships	Member Jurisdiction	Elections	Total
Total Overhead Spread							
Total	Total Cost						



## **Democracy Live and KCD Statement of Work Proposal**

### ♦ **Scope of Services to be provided by the Contractor- Democracy Live**

#### **I. OmniBallot Online**

- o Democracy Live will provide and deploy a customized secure online balloting platform (OmniBallot Online) for the King Conservation District 2021 election which is scheduled for March 30, 2021.
- o OmniBallot Online consists of a secure ballot marking and return system that enables a voter to access, mark and return an on screen representation of the appropriate ballot style and return materials. The voter marks, reviews, and prints their selections to be submitted online or printed and placed in a the mail.
- o Democracy Live will also provide an optional fully accessible, interactive online voter guide for the election.
- o The parties understand the signature pad feature in OmniBallot is not compatible with screen readers, due to the Apple and Android devices conflicting with the signature pad.
- o Languages:
  - English

#### **II. 2021 Tentative Election Schedule**

- o 1/30/2021 DL receive required data files for KCD Election Setup
- o 2/20/2021 DL import ballot, build files, setup-admin sites
- o 2/21/2021 KCD proof ballot site and content
- o 2/22/2021 DL receives notification of any required changes
- o 3/10/2021 DL turns the KCD system Live
- o 3/30/2019 KCD Election Day

*\*Scope of services, billing rates and election calendar are pending final approval of KCD third party vendor (King County Elections).*

#### **III. Configuration and support**

##### **o Data Preparation**

Democracy Live will provide support to KCD in the preparation and review of the required data files for system configuration. Democracy Live will work with KCD's third party vendor to ensure receipt of the required data files and formats.

##### **o System Configuration**

- Democracy Live will configure all contracted services utilizing Customer data in accordance with established timelines.
- Democracy Live will provide QA testing links that will enable the Customer to review/approve all work before the

system is activated and made available to voters.

- QA Testing includes:
- Quick Review- A list of each ballot style in an election, its ballot content and all associated
- Voter QA Testing- A review of the end-to-end voter experience to review workflow and confirm delivery of correct ballot content.
- Democracy Live will activate contracted services upon completion of review and written approval of content by Customer

◆ **Scope of Services to be provided by King County Elections (under separate contract)**

- o Process incoming candidate petitions and validate signatures
- o Develop ballot in collaboration with Democracy Live
- o Receive ballots - online, at drop boxes, and through mail
- o Verify signatures by comparing to voter records
- o Tabulate ballots
- o Reconcile and track ballots
- o Manage observers
- o Produce results

◆ **Scope of Services to be provided by the King Conservation District**

- o KCD will provide Contest and Candidate Information to KCD contracted third party vendor
- o KCD will manage Election Calendar Tasks and Dates per the below schedule:

**KCD Election Calendar**

- 1/30/2021 Ballot files provided to DL
- 2/21/2021 Review and proof system
- 3/10/2021 Voting site opens
- 3/30/2021 KCD Election Day
- o KCD will review and approve Ballot Data in the OmniBallot system.
- o KCD will provide DL with go live approval

◆ **Billing / Rate Information.**

**2021 Democracy Live Election Fee: \$84,950 to be invoiced January 1, 2021.**

- o *Includes, election setup, configuration, support, and license fee.*

## **Ballot Access**

KCE can support either:

- **mobile voting:** access, sign and vote all online (like the February 2020 election, without the national media approach 🗳️)
- **online:** access, print, sign and return by mail or drop box

## **Date**

KCE can support a March 2021 Special Election for KCD

## **Ballot Return Method**

KCE recommends:

- Electronic/Online – highest return method in 2020
- Mail
- Ballot Drop Boxes - can be made available, but only 255 ballots were returned through this method in your election earlier this year and the cost is \$150,000

## **Ballot Development & Processing**

KCE can:

- Build the ballot
- Upload voter files to DemocracyLive
- Access/Receive ballots
- Complete signature verification on returned ballots
- Tabulate ballots
- Produce results

## **Election Management**

- The King Conservation District (KCD) will be solely responsible for all aspects of election management including: RCW compliance, building/owning/managing an election calendar, candidate filing, communications/notifications, replacement ballots, media relations, voter customer service, web, etc.
- We will simply not have the capacity to spend time on this election until after the Presidential Election is certified on November 24.
- Our bandwidth (while running and managing elections for 191+ jurisdictions) is limited to the tasks identified above, we will not be able to provide the same level of daily/weekly support and resources as we provided for the election earlier this year.
- Please note King County Elections branding and logo cannot be used without explicit approval by me, so I respectfully ask that you please remove and refrain from using KCE branding and logo on all materials including KCD's website.

## **Costs**

- The total cost of the election would depend on the options above, but with a similar approach and turnout, the ballot build, data upload and ballot

processing costs should be substantially similar to earlier this year, approximately \$20,000 - \$30,000.

- Total ballot drop boxes cost would be an additional ~\$150,000 to open, operate 73 boxes.

### **Next Steps**

- KCD and KCE meet in the next week or two
- KCD determine 2021 election approach
- Once approach is determined KCD must provide KCE with a detailed schedule/calendar so that KCE can make the appropriate plans (i.e. when we would receive candidates' names, ballots available, certification, etc.)

Best Regards,

**Julie Wise**

Director

King County Elections

206-477-4140



[kingcounty.gov/elections](https://kingcounty.gov/elections)



**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: October 12, 2020**

**ACTION ITEM:**       **20-076**

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

The purpose of this agenda item is seek Board approval for planned revisions to the 2020 Regional Food System Program Competitive Grants so that staff can announce the program with the attached Request for Proposals and Application.

**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**  
**Agenda Action Briefing/Report**  
**Meeting Date: October 12, 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).

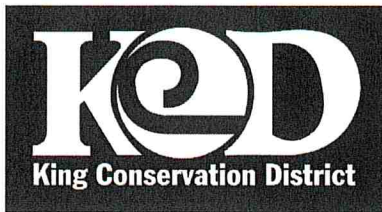
The Request for Proposals and grant application are in this meeting packet.

**RECOMMENDATION**

Staff recommend that the Board approve the program changes and the associated RFP and grant application so that we can advertise the grant opportunity.

**MOTION**

\_\_\_\_ Moved, \_\_\_\_ Seconded; Motion to approve 2020 Regional Food System Grant Competitive Grant Request for Proposals.



**2020**  
**Regional Food System Program**  
**Request for Proposals and Instructions**

King Conservation District (KCD) is pleased to announce a competitive solicitation process to award Regional Food System Program Grant funds for projects that support the economic and environmental sustainability of working agricultural lands in King County.

Release Date:                     

Proposals Due:                      by 4pm PST

No late submissions will be accepted.

All grant documents are available on the [Regional Food System Grant](#) web page.

King Conservation District  
Regional Food System Program  
800 SW 39<sup>th</sup> Street, Suite 150  
Renton, WA 98057  
425-282-1958 (O)  
425-529-4801 (C)  
[mary.embleton@kingcd.org](mailto:mary.embleton@kingcd.org)



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## KEY INFORMATION

Proposals will be due on [REDACTED] by 4pm PST to [mary.embleton@kingcd.org](mailto:mary.embleton@kingcd.org). No late submissions will be accepted. Submit your application as an MS Word document on the form provided. The maximum award will be \$20,000. There is a 25% limit for overhead expenses. Match is required. Recipients will be announced [REDACTED], 2020. The period of performance for the 2020 awards is for one year starting January 1, 2021.

## PURPOSE

As part of the KCD Regional Food System Program, the King Conservation District initiated a grant fund in 2015 to support projects that strengthen our local food economy. Our goals are to bridge the gap between producers and consumers, and to serve as a catalyst in making local food production both environmentally and economically sustainable.

The KCD Regional Food System Grant Program is based on goals and strategies of the King County Local Food Initiative and outreach with a diversity of regional food system participants. The program funds food system-related projects with demonstrated public benefit and a link to improving working agricultural lands in King County. The program is designed to support projects that contribute to the economic viability of local farmers, encourage new farmers, expand acreage in food production, improve food access, and increase demand for and sales of King County farm products. Proposed projects must align with the strategies of the [Local Food Initiative](#).

### Past Grant Recipients

Year	Number of Grant Awards	Total Grant Funding
2015	9	\$663,878
2016	11	\$751,298
2017	9	\$607,406
2018	11	\$755,630
2019	9	\$600,000

Project information can be found [here](#).

### 2020 Regional Food System Grants

This year the grant program will place greater emphasis on projects that meet identified funding priorities found on page 10, and can demonstrate clear, measurable outcomes that will strengthen our region's food economy and resiliency.

## **SCHEDULE (subject to change)**

Step 1 Proposal	Request for Proposals Released	
	Grant Orientation Workshop	
	Proposals Due	
	Review by Advisory Committee Working Group, Advisory Committee	
Step 2	Board of Supervisors	
Step 3 Grant Award	Announce Awards	

## **FUNDING AND DURATION**

2020 ILA Work Plan funding for the Regional Food System Program includes \$300,000 for competitive grants. Competitive grant requests cannot exceed \$20,000. The KCD Board of Supervisors reserves the right to adjust the amount of the award. The maximum grant period for each award is one (1) year. Projects can start once final awards have been announced, but awardees cannot seek reimbursement for expenses until agreements have been finalized and signed by all parties. Typically, projects will start January 1, 2021 and end no later than December 31, 2021.

## **ELIGIBILITY REQUIREMENTS**

Individual farmers, producer networks, marketing cooperatives, farmers markets, businesses, schools, special districts, nonprofit organizations, tribes, and jurisdictions within the KCD service area are eligible to apply. Applicants do not have to be located in the service area in order to be eligible. However, the project must be located in the service area.

**Public benefit:** Projects must benefit more than one producer or organization. The Regional Food System Program will not award grant funds for projects that provide a profit to a single organization, institution, or individual.

**Service area:** The KCD service area includes 34 cities and all of unincorporated King County. The cities of Enumclaw, Federal Way, Skykomish, Milton, and Pacific are not part of the Service area.

**Overhead:** Indirect overhead expenses are costs incurred for a common or joint purpose benefiting more than one cost objective that cannot be identified specifically with a particular project, program, or organizational activity. Examples include rent, internet, IT services, telephone, general office supplies, and insurance. Overhead expenses are allowed as the lower of two options: an itemization of office expenses directly related to the grant-funded portion of the project, or 25% of salaries plus benefits associated with the grant-funded portion of the project. Costs associated with lobbying and fundraising activities are not

allowed. They will be deducted as a factor of this percentage based on information in the most recent federal tax filing.

Match: Matching funds are required (cash, in-kind, or both). Cash match is not required. There is no minimum matching amount. Documentation of any matching funds is required.

Ongoing Projects/Sustainable Funding: If the project is a continuation of a previously funded project and is of an ongoing nature, a plan for sustainable funding will be required. Regional Food System Program grant funds are not intended to support projects indefinitely.

Partners: Partnerships are strongly encouraged. In the absence of partnerships, applicants must demonstrate the project's relationship to existing producer or consumer networks such as food hubs. Applicants are encouraged to actively network prior to submitting their proposal.

Local Food Initiative strategies and Funding Priorities: Projects must address the strategies, but not necessarily the recommended action items, of the King County Local Food Initiative described in Appendix A and B of the [King County Local Food Initiative](#). (See **2020 Additional Guidance** for a list of LFI strategies eligible for funding under the Regional Food System Grant). Additional points will be given to projects that address KCD 2020 Funding Priorities.

Ineligible activities: No grant funds may be used to support the following activities:

- Land and easement purchases, property leases
- Easing barriers that the applicant can remove or modify as a matter of changing its own policies
- Ongoing program activities (There should be no expectation of continued funding support for projects previously awarded funding from the Regional Food System Program)
- Lobbying
- Fundraising activities
- Work that KCD could perform directly or contractually as part of its scheduled work

Disqualification: The King Conservation District reserves the right to reject any Proposal for the following reasons:

- Late submittal
- Nonconforming Proposal format or combined answers exceed four (4) pages (2 double-sided pages)
- Missing answers or information
- Non-qualifying applicant or project
- Misrepresentation of facts
- Significant flaws such as unpermitted activity or that the project cannot be carried out in 2021.

## **GENERAL REQUIREMENTS**

Grant Management: Award Recipients will sign a Grant Agreement with KCD and must follow all applicable state rules and regulations, including those for insurance coverage, and accounting procedures. In addition, recipients will submit detailed performance reports semi-annually, and at project completion; must keep thorough records; and closely monitor the project against expected outcomes.

Reimbursement of Grant Funds: Grant funds will be paid to recipients for approved expenditures on a reimbursement basis. Grant recipients must have the ability to pay project costs up-front, and may not request reimbursement more frequently than monthly.

## **Proposal Selection Process**

At least two levels of review will be conducted during the Proposal evaluation process:

- An **administrative eligibility review** by KCD staff to determine if the applicant was responsive to the requirements of the Request for Proposals, and to assess risk factors such as poor grant performance, unclear scope of work or outcomes, budget questions, and/or other technical issues raised in the initial review. Please note: applicants with an existing Regional Food System Program grant project who are not consistently meeting the requirements of their current grant may be excluded from review.
- An **external review** to evaluate the merits of each proposal using the criteria set forth in the section below – Proposal Scoring Criteria. Individuals with expertise in food systems and priority funding areas will perform the external review. Depending on the nature of the proposal, KCD may also seek additional technical reviewers. As a proposal applicant, you will choose which Funding Priority your project best fits.
- Proposal scores and comments will be incorporated into a final ranking of projects. Applicants will have the opportunity to receive evaluation feedback about their proposal.

## Proposal Scoring Criteria

The following are the guidelines and criteria that will be used when scoring all applications.

### 1. PROJECT PURPOSE (25 Points)

- Describe the specific issue, challenge or need that the project will address.
- Include the Local Food Initiative (LFI) strategy or strategies that the project addresses (limit to **at least one but no more than 3** strategies). Note that not all strategies are eligible for funding. Please see the **2020 Additional Guidance** section on The Local Food Initiative.
- Describe how the project is important and timely.
- Include overall goals and objectives.

*Scoring Criteria: The problem or challenge is clearly defined and directly relates to an identified Local Food Initiative Strategy; the project is demonstrated to be important and timely; and the solution logically and demonstrably addresses the problem as well as helps fulfill the project's stated goals and objectives.*

### 2. PRELIMINARY WORK PLAN (25 Points)

- Identify the major tasks of the project.
- Include the activities necessary to accomplish each task of your project and who will do the work. If contractors will be used or food system stakeholders will be involved (e.g. producer or consumer networks), be sure to specify those roles and responsibilities.
- Describe the outputs and outcomes of each task and be sure to include outreach and performance measurement activities. For examples, see **2020 Additional Guidance**.
- Identify the timeline for each task (by month and year).

*Scoring Criteria: Scoring will be based on the clarity of the work plan, the relevance of the specific project activities to the project purpose, and how well the plan demonstrates and describes external support for the project. The timeline, resources, and activities appear adequate to obtain the expected outcomes and deliverables. **Include in the scope of work how you plan to acknowledge King Conservation District as a funding source for your project.** This acknowledgement can be described further in the outreach and education activities you identify in the Information Sharing section below.*

### 3. EXPECTED OUTCOMES AND MEASURABLE RESULTS (10 Points)

- What are the measures of success of your project and how will you measure them? For examples, see **2020 Additional Guidance**.
- **Outcomes must be specific and measurable.** Specifically, new acres in production, dollars of new farm product sales, number of new farmers or new farm businesses. Others are allowed.

- Describe the beneficiaries of the project and how many will be impacted.

*Scoring Criteria: The proposal identifies and quantifies the potential impacts; demonstrates that the method used to evaluate project performance is the right tool; describes how the project will impact beneficiaries and how many it will impact; and the outcomes appear achievable.*

#### **4. HOW WILL YOU SHARE INFORMATION ABOUT YOUR PROJECT? (5 points)**

- Identify what kind of information you plan to share, and how you plan to share it (this could include, for example, peer-to-peer learning opportunities, print, social media, podcasts, web).
- If you are targeting a specific audience, name the audience and corresponding outreach efforts.
- Be sure to focus on information sharing across your own network as well as to broader, regional stakeholders.

*Scoring Criteria: Scoring will be based on how well the project outlines a plan to disseminate project results through peer-to-peer learning and/or inform a wider audience about it. In either case, the applicant has selected a broad audience or has focused on a smaller audience but with more concentrated impact. Applicant has identified how KCD as a funding source will be acknowledged for the outreach and educational items identified.*

#### **5. HOW DOES YOUR PROJECT ADDRESS AT LEAST ONE OF THE EQUITY AND ENVIRONMENT GOALS (15 Points)**

Identify at least one of the Equity and Environment Goals that will be addressed by your project:

- Healthy Environments for All;
- Jobs, Local Economies, and Youth Pathways; and/or
- Environmental Narrative and Community Leadership.

See more details [here](#).

*Scoring Criteria: Scoring will be based on the project's ability to increase awareness of the issues, and identify opportunities for and encourage collaboration across stakeholder groups.*

#### **6. BUDGET (20 Points)**

The budget includes two parts, the budget table and the budget narrative.

- Provide sufficient detail about budget categories to demonstrate that costs are reasonable and adequate for the proposed work.
- Describe the purpose of expenses paid by this grant (and other cash sources) and how you estimated them (the assumptions on which an expense is based). For example, total travel costs could be the number of miles traveled times the mileage rate for each trip included in the budget.



- Identify the in-kind and cash match contributions by you and your partners (identify each separately), for what purpose, and their estimated values.
- If this project has received other funding, describe how that funding is allocated to the proposed activities of this project and if the funding serves as cash match.

*Scoring Criteria: The budget request and match support the proposed project, timeline, and outcomes. The applicant provided enough information to justify cost items in each cost category and provided an understandable basis for each cost.*

## **Funding Priorities and Categories**

In carrying out the Regional Food System Grant Program, KCD aims to increase both local farm productivity and strengthen local food market opportunities through investing in projects that meaningfully contribute to economic viability in the local food system. The Regional Food System Grant Program places a high value on peer-to-peer learning, and how innovations in resource conservation and the regional food economy can have a broader impact both locally and in the Puget Sound region.

Listed below are the 2020 funding priorities. Projects that do not address one of the priorities are still eligible for funding, as long as they meet all other program requirements.

### **2020 Funding Priorities (in no ranking order)**

- Infrastructure
- Consumer Demand
- Land Access
- Food Safety
- Business Management

Please select the **one** category that best fits your project.

### **Infrastructure**

In this funding category, projects will be considered that remove barriers for farmers in food production and improve local food processing, distribution, and marketing infrastructure in King County to increase aggregated food distribution. This could include, for example, produce processing, commercial kitchens and other value-added processing facilities, cold storage, or equipment sharing/loan programs.

### **Consumer Demand**

In this funding category, projects will be considered that create awareness of King County produced foods via marketing and education to consumers, increase technical assistance for selling and sourcing locally, and support emerging markets for selling locally-produced food. This could include, for example, eat local promotions, farmer-buyer trade meetings,



improving access to markets, farmer market promotions, retail readiness and market assistance to schools, restaurants, institutions, and other food retailers, and supporting emerging markets for local farm products.

### **Land Access**

Projects will be considered that address removing barriers for farmers in food production by increasing access to farmland for lease, purchase, or other land tenure models, and farm transition planning as a means of keeping agricultural land in production. This could include models and resources for leasing land, purchasing land, developing/expanding farm incubators, providing services that directly link farmers looking for land with farmland owners, or forums for realtors that focus on agriculturally zoned lands and other rural lands suitable for agriculture.

### **Food Safety**

Projects will be considered that address voluntary and required food safety training, education, and technical assistance for producers and value-added food processors. This could include training, education, technical assistance, and cost share projects for farmers and processors with respect to the requirements of Good Agricultural Practices (GAPs), Good Handling Practices (GHP), Group GAP, Hazard Analysis Critical Control Point (HACCP), and the Food Safety Modernization Act.

### **Business Management**

Projects will be considered that provide education, resources, technical assistance, and/or mentoring to farm owners/operators and people interested in farming with the purpose of helping them meet their business and personal goals. This could include business planning, how to find farmland, finding and managing labor, record keeping, insuring crops and other risk management tools, finding capital, accessing markets, and retirement planning.

## **Equity and Environment Goals**

Regional Food System grant applicants should be prepared to implement their project in line with KCD's partnership with the City of Seattle's Equity and Environment Agenda goals. See more details [here](#). Projects must address at least one of the following:

### **Healthy Environments for All**

Ensure clean, healthy, resilient, and safe environments in the places where communities of color, immigrants, refugees, people with low-incomes, youth, and limited-English proficient individuals live, learn, work, and play. Projects should consider ways to:

- Leverage community assets
- Address cumulative impacts of multiple environmental hazards and racial burdens
- Prepare communities to adapt to climate change
- Utilize environmental solutions to creatively address historic and ongoing inequities in access to and quality of green spaces and fresh, healthy, culturally appropriate food while minimizing displacement

### **Jobs, Local Economies, and Youth Pathways**

Communities of color, immigrants, refugees, people with low-incomes, youth and limited-English proficiency individuals have pathways out of poverty through green careers, including careers related to environmental policy and program development. Project should consider ways to:

- Invest in young workers and create youth education and employment pathways
- Prioritize local hires and small businesses, and create local, living-wage economies
- Develop career skills for youth through engagement activities
- Directly invest in businesses led by the above communities and their employees

### **Environmental Narrative and Community Leadership**

The environmental movement is led by and centered on the stories and experiences of communities of color, immigrants, refugees, people with low incomes, youth, and limited English-proficiency individuals. Project should consider ways to:

- Invest directly in the community, support community leaders, uplift existing culturally appropriate environmental practices, and leverage the creativity of residents to find solutions
- Support the growth of a stronger ecosystem of environmental justice leadership and collaboration between organizations by investing directly in community leaders
- Partner with communities to create and connect stories and culturally relevant environmental experiences into project or policy creation
- Connect to cultural anchors and culturally important places in ways that enhance those places and deliver environmental, social, and economic benefits.

### **Questions and Assistance**

KCD staff are available to provide applicants with an understanding of the grant selection process and requirements; however, to ensure that all applicants receive equal treatment, KCD staff cannot provide assistance with individual proposals. Should you have any questions about the process or requirements, please call Mary Embleton at 425-282-1985 (O) or 425-529-4801 (C), or email [mary.embleton@kingcd.org](mailto:mary.embleton@kingcd.org).

# KING CONSERVATION DISTRICT REGIONAL FOOD SYSTEM GRANT PROGRAM

## 2020 PROPOSAL FORM

Due November \_\_, 2020 by 4 PM PST at [mary.embleton@kingcd.org](mailto:mary.embleton@kingcd.org)

**Instructions:** Complete each section of this form. The submitted form may not exceed four (4) pages (2 double sided pages including cover page). This form must be submitted in a Microsoft Word format (not a PDF) with a **font size no less than 11**. Do not change margins and do not delete question numbers/questions. You may delete instructions. When you save the completed form to submit it, **please use your organization name as the file title** (e.g. IdyleThymeFarm\_2020\_proposal).

<b>PROJECT TITLE:</b>		
<b>BRIEF PROJECT DESCRIPTION (200 Words or less):</b>		
<b>NAME OF APPLICANT ORGANIZATION/BUSINESS:</b>		
<b>CONTACT PERSON:</b>		
<b>PHONE (office):</b>	<b>PHONE (cell):</b>	
<b>E-MAIL:</b>		
<b>ALTERNATE CONTACT:</b>		
<b>PHONE (office):</b>	<b>PHONE (cell):</b>	
<b>E-MAIL:</b>		
<b>ORGANIZATION ADDRESS:</b>		
<b>WEBSITE:</b>		
<b>FUNDING PRIORITY (check only one):</b>		
<input type="checkbox"/> Consumer Demand <input type="checkbox"/> Land Access <input type="checkbox"/> Food Safety		<input type="checkbox"/> Infrastructure <input type="checkbox"/> Business Management
<b>GRANT REQUEST: \$</b>	<b>CASH AND IN-KIND MATCH: \$</b>	<b>TOTAL PROJECT COST: \$</b>

## NARRATIVE QUESTIONS

### QUESTION 1: PROJECT PURPOSE (25 points)

Describe the problem or challenge you are seeking to overcome and your solution. Be sure to refer to the Local Food Initiative strategy or strategies in answering this question (limit to **at least one but no more than 3** strategies). Describe how the project is important and timely. Include overall goals and objectives.

### QUESTION 2: PRELIMINARY WORK PLAN (25 points)

Describe your project. How will it work, what will it do, and who will do it? Identify the activities necessary to accomplish your project. Do you have a location and timeline in mind? Be sure to include outreach and performance measurement activities.

### QUESTION 3: EXPECTED OUTCOMES AND MEASURABLE RESULTS (10 points)

What are the measures of success of your project and how will you measure them? For example, new acres in production, dollars of new farm product sales, number of new farmers or farm businesses. Describe the beneficiaries of the project and how many will be impacted.

### QUESTION 4: HOW WILL YOU SHARE INFORMATION ABOUT YOUR PROJECT? (5 points)

What kind of information do you plan to share, how do you plan to share it (e.g. print materials, social media, podcasts, radio, workshops/conferences, etc.), and what audiences, if any, are you targeting? Be sure to include information sharing across your network as well as to a broader regional audience.

### QUESTION 5: HOW DOES YOUR PROJECT ADDRESS AT LEAST ONE OF THE EQUITY AND ENVIRONMENT GOALS? (15 points)

Identify at least one of the Equity and Environment Goals that will be addressed by your project: Healthy Environments for All; Jobs, Local Economies, and Youth Pathways; and/or Environmental Narrative and Community Leadership. See more details [here](#).

### QUESTION 6: BUDGET (20 points)

List the grant funds that you are requesting for each budget category. For in-kind and/or cash match, describe their planned use in the space below. Briefly explain the budget items and costs and how you estimated them. All requested items should correlate to the purpose and goals of the project.

Grant Request	Year 1	Year 2	Total Grant Request
Staffing			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Overhead/Admin			
Total Grant Request			

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: October 12, 2020**

**ACTION ITEM:**           20-077

**SUBJECT: Regional Food System Program- Farmland Access Initiative-  
Approval of winning proposal**

The Farmland Access Initiative is one of the four identified in KCD's current ILA as a core part of the Regional Food System Program. In September, the Board approved advertising a Request for Proposals (RFP) to hire a firm or team to lead this work.

The RFP submittal deadline is October 8<sup>th</sup>. Staff will review, rank and recommend the top candidate based on the specified ranking criteria. This staff recommendation will be sent to Board members in advance of the October 12<sup>th</sup> meeting so that the Board can review and take action.

**FISCAL IMPACT**

This project is one of the four strategic initiative projects that are planned and budgeted for in the KCD-KC Inter Local Agreement (ILA) within the Regional Food System Program. Total funding for the four project areas is budgeted in the ILA at \$600,000 per year for the term of the ILA. This project is budgeted at \$150,000 this year, with the option for renewal each year.

**STAKEHOLDER INTERESTS**

- Staff and board members of the King Conservation District
- Regional Food System Stakeholders
  - *This includes active partnership with International Rescue Committee and VIVA farms to help the scope include voices of farmers of color.*
- King County Local Food Initiative and Kitchen Cabinet

**BACKGROUND**

In 2015, the King Conservation District established the Regional Food System Program based on the King County Kitchen Cabinet and the 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 Local Food Initiative.



**King Conservation District Board of Supervisors Meeting**  
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**Regional Food System Program Overview**

Major gaps in our region's food system were identified by the King County Kitchen Cabinet in 2014 in their Local Food Initiative. 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.

King Conservation District'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 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 and other grass-roots tools for improving the food system.

In 2019, KCD sought extensive stakeholder input from regional food system stakeholders, the King County Local Food Initiative team, and farmers across the region. This input was distilled, vetted, and ultimately incorporated in KCD's current five year Inter Local Agreement. The Regional Food System Program described in the ILA identifies four primary areas for Strategic Initiative investments over the next 5 years:

- **Working Farmland Access** - connecting future farmers to land.
- **Farmer Technical Assistance Coordination** - such as agronomic, business planning, conservation, education coordination, food safety.
- **Consumer Demand** - such as institutional purchasing, direct market support, buy local campaign.
- **Infrastructure Support** - including shared processing, packing, storage, refrigeration, as well as access to loans for farm structures and equipment, and associated assessments for regional infrastructure needs.

Project Focus

This Project Scope and Budget is focused on the Working Farmland Access Strategic Initiative area.

Since 2018, the King Conservation District has been investing in coordinated efforts focused on help farmers better access farmland. Work includes maintaining formal coordinate between agencies and non-profits, helping landowners ready underutilized farmland for production, supporting new and



**King Conservation District Board of Supervisors Meeting**  
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beginning farmers in their unique journeys to establish/expand successful farm businesses, and facilitating lasting land matches. This work requires partners to work closely with participants to understand unique barriers to advancing goals and making matches. They assemble project teams offering tailored technical assistance, training, and access to cost-sharing resources to support participants and move matches forward.

KCD Funding the work in 2018-2020 through Regional Food System competitive grant awards.

In 2020, the District staff partnered with current Farmland Access partners to develop a multiyear strategic plan for getting results towards the regional farmland access goals. This work resulted in a work plan that was used to build out the scope of work and budget in the RFP (<https://kingcd.org/2020/09/15/2020-kcd-farmland-access-project-request-for-proposals/>). The RFP deadline was October 8<sup>th</sup>. Staff have since ranked submittals and are bringing forward the highest ranked proposal for board approval.

The ultimate goal of this work is to facilitate matches to bring more land into production and to increase the number of farmers farming in King County. The current work includes focus on developing a replicable, alternative land tenure model, and a new framework for succession planning.

**EFFECTIVE DATE:** \_\_\_\_\_, 2020

**RECOMMENDATION**

Staff recommend that the Board accept \_\_\_\_\_ as the winning proposal for the Farmland Access project and direct staff to enter into contracting with this firm.

**MOTION**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Motion to accept \_\_\_\_\_ as the winning proposal and direct KCD Staff to enter into contracting with them for the Farmland Access project.

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: October 12, 2020**

**ACTION ITEM:           20-078**

**SUBJECT: KCD Agricultural Drainage Program- sign expanded grant funding addendum**

KCD has received notice of expanded grant funding for agricultural drainage work in 2021. At the September 14 Board meeting, staff briefed the Board on this grant opportunity and was directed to develop the attached addendum agreement for the additional funding.

To accept this funding, KCD Board needs to approve the chair to sign this addendum.

**FISCAL IMPACT**

This grant amendment would bring an additional \$140,000 to KCD to use for agricultural drainage projects for the 2021 season.

**STAKEHOLDER INTERESTS**

- King County farmers needing drainage assistance
- King County Agricultural Drainage Assistance Program
- Snoqualmie Valley Watershed Improvement District
- King County Local Food Initiative and Kitchen Cabinet

**BACKGROUND**

In 2019, KCD applied for approximately \$280,000 in agricultural drainage project funding from the Flood Control District. We were awarded ½ of the requested amount (approximately \$140,000). With the lower funding level, we recognized that we would need to reduce the deliverables in the scope of work.

Once the County approved the KCD's ILA, it included continued funding for the staffing component of the work, so the KCD and the Flood Control District revised the reduced grant scope agreement to cover agricultural drainage maintenance project costs for 2020, and to rely on KCD's Rate and Charge funding for staff project management funding.

**King Conservation District Board of Supervisors Meeting**  
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Since that time, KCD has put a hiring freeze in place. For the 2020 season, KCD has contracted with outside entities to manage the planned projects that are being completed with the FCD grant award.

In late August, KCD was formally awarded an additional \$140,000 from the Flood Control District to use for agricultural drainage projects, restoring the full level of funding requested in last year's grant application.

At the September 14th Board meeting, staff were directed to rehire for the open Agricultural Drainage Coordinator position and to work with the FCD to accept the additional funding. This Board action is the follow up to approve the grant contract.

**RECOMMENDATION**

Board vote to direct chair to sign the addendum to receive the additional \$141,799 from the Flood Control District to implement agricultural drainage projects.

## AMENDMENT TO GRANT AWARD

<b>Project Name:</b>	KCD Agricultural Drainage Project – Phase 6		
<b>Recipient:</b>	King Conservation District	<b>Agreement No.:</b>	4.19.13
<b>Address:</b>	800 SW 39th St, Suite 150	<b>Amendment Date:</b>	8/26/2020
	Renton, WA 98057	<b>Amendment No.:</b>	1

### AMENDMENT REQUESTED BY:

### AMENDMENT WRITTEN BY:

<b>Name:</b>	Josh Monaghan	<b>Name:</b>	Kim Harper
<b>Title:</b>	KCD Director of Stewardship Programs	<b>Title:</b>	KC WLRD Grant Administrator

### AMENDMENT EFFECTS:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Change of Scope                   | <input checked="" type="checkbox"/> Compensation |
| <input checked="" type="checkbox"/> Distribution of Funds Among Tasks | <input type="checkbox"/> Terms and Conditions    |
| <input checked="" type="checkbox"/> Time of Performance               | <input type="checkbox"/> Results of Services     |

**BACKGROUND:** On November 6, 2019, the King County Flood Control District (FCD) passed Resolution FCD2019-13.2 to create their 2020 annual budget. This resolution added money to the Flood Reduction Grant fund for the purpose of holding a supplemental grant round in early 2020. The FCD allotted \$2.6 million for what became known as the 2019 Supplemental Flood Reduction Grant Opportunity. This opportunity was opened on January 22<sup>nd</sup> and closed February 4<sup>th</sup> of 2020. This supplemental opportunity was open to new applicants and to recipients who received partial awards under the annual round for the 2019 Flood Reduction Grant process. Applicants who applied in 2019 and did not receive awards were not eligible to apply again for the same projects. The FCD approved the grants from this supplemental round on June 24, 2020 under Resolution FCD2020-11.2. A total of 14 grant awards were authorized under this supplemental process, including the subject of this amendment.

**SUMMARY OF CHANGES:** The amendment adds \$141,799 to the existing grant, for a new total grant amount of \$281,799. In addition to the grant amount, changes include: citation of authorizing resolutions, project description in Exhibit A, expansion of tasks in the Scope of Work table (Exhibit B), schedule for deliverables (Exhibit B), end date of the agreement, and the budget breakdown by line item in the Budget Table (Exhibit C).

### CHANGE #1: Introductory Paragraph of Grant Agreement

Change last sentence of paragraph to read: This Agreement shall be in effect from the date of execution to **December 31, 2022**.

**Change #2: Paragraph 1.3 of Grant Agreement**

Change sentence to read: Whereas, on November 12, 2013, the District's Board of Supervisors passed Resolution FCD2013-14.3 which established a Flood Reduction Grant Program and criteria for awarding grant funding for projects, and on November 5, 2018, the Board passed Resolution FCD2018-09.2, which authorized an allocation of \$3,166,261 from the District's 2019 budget to fund flood reduction projects, and on November 6, 2019, the Board passed Resolution FCD2019-13.2, which authorized an additional allocation of \$2,600,000 from the District's 2020 budget to fund flood reduction projects; and

**CHANGE #3: Paragraph 1.4 of Grant Agreement**

Change sentence to read: Whereas, on September 18, 2019 the District's Board of Supervisors passed Resolution FCD2019-11.1, which approved the flood reduction projects described in Attachment A to that Resolution; and on June 24, 2020 the District's Board of Supervisors passed Resolution FCD2020-11.2, which approved additional funds for the projects described in Attachment A to that Resolution; and

**CHANGE #4: Paragraph 1.7**

Change sentence to read: Whereas the District's Board of Supervisors approved funding of the project ("Project"), as described in Attachment A to Resolution FCD2019-11.1 in the amount of \$140,000, and approved additional funding of the project, as described in Attachment A to Resolution FCD2020-11.2 in the amount of \$141,799 ("Award"), for a total award amount of \$281,799; and

**CHANGE #5: Paragraph 1.9**

Change sentence to read: Whereas, King County and the Recipient desire to enter into this Agreement for the purpose of establishing the terms and conditions under which King County will provide funding from the District in accordance with Resolution FCD2019-11.1 and Resolution FCD2020-11.2, and the Grant Policies and Procedures, and under which the Recipient will implement the Project.

**CHANGE #6: Paragraph 2.2**

Change sentence to read: King County agrees to pay the Award amount to Recipient in the total amount of **\$281,799** from District funds. The Award shall be used by the Recipient solely for the performance of the Project, as described in Exhibit A to this Agreement. Exhibit A, attached hereto and incorporated herein by this reference, contains a description of the Project as described in Attachment A to Resolution FCD2020-11.2. King County shall pay the Recipient in accordance with the terms of the Grant Policies and Procedures.

**CHANGE #7: Paragraph 3.5**

Change first sentence of paragraph to read: The Project shall be completed by no later than **December 31, 2022**.

**CHANGE #8: Exhibit A: Project Description**

Change Project Description table to read:

PROJECT NAME	RECIPIENT	DESCRIPTION	LEVERAGE	AWARD
KCD Agricultural Drainage Project – Phase 6	King Conservation District	This project builds on five years of King County Flood Control District grants awarded to King Conservation District (KCD) to develop and implement an expanded set of services facilitating increased landowner participation in King County's Agricultural Drainage Assistance Program (ADAP). KCD will continue partnering with King County to coordinate projects, provide cost share assistance to landowners, and monitor projects.	\$105,000	\$281,799

**CHANGE #9: Exhibit B: Scope of Work**

Change Scope of Work table to read:

TASKS	ACTIVITIES AND DELIVERABLES	APPROX. PERCENT OF AWARD REQUEST	MONTH/YEAR TASK WILL BE COMPLETED
<b>Task 1: Project Administration (Required task)</b>	Submit reimbursement request forms, backup documentation for billing, and progress reports at least every 6 months. Submit a Fiscal Closeout form and a Closeout Report form with the final reimbursement request.	10%	December 2022
<b>Task 2:</b>	KCD Agricultural Drainage Project Coordinator will implement the agricultural drainage program under the direction of Joshua Monaghan, KCD Program Director. Expenses include Project Coordinator salary and benefits. The Project Coordinator will oversee all aspects of the program. Primary deliverables are KCD project management for up to six drainage projects for dredging in 2020 including contracting for up to six dredging projects, or over 10,000 linear feet (1.89 miles) of dredging; survey, design, and permitting assistance for at least 12 projects to enable landowners interested in completing dredging without funding assistance to implement their own dredging projects; up to two additional waterway crossings via funds from KCD's Landowner Incentive Program; and establishment of a permanent approach to funding KCD's long-term partnership with King County ADAP.	0% <i>Additional funding secured (was 25%)</i>	December 2022
<b>Task 3:</b>	KCD Project Coordinator will engage partner agencies and organizations in implementing outreach to inform agricultural landowners about ADAP. Additionally, project coordinator will work closely with ADAP staff to provide landowners on ADAP waiting list with technical assistance, project management, and conservation planning services.	0% <i>Additional funding secured (was 20%)</i>	December 2022



<b>Task 4:</b>	KCD Project Coordinator will contract to complete up to six dredging projects, or over 20,000 linear feet (3.8 miles). Install up to two waterway crossings through Landowner Incentive Program. Staff cost is included in Task 1 above.	90%  <i>Additional funding increased this task by</i>	December 2022
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#### CHANGE #10: Exhibit C: Budget Table

Change Budget Table to read:

BUDGET ITEM	GRANT AWARD REQUEST	FINANCIAL LEVERAGE (not required)			LEVERAGE TOTAL	TOTAL (Grant + Leverage)
		SOURCE NAME				
		KCD salaries	KCD Cooperators			
STAFFING	\$28,000	\$75,000			\$75,000	\$103,000
PROJECT SUPPLIES	\$6,000					\$6,000
COMMERCIAL SERVICES AND CREW TIME	\$247,799		\$30,000		\$30,000	\$277,799
TOTAL	\$281,799	\$75,000*	\$30,000		\$105,000	\$386,799

\*Note that in 2020, King Conservation District has secured Rate and Charge funding to support staffing for KCD Agricultural Drainage Assistance. This grant funds the project implementation portion of the work for 2020 and 2021.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS AMENDMENT TO BE EXECUTED AND INSTITUTED ON THE DATE WRITTEN ABOVE.

**King County, Washington**

**RECIPIENT**

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_