

KING CONSERVATION DISTRICT

Board of Supervisors  
Meeting Minutes

11/23/2020

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

3 **Associate Supervisors Present:** None

4 **Guests Present:** Eric Frimodt – Inslee Best; Jean Fike – WSCC; Rebecca Lavigne – Interim  
5 Executive Director, Christine Martin – Valtas Group; Cynthia Krass – Snoqualmie Valley  
6 Watershed Improvement District

7 **Staff Present:** Ava Souza, Lindsey Davidson, Sara Wibmer, Brandy Reed, Jessica Saavedra, Mike  
8 Lasecki, Mary Embleton, Alex Martinsons, Caroline Boschetto, Nikki Wolf, Liz Clark, Kedija  
9 Awole, Alan Chapman, Megan Weldon, Rosie McGoldrick, Laura Redmond

10 **Preliminary Matters:**

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

13 Souza introduced the new Office Manager for King Conservation District Sara Wibmer.

14 Haugen requested an update for Advisory Committee be added to the end of the meeting before  
15 Executive Session.

16 **Knutsen moved; Haugen seconded passed unanimously a motion to approve the agenda as**  
17 **amended (4 ayes, 0 nays).**

18 **Public Comment:** None

19 **Consent Agenda:**

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

21 a) Board Minutes – 9.28.20 Finance Sub-Committee Meeting, 10.12.20 BOS Meeting,  
22 10.19.20 Grant Sub-Committee Meeting, 11.2.20 Grant Sub-Committee Meeting, 11.2.20  
23 BOS Meeting

24 b) LIP Applications – None

25 c) Member Jurisdiction Grant Applications –

26 1. AI 20-084: City of Kenmore - Squire's Landing Park Waterfront & Natural Open  
27 Space Access Project

28 **Haugen moved; Haack seconded passed unanimously a motion to approve the consent**  
29 **agenda (4 ayes, 0 nays).**

30 **Public Comment:** None

31 **Finance:**

32 a) AI 20-083: A motion to approve check number 22946 through 23001 for a total of  
33 \$591,824.40; non-payroll EFTs totaling \$7,899.65; Bank Fees of \$108.00; Void Check of  
34 \$24,895.00; and October 2020 Payroll for \$207,803.98.  
35

36 Souza reviewed check register items with the Board. She noted the vendors and contractors that  
37 are increasing their rates for the upcoming year. She also confirmed the full deposit from the  
38 Local Government Investment Pool was received on November 10<sup>th</sup> and she will be giving a full  
39 report at the December meeting.  
40

41 **Knutsen moved; Haugen seconded passed unanimously AI 20-083 a motion to approve check**  
42 **number 22946 through 23001 for a total of \$591,824.40; non-payroll EFTs totaling \$7,899.65;**  
43 **Bank Fees of \$108.00; Void Check of \$24,895.00; and October 2020 Payroll for \$207,803.98.**  
44 **(4 ayes, 0 nays).**

45 **New Business:**

46 a) Presentation: Project Highlights – Member Jurisdiction Grant Program – Saavedra

47 Saavedra overviewed the Member Jurisdiction program, the amount of funds available to the cities,  
48 and the types of projects and activities that have been implemented. Saavedra continued by  
49 highlighting some current and upcoming projects in the cities of Des Moines, SeaTac, Kenmore,  
50 and Kirkland.

51 Mosby and the Board expressed enthusiasm for the program and the projects.

52 Haugen noted Saavedra will be giving this presentation for the Advisory Committee meeting as  
53 well.

54 b) Review King CD-Snohomish CD ILA on Community-Based Stormwater Services – Reed

55 Reed gave the Board background and history of the ILA between KCD, SCD, and the PSCD  
56 Caucus. She explained this agreement makes the rain garden services program available to all  
57 Member Jurisdiction cities within the boundary of the District. Reed further explained it would be  
58 like a grant-based or contracted services relationship.

59 **Knutsen moved; Haugen seconded passed unanimously AI 20-085 a motion authorizing the**  
60 **Board Chair to sign the King Conservation District – Snohomish Conservation District**  
61 **Interlocal Agreement for collaboration on delivering Community-based Stormwater**  
62 **Services to jurisdictions within the boundary of KCD (4 ayes, 0 nays).**

63 c) Organizational Assessment – Lavigne

64 Lavigne reviewed the steps she has outlined in order to set KCD up for a successful transition to  
65 new leadership. She explained her assessment has been based on interviews and conversation with  
66 both staff and external parties. She added she will be sending the Board a fuller detailed report of  
67 her recommendations and action plans.

68 Martin spoke about Valtas and the work that they do.

69 Lavigne continued outlining her assessment to date and identified key immediate next steps such  
70 as defining practice norms, prioritization, and defining equity, diversity, and inclusion. She stated  
71 that the executive director search is dependent on progress in other areas and the execution of a  
72 thoughtful search process. Lavigne gave a brief timeline that would have the position filled by late  
73 spring or early summer.

74 Haugen asked Lavigne about next steps. Lavigne said the initial report can be used to develop  
75 workplans that the Board can review at the December meeting.

76 d) Update – Advisory Committee

77 Lavigne shared with the Board that three candidates have been brought forth to fill the vacant seats  
78 available for appointment on the Advisory Committee. She gave the Board background  
79 information on all three candidates. The Board discussed.

80 Haack asked if there will be any alternate seats. Lavigne confirmed it would be desirable and is  
81 something for the Board to discuss.

82 **Knutsen moved; Haugen seconded passed unanimously AI 20-086 a motion approving**  
83 **Victoria Santos, Howard Langeveld, and Rachel Perlot to fill the three available seats on the**  
84 **Advisory Committee (4 ayes, 0 nays).**

85 **Unfinished Business:**

86 a) Executive Session – Review of a public employee RCW 42.30.110(1)(g)

87 Mosby indicated that the Board would be moving into an Executive Session for the purpose  
88 reviewing the performance of a public employee. Mosby stated that each topic would last  
89 approximately 50 minutes, unless extended. The Board moved into an executive session at 5:09pm  
90 using a separate teleconference line.

91 Lavigne requested her mentor from Valtas be invited to the session. Mosby allowed Martin to  
92 attend.

93 The Board requested an additional 15 minutes be added to the Executive Session at 6:10 pm. The  
94 Board requested an additional 10 minutes be added to the Executive Session at 6:25pm. The Board  
95 requested an additional 10 minutes be added to the Executive Session at 6:35pm. The Board  
96 requested an additional 20 minutes be added to the Executive Session at 6:40 pm. The Board

97 requested an additional 10 minutes be added at 7:00 pm. The regular board meeting was  
98 reconvened by Mosby at 7:16 pm.

99 **Porter moved; Knutsen seconded passed unanimously AI 20-087 a motion to authorize the**  
100 **Interim Executive Director to finalize and implement salary and other terms of employment**  
101 **with Ava Souza (5 ayes, 0 nays).**

102 There was no more business before the Board.

103 **Porter moved; Haack seconded passed unanimously a motion to adjourn the meeting at 7:18**  
104 **pm (5 ayes, 0 nays).**

105

106   
107 \_\_\_\_\_  
Authorized Signature

106 12-20-2020  
107 \_\_\_\_\_  
Date

108

109 **Summary of Motions**

110 **Knutsen moved; Haugen seconded passed unanimously a motion to approve the agenda as**  
111 **amended (4 ayes, 0 nays).**

112 **Haugen moved; Haack seconded passed unanimously a motion to approve the consent**  
113 **agenda (4 ayes, 0 nays).**

114 **Knutsen moved; Haugen seconded passed unanimously AI 20-083 a motion to approve check**  
115 **number 22946 through 23001 for a total of \$591,824.40; non-payroll EFTs totaling \$7,899.65;**  
116 **Bank Fees of \$108.00; Void Check of \$24,895.00; and October 2020 Payroll for \$207,803.98.**  
117 **(4 ayes, 0 nays).**

118 **Knutsen moved; Haugen seconded passed unanimously AI 20-085 a motion authorizing the**  
119 **Board Chair to sign the King Conservation District – Snohomish Conservation District**  
120 **Interlocal Agreement for collaboration on delivering Community-based Stormwater**  
121 **Services to jurisdictions within the boundary of KCD (4 ayes, 0 nays).**

122 **Knutsen moved; Haugen seconded passed unanimously AI 20-086 a motion approving**  
123 **Victoria Santos, Howard Langeveld, and Rachel Perlot to fill the three available seats on the**  
124 **Advisory Committee (4 ayes, 0 nays).**

125 **Porter moved; Knutsen seconded passed unanimously AI 20-087 a motion to authorize the**  
126 **Interim Executive Director to finalize and implement salary and other terms of employment**  
127 **with Ava Souza (5 ayes, 0 nays).**

128 **Porter moved; Haack seconded passed unanimously a motion to adjourn the meeting at 7:18**  
129 **pm (5 ayes, 0 nays).**

130

131

132