

**KING CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
November 2<sup>nd</sup>, 2020  
4:00 PM to 6:35 PM– via Teleconference Only**

**Zoom Link: <https://zoom.us/j/93695030851>  
Call In Number: (253) 215-8782  
Meeting ID: 936 9503 0851**

Meeting Agenda

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***Finance Sub-Committee Meeting* –4:00 PM -5:00 PM**

***Regular Board of Supervisors Meeting* – 5:00 PM – 6:35 PM**

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**Finance Sub-Committee Board Meeting - <https://zoom.us/j/93695030851>**

Call to Order

- |  |                          |
|--|--------------------------|
| <b>1. Preliminary Matters:</b>   | <b>4:00 PM– 4:02 PM</b>  |
| a) Introductions   |                          |
| b) Additions or Corrections to the Agenda  |                          |
| c) Adoption of the Board Agenda  |                          |
| <b>2. Public Comment:</b>  | <b>4:02 PM – 4:05 PM</b> |
| <b>3. Finance:</b>   | <b>4:05 PM – 5:00 PM</b> |
| a) AI 20-079: A motion to approve check number 22872 through 22945 for a total of \$449,136.89; non-payroll EFTs totaling \$1,900.14; Bank Fees of \$18.00; Void Check of \$0.00; and September 2020 Payroll for \$212,418.81. |                          |
| b) AI 20-080: 2021 Budget  |                          |

**Regular Board Meeting - <https://zoom.us/j/93695030851>**

Call to Order

- |   |                          |
|---|--------------------------|
| <b>1. Preliminary Matters:</b>  | <b>5:00 PM–5:02 PM</b>   |
| a) Introductions  |                          |
| b) Additions or Corrections to the Agenda                                 |                          |
| c) Adoption of the Board Agenda   |                          |
| <b>2. Public Comment:</b>   | <b>5:02 PM – 5:05 PM</b> |
| <b>3. New Business:</b>   |                          |
| a) Update - Interim Executive Director                                    | <b>5:05 PM – 5:15 PM</b> |
| b) AI 20-081: Authorization to Hire Interim Stewardship Programs Director | <b>5:15 PM – 5:30 PM</b> |
| <b>4. Unfinished Business:</b>  |                          |
| a) AI 20-082: Democracy Live Contract                                     | <b>5:30 PM – 5:35 PM</b> |
| b) Executive Session – Collective Bargaining RCW 42.30.140, Sub (4)i      | <b>5:35 PM – 6:05 PM</b> |
| c) Executive Session – Review of a public employee RCW 42.30.110(1)(g)    | <b>6:05 PM – 6:35 PM</b> |

# FINANCE

Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register  
1000 - Cash (Checking Ops / BoA / x0408)  
From 9/1/2020 through 9/30/2020

20-079

Document Number	Vendor	Date	Amount	
22872	A & L Western Agricultural Labs	9/14/2020	1,727.40	
22873	Advanced Irrigation Inc.	9/14/2020	1,046.87	
22874	Ashley Allan	9/14/2020	201.26	
22875	Marinn Carpenter	9/14/2020	7,519.40	
22876	City of Bellevue	9/14/2020	20,030.00	
22877	City of Newcastle	9/14/2020	2,367.65	
22878	City of Renton Utility Division	9/14/2020	146.74	
22879	Comcast Business	9/14/2020	218.93	
22880	Comcast Business - PA	9/14/2020	406.31	
22881	Costco	9/14/2020	120.00	
22882	Forterra	9/14/2020	1,090.39	
22883	Health Care Authority	9/14/2020	30,889.68	
22884	Integrated Computer Systems Support, Inc.	9/14/2020	248.20	
22885	Carrie King	9/14/2020	245.92	
22886	Marc Bolan Consulting	9/14/2020	1,800.00	
22887	Matthew Maria	9/14/2020	51.90	
22888	Mathewsons Auto & Tire	9/14/2020	136.10	
22889	McLendon Hardware	9/14/2020	266.72	
22890	Deborah A Meisinger	9/14/2020	103.18	
22891	Mountain Mist	9/14/2020	65.89	
22892	Pacific Topsoils Inc.	9/14/2020	39.00	
22893	Pitney Bowes Global Financial Services	9/14/2020	248.59	
22894	Natalie Quist	9/14/2020	22.62	
22895	Softwired Inc	9/14/2020	99.00	
22896	Rani Souza	9/14/2020	150.00	
22897	Elizabeth Stockton	9/14/2020	588.00	
22898	Snoqualmie Valley Wastershed Improvement District	9/14/2020	27,034.28	
22899	T-Mobile USA, Inc.	9/14/2020	335.28	
22900	US Bank VISA	9/14/2020	3,434.56	221.5
22901	Washington Department of Licensing	9/14/2020	116.00	
22902	WACD Plant Materials Center	9/14/2020	1,896.00	
22903	Washington Alarm, Inc	9/14/2020	100.00	
22904	Wild Fish Conservancy	9/14/2020	1,435.00	
22905	WSU - Cashiers SPS	9/14/2020	14,005.50	
22906	Washington Department of Licensing	9/14/2020	200.00	
22907	Ellen Arnstein	9/28/2020	76.79	
22908	Carnation Farms	9/28/2020	5,886.63	
22909	Cart Before Horse Farm, LLC	9/28/2020	1,455.00	
22910	WEX Bank	9/28/2020	488.75	
22911	City of Newcastle	9/28/2020	5,900.00	
22912	Catherine I. Darley	9/28/2020	1,661.25	
22913	Dept of Ecology	9/28/2020	63,176.06	4,118.61
22914	Des Moines Farmers Market	9/28/2020	6,323.75	148.92
22915	EarthCorps	9/28/2020	25,837.50	
22916	Elizabeth Marie Fredrickson	9/28/2020	182.04	
22917	Inslee Best Doezie & Ryder P.S.	9/28/2020	9,174.80	
22918	Integrated Computer Systems Support, Inc.	9/28/2020	4,148.11	
22919	International Rescue Committee	9/28/2020	14,810.44	
22920	King County WLRD	9/28/2020	6,371.00	
22921	Michael Lasecki	9/28/2020	34.80	

Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register  
1000 - Cash (Checking Ops / BoA / x0408)  
From 9/1/2020 through 9/30/2020

Document Number	Vendor	Date	Amount
22922	Aaron K. Lichter	9/28/2020	1,644.89
22923	Mathewsons Auto & Tire	9/28/2020	87.60
22924	McCaffrey Consulting LLC	9/28/2020	3,076.00
22925	Megan Weldon	9/28/2020	183.55
22926	Jason Mirro	9/28/2020	118.04
22927	Mountains to Sound Greenway Trust	9/28/2020	3,500.00
22928	National Construction Rentals	9/28/2020	162.80
22929	Renton Office Park LLC	9/28/2020	32,586.36
22930	Jacobus Saperstein	9/28/2020	269.70
22931	Sam Savar	9/28/2020	2,334.60
22932	Seattle Good Business Network	9/28/2020	24,295.00
22933	Sentinel Ridge Estates at Mt Si HOA	9/28/2020	7,462.50
22934	Snohomish Conservation District - V	9/28/2020	5,837.91
22935	Summit Law Group, PLLC	9/28/2020	8,052.00
22936	T-Mobile USA, Inc.	9/28/2020	1,192.98
22937	The Common Acre	9/28/2020	23,820.70
22938	Tukwila Self-Storage	9/28/2020	462.00
22939	University of Washington	9/28/2020	6,544.34
22940	U.S. Bank Equipment Finance	9/28/2020	2,956.47
22941	Valtas Group Washington LLC	9/28/2020	5,220.00
22942	Grow Food dba Viva Farms	9/28/2020	43,531.80
22943	Washington Alarm, Inc	9/28/2020	367.29
22944	Washington Water Trust	9/28/2020	4,017.07
22945	Young Women Empowered	9/28/2020	7,500.00
<b>Total Checks</b>			<b>449,136.89</b>
00004097E5300	UPS	9/4/2020	71.00
00004097E5330	UPS	9/4/2020	69.30
00004097E5340	UPS	9/2/2020	6.90
00004097E5360	UPS	9/16/2020	36.36
00004097E5370	UPS	9/23/2020	31.13
00004097E5380	UPS	9/30/2020	21.42
091120-Navia	Navia Benefit Solutions	9/11/2020	105.00
091820-Navia	Navia Benefit Solutions	9/18/2020	339.41
092520-Navia	Navia Benefit Solutions	9/25/2020	430.29
093020-Navia	Navia Benefit Solutions	9/30/2020	789.33
<b>Total EFT</b>			<b>1,900.14</b>
091620-WireeFee	Bank of America	9/16/2020	15.00
093020-CkImFee	Bank of America	9/30/2020	3.00
<b>Total Bank Fees</b>			<b>18.00</b>
2009 01	September 2020 Payroll	9/30/2020	125,378.57
093020-DRS	Dept of Retirement Systems	9/30/2020	40,809.59
093020-PRTaxes	QuickBooks Payroll Service	9/30/2020	46,006.10
093020-QBFees	QuickBooks Payroll Service	9/30/2020	224.55
<b>Total Payroll</b>			<b>212,418.81</b>
<b>Report Total</b>			<b><u>663,473.84</u></b>

2021 Budget - Version 2

				Agriculture & Local Food	Clean Water	Forest Stewardships	Member Jurisdiction	Elections	Strategic Initiatives		Engagement	Engineering	LIP	Operations & Board		Total													
Rates and Charges																													
Rates and Charges				\$	1,134,018.69	\$	2,030,587.76	\$	938,294.72	\$	1,295,172.00	\$	315,285.62		\$	391,997.44	\$	160,444.00	\$	82,244.40	\$	1,426,533.57		\$	7,774,578.20				
Other Revenue Sources																													
Annual Plant Sales	4600					\$	120,000.00													\$	212,250.00			\$	120,000.00				
Earned Interest Income	4000																							\$	212,250.00				
Rental Revenue	4810					\$	750.00																		\$	750.00			
Total Other Revenue Sources				\$	-	\$	120,750.00	\$	-																\$	333,000.00			
Grant Revenue																													
21 - IM - WSCC	4000					\$	-																		\$	-			
22 - IM - WSCC	4000																								\$	-			
21 - CE - WSCC	4000					\$	-																		\$	-			
22 - CE - WSCC	4000					\$	-																		\$	-			
21 - NRI/SH/CR - WSCC	4000					\$	-																		\$	-			
22 - NRI/SH/CR - WSCC	4000					\$	-																		\$	-			
Shore Friendly	4000					\$	-						\$	114,714.00											\$	114,714.00			
Ag Drainage - Crew Grant	4000			\$	-																				\$	-			
Ag Drainage Phase 5 Grant	4000			\$	39,615.31																				\$	39,615.31			
Ag Draiainge 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			
USDA FS LSR Phase 1	4000												\$	9,000.00											\$	9,000.00			
Sound Transit	4000							\$	-				\$	103,601.00											\$	103,601.00			
Total Grant Revenue				\$	179,615.31	\$	12,500.00	\$	-	\$	-	\$	-	\$	227,315.00	\$	-	\$	18,456.00	\$	-	\$	-	\$	212,250.00	\$	-	\$	437,886.31
Total Revenue				\$	1,313,634.00	\$	2,163,837.76	\$	938,294.72	\$	1,295,172.00	\$	315,285.62	\$	227,315.00	\$	-	\$	410,453.44	\$	160,444.00	\$	82,244.40	\$	1,638,783.57	\$	-	\$	8,545,464.51
PROGRAM EXPENSES																													
GL		Amount																											
Advertising																													
Employment/Program/Mtg	7500			\$	-	\$	-	\$	-	\$	-	\$	5,000.00	\$	-		\$	8,000.00	\$	-	\$	-	\$	-	\$	1,500.00		\$	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	\$	-	\$	300.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	7,200.00			\$	14,400.00
Printing	6110			\$	-	\$	3,120.00	\$	-	\$	300.00	\$	3,500.00	\$	-	\$	4,500.00	\$	-	\$	-	\$	-	\$	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			\$	-	\$	-	\$	-	\$	-	\$	-	\$	74,069.20	\$	-	\$	12,000.00	\$	-	\$	-	\$	-			\$	86,069.20
Planning Services	7821			\$	-	\$	-	\$	-	\$	-	\$	-	\$	28,000.00	\$	-	\$	-	\$	-	\$	-	\$	-			\$	28,000.00
Work Crews	7822			\$	94,300.00	\$	375,000.00	\$	-	\$	-	\$	-	\$	38,956.20	\$	-	\$	-	\$	-	\$	-	\$	-			\$	508,256.20
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			\$	-	\$	-	\$	-	\$	-	\$	-	\$	6,000.00	\$	-	\$	-	\$	-	\$	-	\$	-			\$	6,000.00
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	\$	-	\$	-	\$	8,100.00			\$	9,050.00
Permits and Fees	6805			\$	-	\$	3,375.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	10,000.00	\$	-	\$	-	\$	12,210.00			\$	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			\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-			\$	-
Payroll Expense																													
Salaries - Program	5000</																												

2021 Budget - Version 2

			Agriculture & Local Food	Clean Water	Forest Stewardships	Member Jurisdiction	Elections	Strategic Initiatives		Engagement	Engineering	LIP	Operations & Board		Total
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	\$ -	\$ 1,000.00		\$ 920.00	\$ 500.00	\$ 250.00	\$ 500.00		\$ 5,345.00
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	\$ 2,163,837.76	\$ 938,294.72	\$ 1,295,172.00	\$ 315,285.62	\$ 227,315.00	\$ -	\$ 410,453.44	\$ 160,444.00	\$ 82,244.40	\$ 1,638,783.57		\$ 8,545,464.51

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

# NEW BUSINESS

**Lindsey Davidson**

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**From:** Rebecca Lavigne  
**Sent:** Friday, October 23, 2020 2:00 PM  
**To:** Ava Souza; Lindsey Davidson  
**Subject:** Additional item Re: 11-2-20 Board Meeting agenda items

Hi Ava and Lindsey,

Here is an additional item to include in the board agenda:

Action: Authorization to spend KCD funds to hire a part-time, temporary interim stewardship programs director.

Background: This will allow the Interim Executive Director to proceed with the search and hiring process to bring on needed capacity for leadership, management and oversight of stewardship programs staff and work plans, support key strategic commitments for stewardship programs, and support cross-team work with the senior leadership team.

I will be able to speak to this item during the meeting. Based on what Ava and I just discussed, we don't need to include an item in the board packet.

-Rebecca

Rebecca Lavigne – *Interim Executive Director*  
**King Conservation District**  
 (425) 529-4810 (call/text)



*local food, healthy forests, clean water*  
**better ground**

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**From:** Ava Souza <ava.souza@kingcd.org>  
**Sent:** Friday, October 23, 2020 1:15 PM  
**To:** Rebecca Lavigne <rebecca.lavigne@Kingcd.org>; Lindsey Davidson <Lindsey.Davidson@Kingcd.org>  
**Subject:** RE: 11-2-20 Board Meeting agenda items

Thanks Rebecca!

# UNFINISHED BUSINESS

## **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 (TBD)**

- 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, 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: \$74,950 to be invoiced the following:**

- o *Includes, election setup, configuration, support 8am,-8-pm (on-site support not included), and license fee.*
- o **50% to be invoiced January 1st, 2021 in the amount of \$37,475**
- o **50% to be invoiced after election day April 1st, 2021 in the amount of \$37,475**

Democracy Live, Inc.

King County Conservation District

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_