

KING CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
December 14, 2020
4:00 PM to 6:50 PM– via Teleconference Only

Zoom Link: <https://zoom.us/j/98683319777>

Call In Number: (253) 215-8782

Meeting ID: 986 8331 9777

Meeting Agenda

Call to Order

1. Preliminary Matters:

4:00 PM– 4:02 PM

- a) Introductions
- b) Additions or Corrections to the Agenda
- c) Adoption of the Board Agenda

2. Consent Agenda:

4:02 PM – 4:07 PM

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) Board Minutes – 04.30.20 Special BOS Meeting, 08.24.20 Finance Sub-Committee Meeting, 09.09.20 Special BOS Meeting, 11.02.20 Finance Sub-Committee Meeting, 11.09.20 Special BOS Meeting, 11.23.20 BOS Meeting
- b) LIP Applications –
 - 1. AI 20-088: Roy Ballestrasse- Buffer Fence
- c) Member Jurisdiction Grant Applications – None

3. Public Comment:

4:07 PM – 4:10 PM

4. Finance:

4:10 PM – 4:40PM

- a) AI 20-089: A motion to approve check number 23002 through 23077 for a total of \$318,829.15; non-payroll EFTs totaling \$446.45; Bank Fees of \$63.00 Void Check of \$8,052.00; and November 2020 Payroll for \$227,608.69.
- b) October and November 2020 Financials

5. New Business:

- a) Update- Evaluation Work- Martinsons **4:40 PM – 4:55 PM**
- b) 2021 Work Plans – Lavigne **4:55 PM – 5:05 PM**
- c) Executive Director Search – Lavigne/Martin **5:05 PM – 5:35 PM**
- d) AI 20-090: Forestry Contract -Krystal Hedrick- Arnstein **5:35 PM – 5:40 PM**
- e) AI 20-091: Forestry Contract Amendments – Arnstein **5:40 PM – 5:45 PM**

6. Unfinished Business:

- a) Update – Advisory Committee Meeting **5:45 PM – 5:50 PM**
- b) Update – WACD Meeting – Board **5:50 PM – 6:00 PM**
- c) Organizational Assessment – Lavigne **6:00 PM – 6:10 PM**
- d) Executive Session - Review of a public employee RCW 42.30.110(1)(g) **6:10 PM – 6:30 PM**
- e) Executive Session – Potential Litigation RCW 42.30.110 Sub (1) i **6:30 PM – 6:50 PM**

CONSENT AGENDA

KING CONSERVATION DISTRICT

Board of Supervisors
Meeting Minutes

4/30/2020

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

Associate Supervisors Present: None

Guests Present: Eric Frimodt – Inslee Best

Staff Present: None

Preliminary Matters:

Chairman Mosby called meeting to order at 4:01 pm. All attendees introduced themselves. Mosby asked for additions or corrections to the current agenda.

Mosby indicated that the Board would be moving into an Executive Session for the purpose of reviewing the performance of a public employee. Mosby stated that the session would last approximately 2 hours, unless extended. The Board moved into an executive session at 4:03 pm using a separate teleconference line.

No decisions, actions, or motions were made following the session.

The regular board meeting was reconvened by Mosby at 6:00 pm.

There was no more business before the Board.

Knutsen moved; Porter seconded passed unanimously a motion to adjourn the meeting at 6:04 pm.

Authorized Signature

Date

Summary of Motions

Knutsen moved; Porter seconded passed unanimously a motion to adjourn the meeting at 6:04 pm.

KING CONSERVATION DISTRICT

Board of Supervisors
Finance Sub-Committee Meeting
Meeting Minutes

8/24/2020

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:** Tom Salzer - WACD

5 **Staff Present:** Ava Souza, Brandy Reed, Lindsey Davidson, Megan Melick, Alex Martinsons, Liz
6 Clark, Carrie King

7 **Preliminary Matters:**

8 Chairman Mosby called meeting to order at 2:13 pm. All attendees introduced themselves. Mosby
9 asked for additions or corrections to the current agenda.

10 **Finance:**

11 Souza overviewed the documents the Board received in their packets. She stated that in general
12 the District is currently receiving all of its collections, but interest is down by 41 percent. She
13 continued that there was nothing out of the ordinary in revenue or expenses for the month of July
14 and that we are on tracking to spending down the budget as approved.

15 Souza provided an update that she's been working on the budget as requested by the Board. She
16 said that she will be scheduling a work session soon with the Board to go over the 2021 budget.
17 She explained that she's been using the ILA and all the program worksheets that managers
18 submitted as references.

19 Souza added that she's spoken to her contact at the King County Finance Office and shared some
20 of our financials at this time and has received very good feedback.

21 Souza concluded her report to the Board by stating Knutsen has a recommendation and motion to
22 ensure the 2020 grant programs will be made whole by the end of 2020.

23 Knutsen presented his motion to the Board.

24 **Knutsen moved; Haugen seconded passed unanimously a motion to ensure the Member**
25 **Jurisdiction program, Landowner Incentive Program, Regional Food System program, and**
26 **other grant programs are fully funded per the ILA (5 ayes, 0 nays).**

27 Haugen presented a motion to the Board to make the Chief Operating Officer managing Finances
28 the entity in charge of the district budget.

Haack asked about the intent of the motion and requested an edit to the presented language. There was a Board discussion about the Chief Operating Officer's roles, expectations, and the current process.

Haugen moved; Porter seconded passed unanimously AI 20-056 a motion that Chief Operating Officer managing Finances will be the entity in charge of managing, adjusting, creating and reporting on district budgets under the authority and direction of the KCD Board of Supervisors (5 ayes, 0 nays).

There was no more business before the Board.

Porter moved; Haugen seconded a motion to adjourn the meeting at 2:35 pm

Authorized Signature

Date

Summary of Motions

Knutsen moved; Haugen seconded passed unanimously a motion to ensure the Member Jurisdiction program, Landowner Incentive Program, Regional Food System program, and other grant programs are fully funded per the ILA (5 ayes, 0 nays).

Haugen moved; Porter seconded passed unanimously AI 20-056 a motion that Chief Operating Officer managing Finances will be the entity in charge of managing, adjusting, creating and reporting on district budgets under the authority and direction of the KCD Board of Supervisors (5 ayes, 0 nays).

Porter moved; Haugen seconded a motion to adjourn the meeting at 2:35 pm

KING CONSERVATION DISTRICT

Board of Supervisors
Meeting Minutes

9/9/2020

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

Associate Supervisors Present: None

Guests Present: None

Staff Present: Eric Frimodt – Inslee Best

Preliminary Matters:

Chairman Mosby called meeting to order at 3:00 pm. All attendees introduced themselves. Mosby asked for additions or corrections to the current agenda.

Public Comment: None

New Business:

Mosby presented the contract with Valtas Group Washington LLC and candidate Rebecca Lavigne.

The Board motioned passed unanimously a motion to move forward with Interim Executive Director candidate Rebecca Lavigne (5 ayes, 0 nays).

There was no more business before the Board.

Authorized Signature

Date

Summary of Motions

The Board motioned passed unanimously a motion to move forward with Interim Executive Director candidate Rebecca Lavigne.

KING CONSERVATION DISTRICT

Board of Supervisors
Finance Sub-Committee Meeting
Meeting Minutes

November 2, 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 - WSCC

Staff Present: Ava Souza, Brandy Reed, Deirdre Grace, Lindsey Davidson, Nikki Wolf, Liz
Clark, Mike Lasecki, Jessica Saavedra, Megan Weldon

Preliminary Matters:

Chairman Mosby called meeting to order at 4:14 pm. All attendees introduced themselves. Mosby
asked for additions or corrections to the current agenda.

Public Comment:

Finance:

- 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.

Souza reported that expenses and revenue have been typical for the month of September. She
added that earned interest continues to go down, which will affect the budget and she would
recommend an interest reduction in the budget if it continues. Souza confirmed that she has
received no notification at this time that the November LGIP deposit will be less or be delayed,
so she expects a full deposit be made to the account by November 10th.

Souza continued by sharing expenses for the month compared to 2019 and noted spending is not
lower despite COVID-19.

Souza reviewed the ILA to explain the rates and charges, interests, sales, and grants that make up
the 2021 budget.

**Knutsen moved; Haugen seconded passed unanimously 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 (5 ayes, 0 nays).**

- b) 2021 Budget

Souza reviewed the final numbers populated for the 2021 base budget. She explained the only revenues included were substantiated by wet signature contracts. She confirmed she did a thorough review of all director and staff notes, and also reviewed with Interim Executive Director Lavigne. Souza stated that this budget is very lean without any fluff and explained that if grants or extra money becomes available, they can be added to the base budget in the first quarter of 2021.

Souza continued by reviewing the budget and amendments timeline.

Porter moved; Haugen seconded passed unanimously AI 20-080 a motion approving the King Conservation District 2021 Budget (5 ayes, 0 nays).

Souza added the Office Manager position has been filled through a temp agency and has been a good fit so far. The Board shared their excitement.

Knutsen moved; Porter seconded passed unanimously a motion to adjourn the meeting at 4:54 pm.

Authorized Signature

Date

Summary of Motions

Knutsen moved; Haugen seconded passed unanimously 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 (5 ayes, 0 nays).

Porter moved; Haugen seconded passed unanimously AI 20-080 a motion approving the King Conservation District 2021 Budget (5 ayes, 0 nays).

Knutsen moved; Porter seconded passed unanimously a motion to adjourn the meeting at 4:54 pm.

KING CONSERVATION DISTRICT

Board of Supervisors
Meeting Minutes

11/9/2020

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

Associate Supervisors Present: None

Guests Present: None

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

Preliminary Matters:

Chairman Mosby called meeting to order at 3:34 pm. All attendees introduced themselves. Mosby asked for additions or corrections to the current agenda.

Mosby indicated that the Board would be moving into an Executive Session for the purpose of discussing collective bargaining matters. Mosby stated that the session would last approximately 2 hours, unless extended. The Board moved into an executive session at 3:37 pm using a separate teleconference line.

No decisions, actions, or motions were made following the session.

The regular board meeting was reconvened by Mosby at 5:30 pm.

There was no more business before the Board.

Authorized Signature

Date

Summary of Motions

KING CONSERVATION DISTRICT

Board of Supervisors
Meeting Minutes

11/23/2020

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

Associate Supervisors Present: None

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

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

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.

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

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

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

Public Comment: None

Consent Agenda:

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

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

b) LIP Applications – None

c) Member Jurisdiction Grant Applications –

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

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

Public Comment: None

Finance:

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

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

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

New Business:

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

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

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

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

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

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

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

- c) Organizational Assessment – Lavigne

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

Martin spoke about Valtas and the work that they do.

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

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

d) Update – Advisory Committee

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

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

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

Unfinished Business:

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

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

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

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

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

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

There was no more business before the Board.

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

Authorized Signature

Date

Summary of Motions

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

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

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

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

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

Porter moved; Knutsen seconded passed unanimously AI 20-087 a motion to authorize the Interim Executive Director to finalize and implement salary and other terms of employment 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).**

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132

King Conservation District Landowner Incentive Program
2020 October and November Awards

BUDGET SUMMARY	
Total- Cost-share Budget	\$506,300.00
Total- Cost-share Awarded	\$215,020.43
2020 Awards	\$197,928.53
October and November Award Cycle	\$17,091.90
Cost-share Budget Remaining**	\$291,279.57
**Funding put back into the budget for ag and forestry practices was not made known until the end of the last award cycle in 2020 when there was no time to award	
Funds Available to Reallocate	\$2,250.24
Adjusted Balance Available for FY 2020	\$293,529.81

COST SHARE AWARD DETAIL- October and November Cycle								
Last Name	First Name	Best Management Practice	Award Amount	Completion Date	Acres	Feet	Plants	Qty
Illig	Joseph	Riparian Forest Buffer	\$ 4,005.00	10/31/2021	0.14	70	220	1.0
Grunewald	Ray	Forest Health Management	\$ 7,132.90	11/30/2021	3.93			1.0
Iltis	Linda and Terry	Riparian Forest Buffer	\$ 5,954.00	11/30/2021	0.18	105	205	1.0
Total			\$17,091.90		4.25	175.00	425	

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	\$ 2,250.24
Cancelled	0	
	4	\$ 2,250.24



2019-39 Hahn, C - Riparian Forest Buffer – Installation - 2020



2019-19 – Devaney, J – Cover Crops – Installation – October 2020 - Year Two

**King Conservation District Board of Supervisors Meeting 12/14/2020
Agenda Action Briefing/Report AI 20-**

SUBJECT:

Approve KCD Landowner Incentive Program cost-share application from Roy Ballestrasse, for a Buffer Fence, in the amount of \$22,491.00.

FISCAL IMPACT

The current balance of cost-share funding for KCD LIP 2020 is summarized in the following table:

2020 LIP Cost-share Available	\$293,529.81
Current Request	\$22,491.00
Balance Remaining	\$271,038.81

POLICY CONSIDERATION

This proposed cost-share contract has been vetted through a staff approval committee and meets NRCS standards for the applicable best management practice (BMP). The application has been advanced for due pass by the Board of Supervisors.

STAKEHOLDER INTERESTS

- District cooperators working with District farm management, forestry and aquatic area enhancement programs
- King CD Board members and staff

BACKGROUND

Roy Ballestrasse's farm is primarily pasture where Roy grazes his own cattle as well as leasing space to another cattle farmer. Roy installed a CREP buffer project which is located on a tributary to Patterson Creek. The site is an established buffer that is composed on native tree and shrub plantings that are approximately 7 years old. The age of some of the plantings vary because there was a small amount of inter-planting of deceased red cedar.

Currently there is a fence installed on the perimeter of the buffer but is failing, allowing cattle to periodically gain access to the buffer. There is a second area that is open to the pasture which also needs to be secured. The Ballestrasse project would include the repair of existing fence (2350') and the installation of a new fence (200') to fully exclude livestock from the buffer.

EFFECTIVE DATE

The cost-share award will become effective upon approval by the Board of Supervisors and the LIP contract will become effective upon signature by a Board representative.

RECOMMENDATION

Staff seeks Board approval of Landowner Incentive Program cost-share application from Roy Ballastrasse, for a Buffer Fence, in the amount of \$22,491.00.

MOTION

_____ Moved, _____ Seconded; Passed a motion to Approve KCD Landowner Incentive Program cost-share application from Roy Ballestrasse, for a Buffer Fence, in the amount of \$22,491.00.

KING CONSERVATION DISTRICT (KCD) LANDOWNER INCENTIVE PROGRAM APPLICATION

Section 1. Applicant (If applicant is not the landowner, then landowner must also sign the agreement)

Applicant Name: Roy Ballestrasse		Farm/Business Name:	
Mailing Address: 31918 SE 44th Street Fall City WA 98024		Project Address: 31918 SE 44th Street Fall City WA 98024	
Phone (home): (425)306-3937		Phone (work/mobile):	
Email Address: rbwa425@centurylink.net		KCD Staff: Zachary Bergen	
Parcel #(s): 1624079003	<input type="checkbox"/> Incorporated <input checked="" type="checkbox"/> Unincorporated	Total Farm/Land Acreage: 37.11	<input checked="" type="checkbox"/> T.A. <input type="checkbox"/> Farm Plan <input type="checkbox"/> Forest Plan
Is email an acceptable primary form of communication?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Would you like to be added to our newsletter list?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Section 2. Project Information

Best Management Practice (BMP): Buffer Fencing
Project Completion Date (month and year): 12/31/2021
<p>Current Site Conditions (Provide a brief summary of resource management problem addressed by BMP; also note if streams, wetlands, and steep slopes are near or within the project area):</p> <p>The Ballestrasse Project is CREP buffer project which is located on a tributary to Patterson Creek. The Ballastrasse farm is primarily pasture where Roy grazes cattle and also leases space to another farmer who also has cattle. The site is an established buffer that is composed on native tree and shrub plantings that are approximately 7 years old. The age of some of the plantings vary because there was a small amount of inter-planting of deceased red cedar.</p>
<p>Project Details (Provide a brief summary of the project. Include acres treated, length of fence, dimensions of compost bin, types and numbers of plants, etc.):</p> <p>Currently there is a fence installed on the perimeter of the buffer but is failing, allowing cattle to periodically gain access to the buffer. There is a second area that is open to the pasture which needs to be secured. The Ballestrasse project would include the repair of existing fence (2350') and the installation of a new fence (200') to fully exclude livestock from the buffer. More details and specs on the fencing job sheet.</p>
<p>Maintenance Plan (Summarize your plan to maintain the practice. Include frequency and scope of inspections, repairs anticipated, etc.):</p> <p>Fence will be inspected annually.</p>

Permits (List all permits required to complete this project):

N/A

Photos: Before photos must be submitted with this application.

Section 3. Cost-share Programs

- A. Have you previously applied for cost-share through the KCD Landowner Incentive Program (LIP)? ☐ Yes ☒ No
If yes, please list contract number and BMP below:

- B. Are you applying for (or received) funding (cost-share or grants) through other agencies or programs? ☐ Yes ☒ No
Please describe below:

1. King County Cost-share

Please list practices and date installed below:

2. NRCS EQIP (Natural Resources Conservation Service's Environmental Quality Incentive Program)

Please list practices and date installed below:

3. Other

Please list agency and describe project:

Other Cost-Share History/Notes:

Section 4. Budget (attached as Exhibit A)

The cost-share application budget is the applicant's statement for how the KCD cost-share funds will be spent. Use the attached Excel document to detail the budget for the project. Reimbursement values are restricted by unit maximums as well as practice maximums. KCD will be unable to provide a budget that exceeds either maximum. The cost differential for practices installed at a higher standard or cost shall be the responsibility of the applicant. In cases where a budget for a cost-share award needs to be updated, submit a budget revision request for approval. In the absence of an approved budget revision, the cost differential shall be the responsibility of the applicant. Furthermore, receiving financial assistance for an approved Best Management Practices will be subject to inspection by KCD planners. Approval for reimbursement will be based on the satisfactory completion of the project to the minimum specifications detailed in this application.

Partial reimbursements are available on a limited basis and must be requested in advance. They will only be considered when the installation of a project can be phased to achieve the standard described in the attached job sheet when reimbursement is requested.

- ☐ Select this box if you intend to request partial reimbursement as the project is installed.

Section 5. Education and Outreach

KCD encourages public education through demonstration projects. Demonstration projects are used to educate other landowners about innovative ways to address natural resource concerns. A demonstration project may be showcased in a guided tour, or featured in presentations or written fact sheets.

- Will you consider becoming a demonstration project?

☐ Yes ☒ No

Section 6. Maintenance and Monitoring Expectations

The applicant is responsible to maintain the Best Management Practice (BMP) to standard as detailed in the attached Job Sheet for the lifetime of the BMP.

- ☐ A. I understand the lifetime of the BMP is 15 years.
- ☐ B. I understand KCD will work with me to verify proper maintenance of the installed BMP, which will include a combination of site visits with KCD staff and/or annual photo documentation submitted by me for the lifetime listed in Section 7A.
- ☐ C. I understand I am obligated to maintain and monitor the BMP **for the lifetime listed in Section 6A.**

Section 7. Application and Agreement

I request financial assistance (cost-share) under the KCD LIP to install the Best Management Practice (BMP) described in this application and detailed in the attached *Job Sheet and Map*. This practice is needed to solve the natural resource problems described in Section 2 of this application. This Agreement expires if the project is not completed by the specified completion date in Section 2 or in an approved timeline revision request. _____ (Initial Here)

I agree to ensure that all applicable local, state, and federal permits are obtained for installation of the BMP for which funds are requested. Furthermore, I understand that KCD must receive a copy of any applicable permit to process my cost-share reimbursement. _____ (Initial Here)

I agree to work cooperatively with KCD to ensure the funded BMP is maintained consistent with the design life identified in the attached Job Sheet and in Section 6 of this application. _____ (Initial Here)

I agree to indemnify, defend, and hold harmless KCD, its elected or appointed officials, employees and agents, from all claims, alleged liability, damages, losses to or death of person or damage to property allegedly resulting from the negligent or intentional acts of the applicant or any of its employees, agents, contractors or subcontractors in connection with this Agreement. _____ (Initial Here)

I represent that the information provided in Section 3 of this application is a full disclosure of all other natural resource financial cost-share relationships in which I have or am participating. Furthermore, I agree to disclose if I am applying for or receive funding (cost-share or grants) for the BMP described in this application through other agencies or programs and to provide KCD with written documentation detailing this funding support. This may include copies of reimbursement checks or letters showing value of provided contribution. I understand that I must provide proof of reimbursement for alternate funding prior to receiving reimbursement through the KCD LIP. I acknowledge that KCD LIP funds cannot be used in combination with other funding sources to exceed 100% of project costs. I agree to allow communication between KCD and any other agency regarding the details of the project as well as funding details. _____ (Initial Here)

I understand that LIP cost-share reimbursement is contingent upon installing the BMP to the minimum standard provided by KCD, and that KCD will verify standard compliance. Furthermore, I understand that changes to the installation details (attached *Job Sheet and Map*) must be approved through a *Scope of Work Revision Process*. Unapproved changes will not be eligible for reimbursement. _____ (Initial Here)

I understand that there may be federal tax liability associated with a LIP cost-share reimbursement, and that KCD will issue a 1099-G for reimbursements made through the LIP. Furthermore, I understand that KCD cannot provide advice with respect to the tax liability associated with LIP cost-share reimbursements and that I have been advised to consult with my own tax professional.

_____ (Initial Here)

I understand that I am applying for public funding and am responsible for notifying a buyer upon sale or loss of the property of the installed BMP. If I sell or lose control of the property covered by this Agreement and the new owner or transferee does not assume responsibility for maintaining the installed BMP as required by this Agreement, I may be required to refund all or a portion of the cost-share received through this Agreement. In the event of litigation arising from or related to this Agreement, attorney's fees and costs incurred by the prevailing party shall be paid by the non-prevailing party. _____ (Initial Here)

I give permission to KCD to photograph my property to document the site conditions and/or the implementation and maintenance of the funded practice. In the event that I or any of my family members or dependents choose to be photographed in a setting that reflects the assistance provided by KCD, I give KCD permission to publish such photographs in KCD promotional literature, advertising, social media, and other public displays. The photographs will be the property of KCD and may be used by KCD at any time, in the manner described above, without my additional consent. _____ (Initial Here)

I understand that this Agreement is subject to disclosure under the Public Records Act, Chapter 42.56 RCW. _____ (Initial Here)

I understand that I will no longer be eligible for KCD cost-share funds if one or more of the following occurs: _____ (Initial Here)

- a. The KCD funded BMP fails within its design life due to circumstances within my control (e.g., neglect, failure to maintain the BMP, destruction of the BMP before expiration of the design life, or other actions which cause the KCD funded BMP to become non-viable). *Note: Landowners are not responsible for BMP failure caused by circumstances beyond their control (e.g. fire, flood, storm damage, etc.).*
- b. I relinquish or lose ownership of equipment purchased with KCD cost-share.
- c. The KCD funded BMP is not being used for the intended purpose (e.g. cross fencing purchased with KCD funding, but no animals on property).
- d. I cancel 2 cost-share contracts awarded through the KCD Landowner Incentive Program.
- e. I deny KCD staff access to my property to verify BMP installation and maintenance.

I understand KCD will provide a sign free of charge after completion of a project, and I agree that: _____ (Initial Here)

- a. I will select a visible location on my property for display of the sign and will install it.
- b. I will maintain the sign and keep it free of visual barriers for at least five years after installation.
- c. I am not responsible for damage to the sign that is beyond my control (e.g. auto accident, storm damage, vandalism, etc.)

Roy Ballestrasse

Signature of applicant

Date

Signature of Landowner (if applicant is Lessee)

Date

FOR KCD OFFICE USE

Approved for Award (KCD LIP Coordinator)	Date	
Approved for Funding (KCD Management)	Date	LIP ID:

Landowner: Roy Ballestrasse	Lifetime of Practice: 20 years
-----------------------------	--------------------------------

Purpose (check all that apply)

<input type="checkbox"/> Divide pasture for rotational grazing	<input checked="" type="checkbox"/> Fence livestock out of a riparian area
<input type="checkbox"/> Perimeter fencing	<input type="checkbox"/> Heavy use area fence
<input type="checkbox"/> Animal trail fencing	

Type of fencing material to be used (please include animal type(s))

<p>1. FENCE DESIGN Livestock Type: Beef Cattle Fence Height: 42 inches Stands (no.): 4 top and bottom smooth, middle 2 barbed Spacing: 42, 30, 24, 16 inches</p> <p>2. GALVANIZED WIRE Type: Standard double strand: barbed and smooth Size (gauge): 12.5, Class III, galvanized Tension: <6" deflection at midpoint with 10 lbs press Strength: 70,000 psi Amount: 2350 feet plus bracing wire Rolls: 8-9</p>	<p>3. LINE POSTS Material: Cedar or Pressured Treated Size and Shape: 3.5" min diameter at top of post, Round Length: 6 feet Buried Depth: 24" Coating: See Fence Supplement Sheet Distance Between Posts: 20' w/o stays; 25' w 1 stay midway</p>
<p>4. BRACES, including Pull Posts at Corners Locations: End corners, gates, slope/ angle changes Type and Material: Standard H-Brace, Wood Brace Wire Type and Size: Standard Double strand barbed/smooth, 12.5 gauge Brace and Anchor Post Size: 5 inches minimum at top of post, round Length: 7 feet Buried Depth: 36 inches Coating: cedar or pressure treated Horizontal Brace Size: 4 in nominal Length: 8 ft minimum Diagonal Brace Size: n/a Length: n/a</p>	<p>5. STAYS Type and Material: wood Size: 2.5 inches minimum diameter Stay Length: 44 inches minimum</p> <p>6. OTHER Top of compression brace set @ 36 inches</p>

All materials used in the construction of this fence shall have a minimum life expectancy of 10 years.

See the Supplement Sheet to this Fence Job Sheet for detailed information on protective treatments for wood posts/braces, backfilling, concrete, wire and staples.

Provisions have been made in the design of this fence to allow wildlife movement to and from the riparian area. Consult the King Conservation District Technician with any questions.

Length of fence

Animal trail:
Buffer: 2550 ft.
Cross:
HUA:
Perimeter:

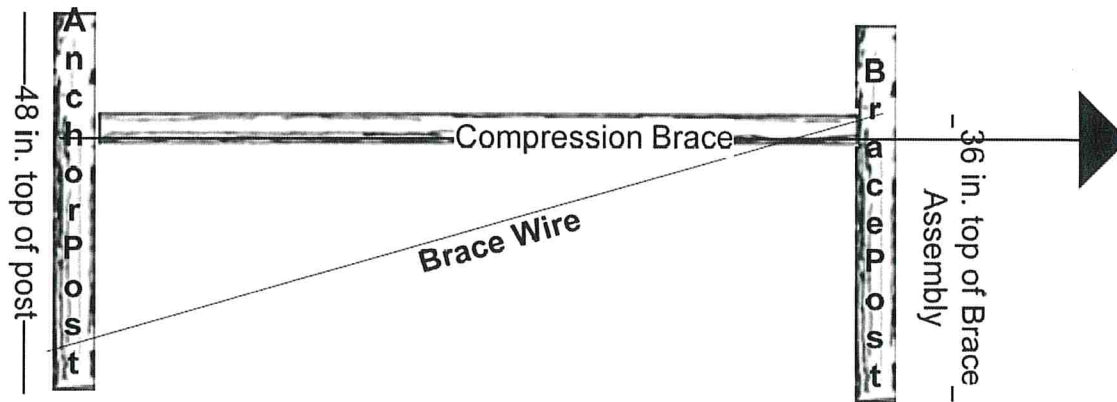
Operation and Maintenance

- Regularly inspect fences for damage and natural wear as part of an on-going management system
- Maintenance and repairs will be performed as needed to facilitate the intended use of the installed fence
- Fence repairs should be made with materials that equal or exceed the quality of the original materials
- Electric fences need to be inspected periodically to remove grasses and tree limbs that are touching the wire

Additional Specifications and Notes:

H-Brace

H-Brace shall be constructed on segment ends, locations to support gates and corners with angles larger than 20 degrees. Angles between 20 and 60 degrees require a 4 post, double H-brace that does not share a common post. Corners with angles over 60 degrees can use a 3 post double H-Brace. H-brace anchor and brace posts shall be treated wood, minimum 5 to 6-inch diameter, 8 feet long, and set 3 feet into ground. Concrete is not required. Tamp to compact backfill soil around post in 4-inch lifts. Compression post shall be treated wood post, minimum 4 to 5-inch diameter and at least 8 feet long. Connect via brace pin or 12-inch galvanized nail. It is recommended not to notch wood, as this reduces structural integrity. Brace wire shall be two loops of 9-gauge smooth wire or 12.5-gauge high-tensile wire. Twist brace wire with twitch stick or use line strainer or L-shape joint clamp to add tension to H-brace. Wire shall be installed from the bottom of the anchor post to the top of the brace post.



Woven wire

Inline posts shall be treated wood posts, minimum 3.5-inch diameter, at least 6 feet long and set a minimum of 24 inches deep into the ground. Standard T-posts may be used as line posts; T-posts must be at least 1.25 pounds per foot exclusive of anchor plates, a minimum of 5.5 feet tall, and set 18 inches deep; T-posts must be galvanized or painted. Posts shall be spaced a maximum of 15 feet apart. If metal posts are used, substitute a minimum 3.5-inch diameter treated wood posts every 50 to 75 feet. For long runs of fence, install H-braces every 330 feet. Follow details in fence standard for stapling of wire into post. See standard for more details about H-braces.

Top and bottom wires should be 10-gauge, with 12.5-gauge intermediate and stay wires. Fence should be at least 4 feet high with wire spacing not more than 6 inches apart in standard woven wire fence or not greater than 2 inches by 4 inches spacing in no-climb fencing.

Additional Specifications and Notes:*Barbed Wire, Smooth Wire, or Similar*

Install a combination of wooden and metal line posts. Use pressure-treated wood posts on segment ends, at gates, and every 50 to 75 feet as line posts. Wood posts must be at least 6 feet long and set a minimum of 24 inches deep. Standard T-posts may be used as line posts; T-posts must be at least 1.25 pounds per foot exclusive of anchor plates, a minimum of 5.5 feet tall, and set 18 inches deep; T-posts must be galvanized or painted. For long runs of fence, install H-braces every 330 feet.

Four-strand fences may have a maximum line post interval of 20 feet without stays, 25 feet with one stay mid-way between line posts, or 30 feet with 2 stays at equal intervals between posts. Stays must be wood and at least 2.5 inches in diameter. Stays must be at least 2 inches taller than the fence height.

Use standard galvanized double strand barbed wire, a minimum size of 12.5-gauge with 14-gauge or heavier 2-point barbs spaced not more than 5 inches apart. Strand breaking strength must be at least 950 pounds or 70,000 pounds per square inch.

Set wires at above ground heights of 14", 22", 32", and 42".

Post and Rail:

Install 4 by 6-inch pressure treated wood posts, set 2.5 to 3 feet into the ground. Concrete is not required. Tamp to compact backfill soil around post in 4-inch lifts. Posts shall be spaced 8 to 10 feet on center. Connect posts with at least three 2 by 6-inch pressure treated wood rails.

Galvanized screws are ideal to prevent boards from being pushed out.

Ballestrasse Fencing Project



The information included on this map has been compiled by King County staff from a variety of sources and is subject to change without notice. King County makes no representations or warranties, express or implied, as to accuracy, completeness, timeliness, or rights to the use of such information. This document is not intended for use as a survey product. King County shall not be liable for any general, special, indirect, incidental, or consequential damages including, but not limited to, lost revenues or lost profits resulting from the use or misuse of the information contained on this map. Any sale of this map or information on this map is prohibited except by written permission of King County.

Date: 11/10/2020

Notes:



King County

Ballestrasse Fencing Project



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Date: 11/10/2020

Notes:



King County


Soil Map—King County Area, Washington (Ballestrasse Soils)




Soil Map—King County Area, Washington
(Ballestrasse Soils)

MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features



Streams and Canals

Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

Background



Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: King County Area, Washington

Survey Area Data: Version 16, Jun 4, 2020

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 22, 2019—Jul 29, 2019

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
Bh	Bellingham silt loam	0.1	2.8%
KpB	Kitsap silt loam, 2 to 8 percent slopes	4.1	97.2%
Totals for Area of Interest		4.2	100.0%

SUPPLEMENT SHEET Standard Post & Wire Fence

Landowner: Roy Ballestrasse

Location: S16 T24N R7E

County: King

Date: November, 2020

Objective: This supplement sheet contains additional information needed to install a safe and effective post and wire fence that will exclude livestock from a riparian buffer.

PERMITS & REGULATIONS: It shall be the responsibility of the owner to obtain all necessary permits and/or rights, and to comply with all ordinances and laws pertaining to this work.

Work shall be in accordance with the following specifications and special requirements. NO CHANGES ARE TO BE MADE IN THE SPECIFICATIONS WITHOUT PRIOR APPROVAL OF THE KING CONSERVATION DISTRICT.

Material and Installation Specifications

All materials used in the construction of fences shall have a minimum life expectancy of ten (10) years. Fences will be constructed that equal or exceed the strength and durability of one built in accordance with the materials specifications in the Standard Post & Wire Fence Job Sheet and this Standard Post & Wire Fence Supplement Sheet.

Wire

- The number of wires will be four.
- The top and bottom wire for the fence will be standard, smooth, double-strand, 9 gauge wire with a minimum protective coating (Class III galvanized per ASTM-854), and with a breaking strength of 70,000 psi.
- The middle two wires will be standard, double-strand, barbed, 12 ½ gauge wire with 14 gauge or heavier two-point barbs spaced not more than 5 inches apart.
- When splicing of wire is necessary, use “Western Union” splice or compression fittings.

Fence Wire Tension

- Tension on the wire shall be such that ten (10) pounds of pressure applied midway between posts shall cause no more than six inches (6”) of displacement from the straight line between posts.
- Temperature variations must be considered when setting the tension on line wires (wire will tighten in cold weather and expand in hot weather).
- All line wires shall be dead-ended on gate, corner, or the anchor posts (pull posts) of in-line brace units by double wrapping and stapling at the end.

Staples

- U-shaped conventional wire staple will be No. 9 gauge galvanized wire or bright hard wire, at least 1 and 3/4-inch long.
- L-shaped deformed shank staple will be No. 9 gauge galvanized wire or bright hard wire, at least 1 and 1/2-inch long.
- Staples shall be driven into the post at a 45-degree angle to the grain of the wood.
- Staples for the line wire shall be driven into the post at an angle in the same direction as the line wire is pulling. If the line wire pull is up, staple legs shall angle upwards when driven into the post.
- Staples shall be driven just deep enough to snug the line wire without bending it. The line wire shall be loose in the staple to allow expansion and movement of the wire.

Posts: Material, Coating, and Setting

- Wood posts can be juniper, cedar, or other wood. (Juniper and cedar will not require a protective coating.)
- Posts shall be of sufficient length to meet total of buried depth and fence height requirement plus 3 inches.
- Complete penetration of the sapwood with approved treatment materials. Pressure-treated, entire length of post. Chromated Copper Arsenate (CCA)-treated wood posts should not be used where treated wood may come into contact with water sources (wetlands, streams, high water tables, etc.). Other chemically-treated and pressure-treated wood posts may be used in these areas.
- All posts shall be placed to the required depth and shall be firmly embedded.
- Wood posts shall be driven or set in holes and backfilled with compacted earth or poured concrete.
- Where postholes are dug, the holes shall be at least 6 inches larger than the diameter of side dimensions of the posts.
- Earth backfill around posts shall be thoroughly tamped in layers not thicker than 4 inches and shall completely fill the posthole to the ground surface.
- Concrete backfill around posts shall be rodded into place in layers not thicker than 12 inches and shall completely fill the posthole to the ground surface.
- Backfill, either earth or concrete, shall be crowned up around posts at the ground surface.
- Concrete shall be class 3000 in accordance with Washington NRCS Construction Specification CS-42 for Minor Structures. Concrete shall be allowed to set for ten days before tension is applied to the line assemblies through tightening of wire.

For further information on fence construction, see the NRCS WA Conservation Practice Specification 382: Fence – Standard Post & Wire”.

Operations and Maintenance:

As part of an on-going management program, the property owner/operator will regularly inspect, maintain, and repair the post and wire fence to facilitate its intended operation:

- Make all fence repairs using materials that equal or exceed the quality of the original materials.
- Inspect the electric fence regularly and after all storm and flood events to make necessary repairs to ensure its continued function.

This supplement was written according to NRCS WA Conservation Practice Standard and Specification: Standard Post & Wire Fence 382

BALLESTRASSE Fencing Project - Pre-implementation Photos

Photo 1 – Buffer from the east side



Photo 2 – Looking at the northeast corner of the southern section of fence



BALLESTRASSE Fencing Project - Pre-implementation Photos

Photo 3 – Standing at the northwest corner looking south



Photo 4 – Standing on the north end of the southern section looking south



BALLESTRASSE Fencing Project - Pre-implementation Photos

Photo 5 – Standing on the east side of the buffer looking north



Photo 6 – Standing on the east side of the buffer looking south



FINANCE

Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register
1000 - Cash (Checking Ops / BoA / x0408)
From 11/1/2020 through 11/30/2020

20-089

Document Number	Vendor	Date	Amount	
23002	A & L Western Agricultural Labs	11/9/2020	1,977.60	
23003	Abila	11/9/2020	6,349.56	
23004	Ashley Allan	11/9/2020	71.34	
23005	Bryant's Tractor & Mower Inc.	11/9/2020	841.46	
23006	Comcast Business	11/9/2020	237.28	
23007	Comcast Business - PA	11/9/2020	406.65	
23008	Dept of Ecology	11/9/2020	22,199.37	1371.55
23009	Department of Enterprise Services	11/9/2020	450.00	
23010	Delridge Neighborhoods Development Association	11/9/2020	4,999.67	
23011	Enduris	11/9/2020	500.00	
23012	First Light Farm	11/9/2020	216.00	
23013	Fourth Corner Nurseries	11/9/2020	200.94	
23014	Elizabeth Marie Fredrickson	11/9/2020	1,795.50	
23015	Sue Hartman	11/9/2020	20.00	
23016	Health Care Authority	11/9/2020	28,129.59	
23017	Inslee Best Doezie & Ryder P.S.	11/9/2020	6,847.69	
23018	Integrated Computer Systems Support, Inc.	11/9/2020	599.33	
23019	Kelyn's Custom Farming	11/9/2020	1,692.90	
23020	Michael Lasecki	11/9/2020	232.46	218.16
23021	Llewellyn Lighting Solutions	11/9/2020	2,250.00	
23022	Marc Bolan Consulting	11/9/2020	2,400.00	
23023	McCaffrey Consulting LLC	11/9/2020	1,538.00	
23024	McLendon Hardware	11/9/2020	120.98	
23025	Deborah A Meisinger	11/9/2020	121.80	
23026	Mountain Mist	11/9/2020	65.89	
23027	Na'ah Illahee Fund	11/9/2020	7,444.90	
23028	Northwest Paper Converters	11/9/2020	500.50	
23029	Pacific Topsoils Inc.	11/9/2020	149.70	
23030	PCC Farmland Trust	11/9/2020	19,683.50	
23031	Pine Brook Meadows Homeowners Association	11/9/2020	7,637.16	
23032	Purchase Power	11/9/2020	400.00	
23033	Restoration Analytics & Design LLC	11/9/2020	1,200.00	
23034	Shina Linda Dale Richardson	11/9/2020	3,775.00	
23035	Sam Savar	11/9/2020	365.40	
23036	Sno Valley Tilth	11/9/2020	7,654.68	
23037	Snohomish Conservation District - V	11/9/2020	3,095.23	
23038	Rani Souza	11/9/2020	150.00	
23039	Summit Law Group, PLLC	11/9/2020	17,510.00	
23040	Sunset Materials, Inc.	11/9/2020	86.28	
23041	T-Mobile USA, Inc.	11/9/2020	1,162.98	
23042	Tradewinds Construction	11/9/2020	22,408.52	
23043	US Bank VISA	11/9/2020	4,541.69	
23044	Valtas Group Washington LLC	11/9/2020	18,487.50	
23045	WSU - Cashiers SPS	11/9/2020	14,005.50	
23046	Zoom Video Communications, Inc	11/9/2020	2,747.82	
23047	Abila	11/23/2020	614.55	
23048	Advanced Irrigation Inc.	11/23/2020	374.00	
23049	Brett Anderson	11/23/2020	46.80	
23050	Awole, Kedija	11/23/2020	188.81	
23051	Caroline Boschetto	11/23/2020	70.35	

Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register
1000 - Cash (Checking Ops / BoA / x0408)
From 11/1/2020 through 11/30/2020

20-089

Document Number	Vendor	Date	Amount
23052	Marinn Carpenter	11/23/2020	4,231.36
23053	WEX Bank	11/23/2020	600.00
23054	City of Renton Utility Division	11/23/2020	118.29
23055	Richard C. Deglman	11/23/2020	3,187.50
23056	Jake Edward Devaney	11/23/2020	4,063.50
23057	Elizabeth Marie Fredrickson	11/23/2020	1,753.50
23058	Heidi Hill	11/23/2020	3,745.00
23059	Integrated Computer Systems Support, Inc.	11/23/2020	4,185.52
23060	McCaffrey Consulting LLC	11/23/2020	1,538.00
23061	Bernie McKinney	11/23/2020	3,206.50
23062	McLendon Hardware	11/23/2020	302.34
23063	Jason Mirro	11/23/2020	92.31
23064	National Construction Rentals	11/23/2020	162.80
23065	Office Team	11/23/2020	1,765.20
23066	Point Harmony LLC - Virginia Gilder	11/23/2020	7,278.75
23067	Natalie Quist	11/23/2020	2,614.50
23068	Laura Redmond	11/23/2020	221.55
23069	Renton Office Park LLC	11/23/2020	32,586.36
23070	Meri Lynn Rinehart	11/23/2020	10,950.00
23071	Storm Lake Growers Inc.	11/23/2020	555.18
23072	Sunset Materials, Inc.	11/23/2020	87.40
23073	Tukwila Self-Storage	11/23/2020	462.00
23074	U.S. Bank Equipment Finance	11/23/2020	3,278.37
23075	Valtas Group Washington LLC	11/23/2020	10,947.50
23076	Sara Wibmer	11/23/2020	22.34
23077	David R. Laird	11/23/2020	2,308.50

Total Checks 318,829.15

22935	Summit Law Group, PLLC	11/5/2020	(8,052.00)
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Total Void Checks (8,052.00)

0000004097E5450	UPS	11/18/2020	43.75
00004097E5430	UPS	11/4/2020	36.04
00004097E5460	UPS	11/25/2020	33.88
110620-Navia	Navia Benefit Solutions	11/6/2020	224.33
111320-Navia	Navia Benefit Solutions	11/13/2020	57.97
112020-Navia	Navia Benefit Solutions	11/20/2020	50.48

Total EFT 446.45

110920-WireFee	Bank of America	11/9/2020	15.00
111020-StopPymtFee	Bank of America	11/10/2020	30.00
113020-WireFee	Bank of America	11/30/2020	15.00
113020-ckImFee	Bank of America	11/30/2020	3.00

Total Bank Fees 63.00

Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register
1000 - Cash (Checking Ops / BoA / x0408)
From 11/1/2020 through 11/30/2020

20-089

<u>Document Number</u>	<u>Vendor</u>	<u>Date</u>	<u>Amount</u>
2011 01	November 2020 Payroll	11/30/2020	136,109.21
113020-DRS	Dept of Retirement Systems	11/30/2020	39,780.66
113020-PRTaxes	QuickBooks Payroll Service	11/30/2020	51,507.38
113020-QBFees	QuickBooks Payroll Service	11/30/2020	<u>211.44</u>
	Total Payroll		227,608.69
	Report Total		<u>538,895.29</u>

King Conservation District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 11/1/2020 Through 11/30/2020

Current Operating Fund
11.30.2020

	November	Actual	YTD Actual	Total Budget - Board Approved 2020	Total Budget Variance - Board Approved 2020
Revenue					
Revenue					
Rates & Charges		2,759,176	7,377,879	8,355,074	(977,195)
Grants & Cost Share		80,180	461,725	888,754	(427,029)
Plant Sale		0	127,011	108,262	18,749
Other / Interest		1,686	63,622	221,462	(157,840)
Total Revenue		<u>2,841,042</u>	<u>8,030,237</u>	<u>9,573,552</u>	<u>(1,543,315)</u>
Total Revenue		<u>2,841,042</u>	<u>8,030,237</u>	<u>9,573,552</u>	<u>(1,543,315)</u>
Expense					
Personnel					
Salary, Taxes & Benefits		229,635	2,811,660	4,157,472	1,345,813
Contracted Services		<u>90,590</u>	<u>1,102,494</u>	<u>1,985,048</u>	<u>882,554</u>
Total Personnel		320,225	3,914,153	6,142,520	2,228,367
Supplies					
Office		1,194	14,284	14,710	426
Field		<u>1,508</u>	<u>136,270</u>	<u>280,292</u>	<u>144,022</u>
Total Supplies		2,702	150,553	295,002	144,449
Communications					
Advertising		2,975	6,131	21,250	15,119
Postage		619	4,840	16,570	11,730
Telephone & Internet		2,195	27,919	42,000	14,081
Printing & Publications		<u>10</u>	<u>350</u>	<u>18,502</u>	<u>18,152</u>
Total Communications		5,798	39,239	98,322	59,083
Occupancy & Equipment					
Office		32,586	350,388	373,229	22,841
Storage & Other		5,191	74,110	60,000	(14,110)
Program Activities		0	1,500	5,950	4,450
Equipment & Vehicle Maintenance		<u>1,395</u>	<u>8,697</u>	<u>28,120</u>	<u>19,423</u>
Total Occupancy & Equipment		39,172	434,695	467,299	32,605
Travel & Training					
		716	14,497	72,595	58,098
Other					
Capital Outlay		7,058	33,256	81,900	48,644
Sponsorships		50	4,332	13,980	9,648
Bank Fees/ Interest / Insur		<u>1,231</u>	<u>57,422</u>	<u>55,932</u>	<u>(1,490)</u>
Total Other		<u>8,338</u>	<u>95,009</u>	<u>151,812</u>	<u>56,803</u>
Total Expense		<u>376,952</u>	<u>4,648,147</u>	<u>7,227,550</u>	<u>2,579,404</u>
Grants & Fund Transfers					
Awards					
Member Jurisdiction		0	114,946	986,204	871,258
Cost Share / LIP		22,835	66,515	633,410	566,895
Regional Food		<u>0</u>	<u>0</u>	<u>726,388</u>	<u>726,388</u>
Total Awards		<u>22,835</u>	<u>181,461</u>	<u>2,346,002</u>	<u>2,164,541</u>
Total Grants & Fund Transfers		22,835	181,461	2,346,002	2,164,541
Total Expense		<u>399,787</u>	<u>4,829,607</u>	<u>9,573,552</u>	<u>4,743,945</u>

King Conservation District
Working Lands Expenses
From 8/1/2020 Through 11/30/2020

Name	Effective Date	Fund Code	GL Code	Rev Src Code	Program Code	Project Code	Task Code	Tran Srce	Session ID	Doc Number	ID	Transaction Description	Debit	Credit
		R91	5000	400	601	0	0					Opening Balance		0.00
	8/31/2020	R91	5000	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020	58.50	
	8/31/2020	R91	5200	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020	7.78	
	8/31/2020	R91	5220	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020	7.64	
	8/31/2020	R91	5310	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020	4.36	
	8/31/2020	R92	5000	400	601	0	0	PRS	200831 PRS	2008 02	ANDBRE	Employee: ANDBRE; Pay Date: 8/31/2020	566.76	
	8/31/2020	R92	5000	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020	178.48	
	8/31/2020	R92	5200	400	601	0	0	PRS	200831 PRS	2008 02	ANDBRE	Employee: ANDBRE; Pay Date: 8/31/2020	107.40	
	8/31/2020	R92	5200	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020	23.35	
	8/31/2020	R92	5220	400	601	0	0	PRS	200831 PRS	2008 02	ANDBRE	Employee: ANDBRE; Pay Date: 8/31/2020	72.77	
	8/31/2020	R92	5220	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020	22.92	
	8/31/2020	R92	5310	400	601	0	0	PRS	200831 PRS	2008 02	ANDBRE	Employee: ANDBRE; Pay Date: 8/31/2020	43.35	
	8/31/2020	R92	5310	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020	13.13	
	8/31/2020	R92	5350	400	601	0	0	PRS	200831 PRS	2008 02	ANDBRE	Employee: ANDBRE; Pay Date: 8/31/2020	3.40	
	8/31/2020	R92	5360	400	601	0	0	PRS	200831 PRS	2008 02	ANDBRE	Employee: ANDBRE; Pay Date: 8/31/2020	0.03	
	8/31/2020	R94	5000	400	912	R94_Firewise	0	PRS	200831 PRS	2008 03	ARNELL	Employee: ARNELL; Pay Date: 8/31/2020	2,365.05	
	8/31/2020	R94	5000	400	912	R94_Firewise	0	PRS	200831 PRS	2008 05	AXEMAT	Employee: AXEMAT; Pay Date: 8/31/2020	3,754.98	
	8/31/2020	R94	5200	400	912	R94_Firewise	0	PRS	200831 PRS	2008 03	ARNELL	Employee: ARNELL; Pay Date: 8/31/2020	283.86	
	8/31/2020	R94	5200	400	912	R94_Firewise	0	PRS	200831 PRS	2008 05	AXEMAT	Employee: AXEMAT; Pay Date: 8/31/2020	126.39	
	8/31/2020	R94	5220	400	912	R94_Firewise	0	PRS	200831 PRS	2008 03	ARNELL	Employee: ARNELL; Pay Date: 8/31/2020	303.67	
	8/31/2020	R94	5220	400	912	R94_Firewise	0	PRS	200831 PRS	2008 05	AXEMAT	Employee: AXEMAT; Pay Date: 8/31/2020	482.14	
	8/31/2020	R94	5310	400	912	R94_Firewise	0	PRS	200831 PRS	2008 03	ARNELL	Employee: ARNELL; Pay Date: 8/31/2020	180.89	
	8/31/2020	R94	5310	400	912	R94_Firewise	0	PRS	200831 PRS	2008 05	AXEMAT	Employee: AXEMAT; Pay Date: 8/31/2020	287.25	
	8/31/2020	R94	5350	400	912	R94_Firewise	0	PRS	200831 PRS	2008 03	ARNELL	Employee: ARNELL; Pay Date: 8/31/2020	14.19	
	8/31/2020	R94	5350	400	912	R94_Firewise	0	PRS	200831 PRS	2008 05	AXEMAT	Employee: AXEMAT; Pay Date: 8/31/2020	22.52	
	8/31/2020	R94	5360	400	912	R94_Firewise	0	PRS	200831 PRS	2008 03	ARNELL	Employee: ARNELL; Pay Date: 8/31/2020	0.10	
	8/31/2020	R94	5360	400	912	R94_Firewise	0	PRS	200831 PRS	2008 05	AXEMAT	Employee: AXEMAT; Pay Date: 8/31/2020	1.58	
	9/11/2020	R92	6410	400	917	0	0	CD	200929 CD	41630	Lowes	Supplies for Ag Drainage Assistance Project	6.03	
	9/16/2020	R92	7822	400	702	EBT/ADAP_202	0	API	200924 API	WC000000109	Dept of Ecology	3 Crews and 1 IP - July 2020	1,372.87	
	9/30/2020	R92	5000	400	601	0	0	PRS	200930 PRS	2009 12	KINCAR	Employee: KINCAR; Pay Date: 9/30/2020	349.99	
	9/30/2020	R92	5000	400	601	0	0	PRS	200930 PRS	2009 13	LANPET	Employee: LANPET; Pay Date: 9/30/2020	259.64	
	9/30/2020	R92	5200	400	601	0	0	PRS	200930 PRS	2009 12	KINCAR	Employee: KINCAR; Pay Date: 9/30/2020	36.45	
	9/30/2020	R92	5200	400	601	0	0	PRS	200930 PRS	2009 13	LANPET	Employee: LANPET; Pay Date: 9/30/2020	45.66	
	9/30/2020	R92	5220	400	601	0	0	PRS	200930 PRS	2009 12	KINCAR	Employee: KINCAR; Pay Date: 9/30/2020	44.94	
	9/30/2020	R92	5220	400	601	0	0	PRS	200930 PRS	2009 13	LANPET	Employee: LANPET; Pay Date: 9/30/2020	33.34	
	9/30/2020	R92	5240	400	601	0	0	PRS	200930 PRS	2009 12	KINCAR	Employee: KINCAR; Pay Date: 9/30/2020	1.83	
	9/30/2020	R92	5310	400	601	0	0	PRS	200930 PRS	2009 12	KINCAR	Employee: KINCAR; Pay Date: 9/30/2020	26.77	
	9/30/2020	R92	5310	400	601	0	0	PRS	200930 PRS	2009 13	LANPET	Employee: LANPET; Pay Date: 9/30/2020	18.25	
	9/30/2020	R92	5360	400	601	0	0	PRS	200930 PRS	2009 12	KINCAR	Employee: KINCAR; Pay Date: 9/30/2020	0.01	
	9/30/2020	R92	5360	400	601	0	0	PRS	200930 PRS	2009 13	LANPET	Employee: LANPET; Pay Date: 9/30/2020	0.07	
	9/30/2020	R94	5000	400	912	R94_Firewise	0	PRS	200930 PRS	2009 03	ARNELL	Employee: ARNELL; Pay Date: 9/30/2020	2,180.71	
	9/30/2020	R94	5200	400	912	R94_Firewise	0	PRS	200930 PRS	2009 03	ARNELL	Employee: ARNELL; Pay Date: 9/30/2020	261.73	
	9/30/2020	R94	5220	400	912	R94_Firewise	0	PRS	200930 PRS	2009 03	ARNELL	Employee: ARNELL; Pay Date: 9/30/2020	280.00	

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Name	Effective Date	Fund Code	GL Code	Rev Src Code	Program Code	Project Code	Task Code	Tran Srce	Session ID	Doc Number	ID	Transaction Description	Debit	Credit
	9/30/2020	R94	5310	400	912	R94_Firewise	0	PRS	200930 PRS	2009 03	ARNELL	Employee: ARNELL; Pay Date: 9/30/2020	166.79	
	9/30/2020	R94	5350	400	912	R94_Firewise	0	PRS	200930 PRS	2009 03	ARNELL	Employee: ARNELL; Pay Date: 9/30/2020	13.08	
	9/30/2020	R94	5360	400	912	R94_Firewise	0	PRS	200930 PRS	2009 03	ARNELL	Employee: ARNELL; Pay Date: 9/30/2020	0.09	
	10/7/2020	R92	7822	400	702	EBT/ADAP_202	0	API	201022 API	WC000000150	Dept of Ecology	3 Crews and 1 IP - August 2020	1,124.49	
	10/31/2020	R92	5000	400	601	0	0	PRS	201031 PRS	2010 02	ANDBRE	Employee: ANDBRE; Pay Date: 10/31/2020	593.76	
	10/31/2020	R92	5000	400	601	0	0	PRS	201031 PRS	2010 12	KINCAR	Employee: KINCAR; Pay Date: 10/31/2020	349.99	
	10/31/2020	R92	5000	400	601	0	0	PRS	201031 PRS	2010 22	MONJOS	Employee: MONJOS; Pay Date: 10/31/2020	401.57	
	10/31/2020	R92	5200	400	601	0	0	PRS	201031 PRS	2010 02	ANDBRE	Employee: ANDBRE; Pay Date: 10/31/2020	112.52	
	10/31/2020	R92	5200	400	601	0	0	PRS	201031 PRS	2010 12	KINCAR	Employee: KINCAR; Pay Date: 10/31/2020	36.45	
	10/31/2020	R92	5200	400	601	0	0	PRS	201031 PRS	2010 22	MONJOS	Employee: MONJOS; Pay Date: 10/31/2020	66.19	
	10/31/2020	R92	5220	400	601	0	0	PRS	201031 PRS	2010 02	ANDBRE	Employee: ANDBRE; Pay Date: 10/31/2020	76.24	
	10/31/2020	R92	5220	400	601	0	0	PRS	201031 PRS	2010 12	KINCAR	Employee: KINCAR; Pay Date: 10/31/2020	44.94	
	10/31/2020	R92	5220	400	601	0	0	PRS	201031 PRS	2010 22	MONJOS	Employee: MONJOS; Pay Date: 10/31/2020	51.56	
	10/31/2020	R92	5240	400	601	0	0	PRS	201031 PRS	2010 12	KINCAR	Employee: KINCAR; Pay Date: 10/31/2020	1.83	
	10/31/2020	R92	5310	400	601	0	0	PRS	201031 PRS	2010 02	ANDBRE	Employee: ANDBRE; Pay Date: 10/31/2020	45.41	
	10/31/2020	R92	5310	400	601	0	0	PRS	201031 PRS	2010 12	KINCAR	Employee: KINCAR; Pay Date: 10/31/2020	26.77	
	10/31/2020	R92	5310	400	601	0	0	PRS	201031 PRS	2010 22	MONJOS	Employee: MONJOS; Pay Date: 10/31/2020	29.23	
	10/31/2020	R92	5350	400	601	0	0	PRS	201031 PRS	2010 02	ANDBRE	Employee: ANDBRE; Pay Date: 10/31/2020	3.56	
	10/31/2020	R92	5360	400	601	0	0	PRS	201031 PRS	2010 02	ANDBRE	Employee: ANDBRE; Pay Date: 10/31/2020	0.03	
	10/31/2020	R92	5360	400	601	0	0	PRS	201031 PRS	2010 12	KINCAR	Employee: KINCAR; Pay Date: 10/31/2020	0.01	
	10/31/2020	R92	5360	400	601	0	0	PRS	201031 PRS	2010 22	MONJOS	Employee: MONJOS; Pay Date: 10/31/2020	0.01	
	11/1/2020	R92	7822	400	702	EBT/ADAP_202	0	API	201105 API	WC000000164	Dept of Ecology	3 Crews and 1 IP - September 2020	1,371.55	
	11/1/2020	R94	9994	400	912	WLI-2020-01	0	API	201105c API	102620-PBMHOA	Pine Brook	WLI Contract: WLI-2020-01; Forest Health Mgmt	7,637.16	
	11/30/2020	R92	5000	400	601	0	0	PRS	201130 PRS	2011 12	KINCAR	Employee: KINCAR; Pay Date: 11/30/2020	216.36	
	11/30/2020	R92	5000	400	601	0	0	PRS	201130 PRS	2011 22	MONJOS	Employee: MONJOS; Pay Date: 11/30/2020	1,399.76	
	11/30/2020	R92	5200	400	601	0	0	PRS	201130 PRS	2011 12	KINCAR	Employee: KINCAR; Pay Date: 11/30/2020	22.52	
	11/30/2020	R92	5200	400	601	0	0	PRS	201130 PRS	2011 22	MONJOS	Employee: MONJOS; Pay Date: 11/30/2020	0.03	
	11/30/2020	R92	5220	400	601	0	0	PRS	201130 PRS	2011 12	KINCAR	Employee: KINCAR; Pay Date: 11/30/2020	27.78	
	11/30/2020	R92	5240	400	601	0	0	PRS	201130 PRS	2011 12	KINCAR	Employee: KINCAR; Pay Date: 11/30/2020	1.13	
	11/30/2020	R92	5310	400	601	0	0	PRS	201130 PRS	2011 12	KINCAR	Employee: KINCAR; Pay Date: 11/30/2020	16.54	
	11/30/2020	R92	5310	400	601	0	0	PRS	201130 PRS	2011 22	MONJOS	Employee: MONJOS; Pay Date: 11/30/2020	107.09	
	11/30/2020	R92	5360	400	601	0	0	PRS	201130 PRS	2011 12	KINCAR	Employee: KINCAR; Pay Date: 11/30/2020	0.01	
												Transaction Total	27,796.23	0.00
Report Opening/Current Balance													0.00	0.00
Report Transaction Totals													27,796.23	0.00
Report Current Balances													27,796.23	0.00

King Conservation District
Working Lands Expenses
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Name	Effective Date	Fund Code	GL Code	Rev Src Code	Program Code	Project Code	Task Code	Tran Srce	Session ID	Doc Number	ID	Transaction Description	Debit	Credit
Report Difference														<u>27,796.23</u>

King Conservation District
Sound Transit Expenses
From 1/1/2020 Through 11/30/2020

Name	Effective Date	Fund Code	GL Code	Rev Src Code	Program Code	Project Code	Task Code	Tran Srce	Session ID	Doc Number	ID	Transaction Description	Debit	Credit
		ST2020	7706	1503020	920	FSI_SoundTran	0					Opening Balance	0.00	
	2/5/2020	ST2020	7706	1503020	920	FSI_SoundTran	0	CD	200227 CD	020520-UP	Uwajimaya	Parking for ST Project Meeting RE: Shared Communications	15.00	
	2/10/2020	ST2020	7840	1503020	920	FSI_SoundTran	15030202	API	200227 API	00001	Environmental Coalition of South Seattle	LLE UTC&Landscape Enhancement Project - Engagement Strategy Development / Implementation	2,726.79	
	3/10/2020	ST2020	7840	1503020	920	FSI_SoundTran	0	API	200311 API	00002	Environmental Coalition of South Seattle	LLE UTC&Landscape Enhancement Project - Engagement Strategy Development / Implementation	1,785.62	
	3/30/2020	ST2020	5000	1301300	920	FSI_SoundTran	0	PRS	200331 PRS	2003 24	REEBRA	Employee: REEBRA; Pay Date: 3/31/2020	964.82	
	3/30/2020	ST2020	5200	1301300	920	FSI_SoundTran	0	PRS	200331 PRS	2003 24	REEBRA	Employee: REEBRA; Pay Date: 3/31/2020	85.86	
	3/30/2020	ST2020	5220	1301300	920	FSI_SoundTran	0	PRS	200331 PRS	2003 24	REEBRA	Employee: REEBRA; Pay Date: 3/31/2020	124.75	
	3/30/2020	ST2020	5310	1301300	920	FSI_SoundTran	0	PRS	200331 PRS	2003 24	REEBRA	Employee: REEBRA; Pay Date: 3/31/2020	72.69	
	3/30/2020	ST2020	5350	1301300	920	FSI_SoundTran	0	PRS	200331 PRS	2003 24	REEBRA	Employee: REEBRA; Pay Date: 3/31/2020	5.83	
	3/30/2020	ST2020	5360	1301300	920	FSI_SoundTran	0	PRS	200331 PRS	2003 24	REEBRA	Employee: REEBRA; Pay Date: 3/31/2020	0.03	
	4/9/2020	ST2020	7840	1503020	920	FSI_SoundTran	0	API	200422c API	00003	Environmental Coalition of South Seattle	LLE UTC&Landscape Enhancement Project - Engagement Strategy Development / Implementation	965.02	
	4/30/2020	ST2020	5000	1301300	920	FSI_SoundTran	0	PRS	200430 PRS	2004 24	REEBRA	Employee: REEBRA; Pay Date: 4/30/2020	77.11	
	4/30/2020	ST2020	5200	1301300	920	FSI_SoundTran	0	PRS	200430 PRS	2004 24	REEBRA	Employee: REEBRA; Pay Date: 4/30/2020	6.49	
	4/30/2020	ST2020	5220	1301300	920	FSI_SoundTran	0	PRS	200430 PRS	2004 24	REEBRA	Employee: REEBRA; Pay Date: 4/30/2020	9.94	
	4/30/2020	ST2020	5310	1301300	920	FSI_SoundTran	0	PRS	200430 PRS	2004 24	REEBRA	Employee: REEBRA; Pay Date: 4/30/2020	5.80	
	4/30/2020	ST2020	5350	1301300	920	FSI_SoundTran	0	PRS	200430 PRS	2004 24	REEBRA	Employee: REEBRA; Pay Date: 4/30/2020	0.46	
	5/29/2020	ST2020	5000	1301300	920	FSI_SoundTran	0	PRS	200529 PRS	2005 24	REEBRA	Employee: REEBRA; Pay Date: 5/31/2020	166.93	
	5/29/2020	ST2020	5200	1301300	920	FSI_SoundTran	0	PRS	200529 PRS	2005 24	REEBRA	Employee: REEBRA; Pay Date: 5/31/2020	14.33	
	5/29/2020	ST2020	5220	1301300	920	FSI_SoundTran	0	PRS	200529 PRS	2005 24	REEBRA	Employee: REEBRA; Pay Date: 5/31/2020	21.58	
	5/29/2020	ST2020	5310	1301300	920	FSI_SoundTran	0	PRS	200529 PRS	2005 24	REEBRA	Employee: REEBRA; Pay Date: 5/31/2020	12.59	
	5/29/2020	ST2020	5350	1301300	920	FSI_SoundTran	0	PRS	200529 PRS	2005 24	REEBRA	Employee: REEBRA; Pay Date: 5/31/2020	1.01	
	5/29/2020	ST2020	5360	1301300	920	FSI_SoundTran	0	PRS	200529 PRS	2005 24	REEBRA	Employee: REEBRA; Pay Date: 5/31/2020	0.01	
	6/30/2020	ST2020	5000	1301300	920	FSI_SoundTran	0	PRS	200630 PRS	2006 24	REEBRA	Employee: REEBRA; Pay Date: 6/30/2020	662.20	
	6/30/2020	ST2020	5200	1301300	920	FSI_SoundTran	0	PRS	200630 PRS	2006 24	REEBRA	Employee: REEBRA; Pay Date: 6/30/2020	56.82	
	6/30/2020	ST2020	5220	1301300	920	FSI_SoundTran	0	PRS	200630 PRS	2006 24	REEBRA	Employee: REEBRA; Pay Date: 6/30/2020	85.61	
	6/30/2020	ST2020	5310	1301300	920	FSI_SoundTran	0	PRS	200630 PRS	2006 24	REEBRA	Employee: REEBRA; Pay Date: 6/30/2020	49.91	
	6/30/2020	ST2020	5350	1301300	920	FSI_SoundTran	0	PRS	200630 PRS	2006 24	REEBRA	Employee: REEBRA; Pay Date: 6/30/2020	0.32	
	6/30/2020	ST2020	5360	1301300	920	FSI_SoundTran	0	PRS	200630 PRS	2006 24	REEBRA	Employee: REEBRA; Pay Date: 6/30/2020	0.02	
	7/31/2020	ST2020	5000	1301300	920	FSI_SoundTran	0	PRS	200731 PRS	2007 25	REEBRA	Employee: REEBRA; Pay Date: 7/31/2020	974.20	
	7/31/2020	ST2020	5000	1503020	920	FSI_SoundTran	0	PRS	200731 PRS	2007 12	GRADEI	Employee: GRADEI; Pay Date: 7/31/2020	475.60	
	7/31/2020	ST2020	5200	1301300	920	FSI_SoundTran	0	PRS	200731 PRS	2007 25	REEBRA	Employee: REEBRA; Pay Date: 7/31/2020	80.02	
	7/31/2020	ST2020	5200	1503020	920	FSI_SoundTran	0	PRS	200731 PRS	2007 12	GRADEI	Employee: GRADEI; Pay Date: 7/31/2020	18.07	
	7/31/2020	ST2020	5220	1301300	920	FSI_SoundTran	0	PRS	200731 PRS	2007 25	REEBRA	Employee: REEBRA; Pay Date: 7/31/2020	125.90	
	7/31/2020	ST2020	5220	1503020	920	FSI_SoundTran	0	PRS	200731 PRS	2007 12	GRADEI	Employee: GRADEI; Pay Date: 7/31/2020	62.44	
	7/31/2020	ST2020	5310	1301300	920	FSI_SoundTran	0	PRS	200731 PRS	2007 25	REEBRA	Employee: REEBRA; Pay Date: 7/31/2020	73.48	
	7/31/2020	ST2020	5310	1503020	920	FSI_SoundTran	0	PRS	200731 PRS	2007 12	GRADEI	Employee: GRADEI; Pay Date: 7/31/2020	36.38	
	7/31/2020	ST2020	5360	1301300	920	FSI_SoundTran	0	PRS	200731 PRS	2007 25	REEBRA	Employee: REEBRA; Pay Date: 7/31/2020	0.03	
	7/31/2020	ST2020	5360	1503020	920	FSI_SoundTran	0	PRS	200731 PRS	2007 12	GRADEI	Employee: GRADEI; Pay Date: 7/31/2020	0.01	

King Conservation District
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Name	Effective Date	Fund Code	GL Code	Rev Src Code	Program Code	Project Code	Task Code	Tran Src	Session ID	Doc Number	ID	Transaction Description	Debit	Credit
	8/11/2020	ST2020	7822	1503020	920	FSI_SoundTran	0	API	200817 API	00004	Environmental Coalition of South Seattle	LLE YTC&Landscape Enhancement Project - Engagement Strategy Development	1,910.73	
	8/31/2020	ST2020	5000	1301300	920	FSI_SoundTran	0	PRS	200831 PRS	2008 24	REEBRA	Employee: REEBRA; Pay Date: 8/31/2020	154.69	
	8/31/2020	ST2020	5200	1301300	920	FSI_SoundTran	0	PRS	200831 PRS	2008 24	REEBRA	Employee: REEBRA; Pay Date: 8/31/2020	12.98	
	8/31/2020	ST2020	5220	1301300	920	FSI_SoundTran	0	PRS	200831 PRS	2008 24	REEBRA	Employee: REEBRA; Pay Date: 8/31/2020	19.99	
	8/31/2020	ST2020	5310	1301300	920	FSI_SoundTran	0	PRS	200831 PRS	2008 24	REEBRA	Employee: REEBRA; Pay Date: 8/31/2020	11.66	
	9/30/2020	ST2020	5000	1301300	920	FSI_SoundTran	0	PRS	200930 PRS	2009 24	REEBRA	Employee: REEBRA; Pay Date: 9/30/2020	398.28	
	9/30/2020	ST2020	5000	1503020	920	FSI_SoundTran	0	PRS	200930 PRS	2009 11	GRADEI	Employee: GRADEI; Pay Date: 9/30/2020	868.51	
	9/30/2020	ST2020	5200	1301300	920	FSI_SoundTran	0	PRS	200930 PRS	2009 24	REEBRA	Employee: REEBRA; Pay Date: 9/30/2020	34.63	
	9/30/2020	ST2020	5200	1503020	920	FSI_SoundTran	0	PRS	200930 PRS	2009 11	GRADEI	Employee: GRADEI; Pay Date: 9/30/2020	33.02	
	9/30/2020	ST2020	5220	1301300	920	FSI_SoundTran	0	PRS	200930 PRS	2009 24	REEBRA	Employee: REEBRA; Pay Date: 9/30/2020	51.49	
	9/30/2020	ST2020	5220	1503020	920	FSI_SoundTran	0	PRS	200930 PRS	2009 11	GRADEI	Employee: GRADEI; Pay Date: 9/30/2020	114.03	
	9/30/2020	ST2020	5310	1301300	920	FSI_SoundTran	0	PRS	200930 PRS	2009 24	REEBRA	Employee: REEBRA; Pay Date: 9/30/2020	30.02	
	9/30/2020	ST2020	5310	1503020	920	FSI_SoundTran	0	PRS	200930 PRS	2009 11	GRADEI	Employee: GRADEI; Pay Date: 9/30/2020	66.45	
	9/30/2020	ST2020	5360	1301300	920	FSI_SoundTran	0	PRS	200930 PRS	2009 24	REEBRA	Employee: REEBRA; Pay Date: 9/30/2020	0.01	
	9/30/2020	ST2020	5360	1503020	920	FSI_SoundTran	0	PRS	200930 PRS	2009 11	GRADEI	Employee: GRADEI; Pay Date: 9/30/2020	0.03	
	10/31/2020	ST2020	5000	1301300	920	FSI_SoundTran	0	PRS	201031 PRS	2010 24	REEBRA	Employee: REEBRA; Pay Date: 10/31/2020	454.31	
	10/31/2020	ST2020	5200	1301300	920	FSI_SoundTran	0	PRS	201031 PRS	2010 24	REEBRA	Employee: REEBRA; Pay Date: 10/31/2020	39.14	
	10/31/2020	ST2020	5220	1301300	920	FSI_SoundTran	0	PRS	201031 PRS	2010 24	REEBRA	Employee: REEBRA; Pay Date: 10/31/2020	58.73	
	10/31/2020	ST2020	5310	1301300	920	FSI_SoundTran	0	PRS	201031 PRS	2010 24	REEBRA	Employee: REEBRA; Pay Date: 10/31/2020	34.24	
	10/31/2020	ST2020	5360	1301300	920	FSI_SoundTran	0	PRS	201031 PRS	2010 24	REEBRA	Employee: REEBRA; Pay Date: 10/31/2020	<u>0.01</u>	
												Transaction Total	<u>14,056.62</u>	<u>0.00</u>
Report Opening/Current Balance													<u>0.00</u>	<u>0.00</u>
Report Transaction Totals													<u>14,056.62</u>	<u>0.00</u>
Report Current Balances													<u>14,056.62</u>	<u>0.00</u>
Report Difference													<u>14,056.62</u>	

**Contracted Services for KCD
Through November 30, 2020**

	Vendor	Description	Total Contract Amount	Total Spent on Contract	Contract Amount Remaining	BOS / ED Signer	Contract End Date	Program
Bethel, John		Education Webinars and Meetings	\$ 4,050.00	\$ 2,250.00	\$ 1,800.00	Covington	12/31/2020	509 - Marine Shorelines Education
Carpenter, Marinn		Volunteer & Education Events Contractor	\$ 23,266.54	\$ 10,878.28	\$ 12,388.26	Covington	12/31/2020	710 - Volunteer, 502 - Envirothon, 504 - Farm Tours, 706 - WPC
Curate LLC		Engagement Support Services	\$ 8,250.00	\$ 600.00	\$ 7,650.00	Covington	12/31/2020	402 - Strategic Partners
ECOSS		Lynnwood Link Urban Tree Canopy and Landscape Enhancement Partnership	\$ 53,075.00	\$ 7,388.16	\$ 45,686.84	Covington	12/31/2020	913 - Urban Forestry
Fredrickson, Liz		Shorelines Contractor	\$ 9,800.00	\$ 4,200.00	\$ 5,600.00	Mosby	12/31/2020	702 - Conservation Projects, 712 - Urban Shorelines
Marc Bolan Consulting		Evaluation Consultant	\$ 35,000.00	\$ 20,475.00	\$ 14,525.00	Covington	12/31/2020	105 - Rates & Charges
McCaffrey, Kelly		PSCD Caucus Coordinator	\$ 80,000.00	\$ 49,216.00	\$ 30,784.00	Covington	3/1/2021	408 - Puget Sound CD Caucus
Morrow, Dennis		Organizational Culture Consultant	\$ 4,500.00	\$ 1,533.08	\$ 2,966.92	Covington	12/31/2020	105 - Rates & Charges
Quist, Natalie		Engagement Contractor	\$ 9,800.00	\$ 4,244.31	\$ 5,555.69	Mosby	12/31/2020	403 - Prog Marketing, 602 - Farm Planning
Restoration Analytics & Design, LLC - Grace Cole Park Stewardship Program		2020 Grace Cole Park Community Forest Stewardship Program	\$ 20,000.00	\$ -	\$ 20,000.00	Covington	9/30/2021	913 - Urban Forestry
Snoqualmie Watershed Improv. District		Ag Drainage Assessment, Planning and Construction	\$ 103,970.00	\$ 74,203.74	\$ 29,766.26	Covington	12/31/2020	917 - Ag Drainage Program
Summit Law		Union Attorney	As Needed Basis	\$ 37,527.10		Mosby	12/31/2021	304 - HR
The Keystone Concept, LLC		City of Snoqualmie Urban Health Forest Management	\$ 25,800.00	\$ 18,200.00	\$ 7,600.00	Covington	12/31/2020	913 - Urban Forestry
Valtas Group		Interim ED	As Needed Basis	\$ 69,092.50		Mosby	3/13/2021	304 - HR
WSU		Forest Coached Planning Classes	\$ 112,044.00	\$ 28,011.00	\$ 84,033.00	Covington	12/31/2020	913 - Urban Forestry
Williams, Fedora		City Soil Coordination 2020	\$ 50,000.00	\$ 35,134.00	\$ 14,866.00	Covington	12/31/2020	606 - Urban City Farming
Wild Fish Conservancy		Biological assessment of a bulkhead removal project	\$ 45,000.00	\$ 12,784.48	\$ 32,215.52	Covington	6/30/2022	703 - Engineering

NEW BUSINESS

King Conservation District Board of Supervisors Meeting
Action/ Agenda Briefing Report _____
Meeting Date: _____

SUBJECT: To approve the hiring of Krystal Hedrick as Forestry contractor to furnish services towards closing out two Board-approved and funded urban forestry projects: the SeaTac Urban Forest Stewardship Project (2019) and the Urban Forest Stewardship Education Initiative Project (2018). The term of the contract will be between December 14 and February 5.

FISCAL IMPACT

The funding for Urban Forestry stewardship projects has been set by the ILA as \$150,000 per year which is awarded to several projects chosen through an RFP process and approved by the Board. The funding allocation is then attached to the specific projects until completion or cancellation.

As part of the urban forestry project scoping process the SeaTac Urban Forest Stewardship Project (2019) and the Urban Forest Stewardship Education Initiative Project (2018) have money for contracted services associated with them. Specifically, North SeaTac Park has \$8,500 set out for contracted services and the Education Initiative has \$9000 of contracted services. We have set a not-to-exceed contract amount at \$10,000 but anticipate that the work involved would cost closer to \$8,500.

The use of the money associated with these projects will not have an impact on current or 2021 general or program budgets. This proposal would also not increase urban forestry spending over the lifetime of the ILA but would allow us to meet the overall goals of the program as set out in the agreement.

POLICY CONSIDERATION

This short-term contract will help KCD meet ILA deliverables and commitments to partner municipal jurisdictions while maintaining project continuity. In the absence of an Executive Director to sign contracts under the \$10,000 threshold, contracts must go to the Board for approval.

STAKEHOLDER INTERESTS

- Partners on this project: City of SeaTac and Forterra
- Staff and board members of the King Conservation District
- KCD Advisory Board and Urban Forest Working Group
- Municipal jurisdictions working with the District to implement urban forestry best management practices
- People living and working within the project municipal jurisdictions

BACKGROUND

As part of the process to develop a system of Rates and Charges for 2020-2025, the King CD solicited stakeholder input (including the Board of Supervisors) regarding the work to be financed by the proposed system of R&C. As a result of the feedback received, King CD elected to provide \$150,000 for urban forest stewardship projects and technical assistance to 3-4 cities annually.

Through the request for proposal process, the urban forestry working group determines where and how limited resources should be spent by choosing a slate of urban forest stewardship projects. The Urban Forest Stewardship Program has prior year projects (2016, 2018, 2019) that are still open and being completed and we anticipate an accelerated urban forestry RFP process this year with a higher than normal volume of new Urban Forest Stewardship projects planned and awarded in 2021.

King Conservation District Board of Supervisors Meeting
Action/ Agenda Briefing Report _____
Meeting Date: _____

In 2020, due to the unforeseen circumstances of the COVID-19 pandemic, we are behind schedule on the forest stewardship plan deliverable for the North SeaTac Urban Forest Stewardship project (planned completion: December 2020) and the Urban Forest Stewardship Education Initiative Project. Contracted work over the winter will allow us to stay close to the timeline, before shifting to other priorities set out for the 2021 Americorps service term. In addition to keeping our efforts on schedule, the Education Project will have the added benefit of providing early-stage research for Trees and Stormwater Phase 3 (2022) which will develop a web-based educational toolkit focusing on urban forestry's impact on stormwater, habitat, and equity.

Hiring a contractor to keep these two projects on schedule (and under budget) will have a positive impact on the ability of program staff to effectively and efficiently complete prior year and new awarded projects. As our current 2020 MAI Americorps Forest Stewardship Technician, Krystal Hedrick is already familiar with the project site, the partners involved, and the assessment protocols that will be used. She will require very little training or support from staff to complete the contract scope of work, as opposed to another contractor. Her hire will provide project continuity and efficiency and allow urban forestry programming to recoup 2020 delays.

EFFECTIVE DATE

If approved, this Motion becomes effective immediately.

OPTIONS

- 1) No Board Action
- 2) Approval and signature of contract
- 3) Approval and signature of contract pending a suggested change

RECOMMENDATIONS

Staff recommends the board approve the contract to hire Krystal Hedrick as Forestry contractor to furnish services towards closing out two Board-approved and funded urban forestry projects: the SeaTac Urban Forest Stewardship Project (2019) and the Urban Forest Stewardship Education Initiative Project (2018 for the term of December 14 to February 5.

MOTION

_____ Moved, _____ Seconded; Passed a motion to approve the hiring of Krystal Hedrick as forestry contractor to furnish services towards closing out two Board-approved and funded urban forestry projects: the SeaTac Urban Forest Stewardship Project (2019) and the Urban Forest Stewardship Education Initiative Project (2018) between December 14 and February 5.

CONSULTANT SERVICES CONTRACT

THIS AGREEMENT is between the KING CONSERVATION DISTRICT, a municipal corporation of the State of Washington (the "District"), and Krystal Hedrick (the "Consultant").

The parties agree as follows:

1. Term of Agreement. This Agreement shall be effective from and after December 14, 2020 through February 5, 2020, unless terminated earlier pursuant to the provisions of this Agreement.
2. Scope of Work to be Performed. The Consultant shall perform the work and services described in Exhibit A. If specified in Exhibit A, the work and services shall be performed pursuant to task orders issued by the District. In the event of a conflict between Exhibit A and this Agreement, the provisions of this Agreement shall prevail.
3. Compensation and Payment.
 - A. Compensation. The District shall pay the Consultant for all completed work and services as provided in Exhibit A. The total amount paid under this Agreement shall not exceed \$10,000 unless mutually agreed upon in writing by the parties.
 - B. Mileage and Travel. The District shall not compensate for mileage and/ or time spent in travel unless explicitly included in Exhibit A or otherwise approved by the District in writing in advance of such costs being incurred. If specified, or approved, the District shall compensate Consultant for hours associated with travel at a rate not to exceed 50% of the Consultants established hourly rate, unless work is performed during said travel.

Compensation rates for mileage, hotel and/or per diem shall not exceed rates established by the State of Washington and posted at:
<https://www.ofm.wa.gov/sites/default/files/public/legacy/policy/10.90.pdf>
 - C. Payment. The Consultant shall submit to the District at the end of each month an itemized billing statement that identifies in detail, to the reasonable satisfaction of the District, the days and hours worked and which describes the work or services performed. The District will pay the Consultant for work or services performed on or before the 15th day of the following month within 30 days after receipt of an itemized billing statement, in accordance with established practices. The Consultant will provide the District with a Taxpayer Identification Number before or along with the first billing statement submitted to the District.
4. Record Keeping and Reporting. The Consultant shall maintain accounts and records, including personnel, property, financial and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and work or services

performed under this Agreement, and any other records or reports as may be deemed necessary by the District to ensure the performance of this Agreement. These records shall be maintained for a period of six (6) years after termination of this Agreement, unless permission to destroy such records is granted by the Office of Archivist in accordance with RCW 40.14.070 and the District.

5. Audit. The Consultant shall permit the District, from time to time as the District deems necessary (including after the expiration or termination of this Agreement), to inspect and audit at all reasonable times in King County, Washington, or at such other reasonable location as the District selects, all pertinent books and records of the Consultant to verify the accuracy of accounting records. The Consultant shall supply the District with, or shall permit the District to make, a copy of any books and records upon the District's request. The Consultant shall ensure that the inspection, audit and copying right of the District is a condition of any subcontract, agreement or other arrangement under which any other person or entity is permitted to perform work and services under this Agreement.

6. Compliance with Law.

A. General Requirement. The Consultant, at the Consultant's sole cost and expense, shall perform and comply with all applicable Federal, State, County and City laws and ordinances.

B. Discrimination. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

C. Licenses and Similar Authorizations. The Consultant, at no expense to the District, shall secure and maintain in full force and effect during the term of this Agreement all required licenses, permits and similar legal authorizations.

D. Taxes. The Consultant shall pay, before delinquency, all taxes, levies and assessments arising from the Consultant's activities and undertakings under this Agreement; taxes levied on the Consultant's property, equipment and improvements; and taxes on the Consultant's interest in this Agreement and any leasehold interest deemed to have been created by this Agreement under RCW Chapter 82.29A.

7. Contractual Relationship.

A. Independent Contractor. The Consultant and District agree that the Consultant is an independent contractor with respect to work or services provided under this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the Consultant and the District. It is understood and agreed that the Consultant or any employee of the Consultant will not be entitled to receive any other benefits accorded District employees. The District will not be responsible for withholding or otherwise

deducting federal income tax, social security, or contributing to the State Industrial Insurance Program, or in any other way assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

B. Lack of Authority. This Agreement does not constitute the Consultant as the agent or legal representative of the District for any purpose. The Consultant is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the District or to bind the District in any manner.

8. No Subcontracting or Assignment. The Consultant shall not subcontract or assign any portion of the work or services covered by this Agreement without the prior written approval of the District.

9. Indemnification.

A. By Consultant. The Consultant shall protect, defend, indemnify and save harmless the District, its officers, employees, agents from any and all costs, claims, judgments or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of Consultant, its officers, employees and agents in performing this Agreement.

B. By District. The District shall protect, defend, indemnify and save harmless Consultant, its officers, employees and agents from any and all costs, claims, judgments or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the District, its officers, employees or agents in performing this Agreement.

10. Insurance. The Consultant shall procure and maintain for the duration of this Agreement automobile and commercial general liability insurance in amounts which are acceptable to the District. Before commencing work and services under this Agreement, the Consultant shall provide to the person identified in Section 12 a Certificate of Insurance evidencing the insurance described above. The District reserves the right to request and receive a certified copy of all required insurance policies.

11. Ownership of Documents. Reports, studies, plans, drawings, maps, models, specification, computer files, videos, presentations and other work products produced by the Consultant, except for working notes and internal documents, shall be the property of the District. The Consultant shall furnish these documents to the District upon request. The Consultant shall refer all third-party requests for inspection and copying of these documents to the District which shall determine whether the documents shall be made available for inspection. Modification or re-use of any of these documents by the District for other than the intended purpose following completion of the work and services under this Agreement, without the written permission of the Consultant, shall be at the District's sole risk.

A. Pursuant to performing the specified Services, Consultant will create certain instruments of service, which may take the form of printed, hard copy documents and electronic, computer-ready materials including but not limited to computer programs, software,

videos, presentations, and data. These instruments may also take the form of methodology, processes, and logic.

- B. Materials, methodologies, processes, and logic will be delivered to District as part of the Specific Services rendered by Consultant, and District will acknowledge said materials as instruments of service. All instruments shall become the property of District upon completion of the respective Specific Service and payment in full of monies due Consultant for that service.
- C. Consultant makes no warranties, expressed or implied, of the merchantability or fitness of said instruments for any particular purpose other than the pertinent scope of the Specified Services.
- D. Consultant may retain reproducible copies of the its instruments of service (aka "documents" per District). If Consultant uses its instruments of service with other clients, Consultant must credit District.

12. Addresses for Notices and Deliverable Materials. All notices and other material to be delivered under this Agreement shall be in writing and shall be delivered or mailed to the following addresses:

c/o Ellen Arnstein

King Conservation District
800 SW 39th St, Suite 150
Renton, WA 98057

or such other addresses as either party may, from time to time, designate in writing.

13. Amendments. No modification or amendment of this Agreement shall be effective unless in writing and signed by authorized representatives of the parties. The parties expressly reserve the right to modify this Agreement, from time to time, by mutual agreement.

14. Binding Effect. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.

15. Applicable Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action brought under this Agreement shall be in the Superior Court for King County.

16. Remedies Cumulative. Rights under this Agreement are cumulative, and the failure to exercise a right on any occasion shall not operate to forfeit the right on another occasion. The use of one remedy shall not exclude or waive the right to use another.

17. No Waiver. No waiver of full performance by either party shall be construed, or operate, as a waiver of any subsequent default or breach of any of the terms, covenants or conditions of this Agreement. The payment of compensation to the Consultant shall not be deemed a waiver of any right or the acceptance of defective performance.

18. Termination.

A. At Convenience of District. The District may terminate this Agreement at any time upon 10 days written notice to the Consultant.

B. For Cause. Either party may terminate this Agreement where the other party fails to perform its obligations and the failure has not been corrected in a timely manner after notice of breach.

C. For Reasons Beyond Control of Parties. Either party may terminate this Agreement without recourse by the other party where performance is rendered impossible or impracticable for reasons beyond the party's reasonable control such as, but not limited to, acts of nature; war or warlike operations; civil commotion; riot; labor disputes including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.

D. Notice. Notice of termination pursuant to Subsections B and C above shall be given by the party terminating this Agreement to the other not less than 30 days prior to the effective date of termination.

19. Previous Agreements Superseded. The terms and conditions of this Agreement supersede the terms, obligations and conditions of any existing or prior agreement between the parties regarding the subject matter of this Agreement.

20. Entire Agreement. This Agreement is all of the covenants, promises, agreements and conditions, either oral or written, between the parties.

CONSULTANT:

KING CONSERVATION DISTRICT:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit A

- I. Scope of Services to be provided by the Contractor. The Contractor shall furnish services including, but not limited to those listed below. All services provided will be planned in collaboration with the Forest Stewardship Programs staff that coordinate the programs served by the Contractor.
- A. SeaTac Urban Forest Stewardship Project – Assessment of N. SeaTac Park
1. Complete field assessment and data collection of North SeaTac Park delineated management units using new assessment tool developed for project.
 2. Compile collected assessment field data into practical format for use in the development of park management plan.
 3. Update project GIS data and maps based on assessment data collected.
- B. Urban Forest Stewardship Education Initiative Project –
1. Develop an annotated resources list - compiling descriptions, source materials, and links to urban forestry resources relevant to supporting the 34 King County municipal jurisdictions.
- II. Scope of Services to be provided by the King Conservation District. The District shall furnish services and materials as follows:
- A. A touch-down desk space including a computer, phone, and supplies needed to complete assigned tasks.
- B. A laptop computer needed to complete assigned tasks remotely when access to touch-down desk space is not available.
- C. Training on all tasks required for project completion.
- D. Use of District vehicles and equipment for project tasks.
- III. Billing / Rate Information. The Contractor shall be reimbursed as follows:
- A. The District shall compensate the Contractor for services performed as detailed below or as otherwise mutually agreed to in writing by both parties. The Consultant will bill the District at \$21 per hour, not to exceed the costs listed below.
- Total Cost not to exceed:
\$10,000.00
- B. The Consultant agrees to submit approved billing invoices monthly to the District, along with progress reports identifying the nature of the services performed by date.

King Conservation District Board of Supervisors Meeting
Action/ Agenda Briefing Report _____
Meeting Date: _____

SUBJECT:

A motion to approve three urban forest stewardship project contract amendments that will extend contract timelines for three projects that have been impacted by COVID-19 in 2020.

FISCAL IMPACT

These contract amendments will have no fiscal impact because they require no adjustment to the current approved contract budgets.

POLICY CONSIDERATION

The original contracts and preceding contract amendments were reviewed and signed by past KCD Executive Director, Bea Covington or by past KCD Director of Stewardship Programs, Josh Monaghan.

The proposed contract amendments were developed in collaboration with contracted consultant (Restoration Analytics and Design LLC), KCD forest stewardship program staff, and municipal jurisdiction staff.

STAKEHOLDER INTERESTS

- Project partners: City of SeaTac, Forterra, City of Normandy Park, City of Lake Forest Park, Lake Forest Park Stewardship Foundation
- Staff and board members of the King Conservation District
- KCD Advisory Board and Urban Forest Working Group
- Municipal jurisdictions working with the District to implement urban forestry best management practices
- People living and working within the project municipal jurisdictions

BACKGROUND

Three KCD urban forest stewardship projects; the 2018 City of Normandy Park Community Forest Stewards Program, the 2019 City of SeaTac Community Forest Stewardship at North SeaTac Park, and the 2019 City of Lake Forest Park - Grace Cole Nature Park Community Forest Stewardship Program, were not able to progress as planned this year due to the impacts of the COVID-19 pandemic.

Current contracts with consultant, Restoration Analytics and Design LLC, for these projects have timelines that need to be updated to address project implementation delays that occurred in 2020 due to COVID-19.

EFFECTIVE DATE:

If approved, this Motion becomes effective immediately.

OPTIONS:

- 1) No Board Action
- 2) Approval and signature of all three contract amendments: SeaTac project, Lake Forest Park project, Normandy Park project

RECOMMENDATIONS

King Conservation District Board of Supervisors Meeting
Action/ Agenda Briefing Report _____
Meeting Date: _____

Staff recommends Board approval of all the three contract amendments to extend urban forest stewardship project related contract timelines into 2021.

MOTION

_____ Moved, _____ Seconded; Passed unanimously a motion to approve three contract amendments to extend contract timelines for the SeaTac Urban Forest Stewardship Project (2019), the Lake Forest Park Urban Forest Stewardship Project (2019) and the Normandy Park Urban Forest Stewardship Project (2018).

Contract Addendum
Restoration Analytics & Design LLC (Consultant)

Amended Scope Work –

The District's contract with Consultant is amended to complete previously approved scope of work items under a new timeline including the following:

- A. March, April, and May 2020 events will now be completed in 2021 at the earliest convenience that city jurisdiction public safety restrictions allow.
- B. Final report on program accomplishments, challenges, and recommendations will be due on or before 12/1/2021.

Amended Time Line –

The District's contract with the Consultant is amended to extend the contract end date from December 31, 2020 through December 30, 2021.

CONSULTANT

KING CONSERVATION DISTRICT

By _____

By _____

Date: _____

Date: _____

Contract Addendum
Restoration Analytics & Design LLC (Consultant)

Amended Time Line –

The District's contract with the Consultant is amended to extend the contract end date from December 31, 2020 through May 31, 2020.

CONSULTANT

KING CONSERVATION DISTRICT

By _____

By _____

Date: _____

Date: _____

2018 Mercer Island – Urban Forestry Public Engagement and Outreach

In preparation for developing a comprehensive urban forest strategic plan in 2019-2020, the City of Mercer Island's Parks and Recreation Department requested assistance through the KCD Urban Forest Stewardship Program in 2018 to engage the public in:

- 1) Providing information about Mercer Island urban forestry (benefits, programs, ways to be a steward, etc.)

The education and outreach component (1) included several topics, of which many can be generated as part of the 2018 Urban Forest Stewardship Education Initiative project, while others are specific to Mercer Island's programs.

Topics requested included:

- Mercer Island's tree canopy, using information from the 2018 Tree Canopy Assessment - (2 page factsheet on Tree Canopy of City already exists from 2017 KCD TCA Initiative project)
- Resources for homeowners and land managers who wish to plant, prune, and care for trees on private property - (Single Topic Pamphlets Available from 2018 UFS Education Initiative Project)
- Current City urban forestry programs, including the Open Space Vegetation Management program and Right-of-Way replanting program
- Ways to get involved in ongoing tree planting and stewardship projects on Mercer Island
- Economic, social, and ecological benefits of a healthy urban forest and trees on private property
- Potential effects of climate change on cities' existing tree canopy

And,

- 2) Gathering current perceptions, concerns, and suggestions about the urban tree canopy.

The engagement component of this project (2) included identifying stakeholders, large landowners, and land managers and inviting them along with a wide range of residents to facilitated meetings and/or to participate in an online survey. This public feedback and established community engagement will then be incorporated into the strategic planning process lead by city staff.

In 2019 Conservation Technix (consultant) was selected and contracted to Identify stakeholders and underrepresented community members; facilitate public forums; design and deliver survey and track results; and summarize responses.

KCD proposed scope:

1. Public Engagement around community priorities in urban forestry - *Conservation Technix*

Identify stakeholders and underrepresented community members; facilitate public forums; design and deliver survey and track results; summary of responses

2. Public Education on the urban forest and City services - *KCD UF, City Staff & KCD Ed/Engage Team*

In concert with the engagement component of project, gather city specific materials and put into downloadable format (pdf); advise on webpage design/layout for optimal interface; provide access to materials created as part of the Education Initiative.

2018 awarded project budget: **\$30,000**

Amount spent to date: **\$2,094.16**

Amount remaining: **\$27,905.84**

Original Project Budget Breakdown for remaining funds

Project Mgmt by UF Consultant = \$3,750.00

Conservation Technix Contract = \$16,655.84

KCD Staff time for project mgmt and developing education materials = \$7,500.00

City of SeaTac – Community Forest Stewardship at North SeaTac Park

SeaTac is one of three cities in the Airport Cities Ecology (ACE) Fund set up by the Port of Seattle. The Port retained Forterra to work with the cities (SeaTac, Des Moines, Burien) to become Green Cities. A major focus of the Green SeaTac Partnership is restoring and maintaining the current urban forest managed by the city.

SeaTac identified North SeaTac Park as a priority site as it holds roughly half of the forested public land in SeaTac. This community forest stewardship project will be a partnership between KCD, Forterra (on behalf of the Port), and the City.

Project Scope of Work:

1. Park Forest Stewardship Plan

A consultant, Restoration Analytics and Design, was hired to complete a park forest stewardship plan that will outline management strategies for the park's forested areas, based on Forterra's Tree-age assessment of North SeaTac Park; plan will provide forest mgmt. priorities and proposed timeline for forest management activities; estimated budget for work.

2. Professional Crew Work

Based on Forterra's Tree-age data and site visits, KCD/Forterra/City Parks Staff identified 3 zones in park for work by professional crew (WCC) to support the volunteer efforts through the Green City Partnership program. Mainly invasive plant removal has been planned and is currently being implemented in 2020. Maintenance and follow up treatment of 2020 work zones will occur in 2021 and project budget allowing additional new zones may be identified for WCC crew to complete site prep and invasive species control work.

3. Community Outreach SeaTac, Forterra

Engage diverse community of park user groups, residents, businesses for events, recruitment of stewards, and importance of forest stewardship.

4. Forest Steward Opportunities, Forterra

Identify and deliver stewardship education and support to committed volunteers that step up to help lead forest stewardship efforts in North SeaTac Park.

5. Community Events SeaTac, Forterra, KCD

Promote and host events and work parties engaging the community around the restoration work and continual stewardship of the North SeaTac forest. KCD will help market and promote community events.

6. Restoration and Program Materials SeaTac, Forterra, KCD

Tools and plants for volunteer forest steward program at N. SeaTac Park – KCD funded or supplied
Debris removal, mulch – SeaTac Parks
Event items – Forterra

Project Timeline and Work Status:

Project Work	Planned Timeframe	Status
PHASE 1 2020		
2020 WCC crew invasive species control and site prep work in selected project zones	Q1 – Q2 2020	Initial invasive species control work delayed; completed by WCC crew in Q3 and Q4 of 2020.
2020 Community Outreach – engaging with and recruiting park users to volunteer and learn about project	Q1 - Q4 2020	Forterra led project activity, delayed until Q3 in 2020 due to COVID-19 impacts and need to limit public events, in Q3 KCD created and posted information signs at WCC project sites about project.
2020 Forest Steward Recruitment and Support	Q1 – Q4 2020	Forterra led project activity, 2 forest stewards recruited and supported with resources for doing small <5 person work parties once per month in Q2 – Q4 2020.
Forest Stewardship Plan Development	Q2 – Q3 2020	Delayed to Q1 – Q2 2021 due to COVID-19 impacts and the need for more detailed current conditions data of Park's forested areas than was available from Forterra collected data.
2020 Community Events – public volunteer events to control invasive plant species and re-plant native plants	Q3 – Q4 2020	Forterra led project activity, no public community events were planned or hosted in 2020 due to COVID-19. Small scale work parties led by forest stewards were supported by Forterra.
Assessment of Park Forested Areas	Q4 2020 – Q1 2021	Unanticipated project work need identified in Q3 of 2020. Delineation of park forest management units and assessment data needs completed in Q4. Need to complete field assessment and data collection of Park's forest management units
PHASE 2 - 2021		
2021 WCC crew maintenance and additional site prep work	Q2 – Q3 2021	KCD staff and other project partners will identify need for WCC crew work in park and develop WCC crew work plan for 2021 in Q1 of 2021.
2021 Community Outreach	Q1 - Q4 2021	Identified park user groups will be asked to provide feedback on forest stewardship plan draft in Q1 or Q2. Forterra will continue to recruit volunteers and engage with local community on project.
2021 Forest Steward Support and Community Events	Q1 – Q4 2021	Planning and hosting of community volunteer events will depend on public health conditions. Small scale forest steward led work parties will continue to be supported by Forterra staff. Identification of restoration materials will be determined as needed during quarterly project partner check-in meetings.
2021 Assessment of project areas	Q4 2021	Re-assessment and data collection from forest management units where WCC crew and volunteers have completed work in park.

PHASE 3 - 2022		
2022 WCC crew maintenance and additional site prep work	Q2 – Q3 2022	KCD staff and other project partners will identify and develop WCC crew work plan for 2021 in Q1 of 2022.
2022 Forest Steward Support and Community Events	Q1 – Q4 2022	Planning and hosting of community volunteer events is expected to increase size and frequency in 2022. Identification of restoration materials needed for community events will be determined as needed during quarterly project partner check-in meetings.
2022 Assessment of project areas	Q4 2022	Re-assessment and data collection from forest management units where WCC crew and volunteers have completed work in park.
Project close out and final report	Q4 2022	Anticipate closing out project at end of 2022 and completing final report and project close out documents in Q4.