

KING CONSERVATION DISTRICT

Board of Supervisors
Meeting Minutes

12/14/2020

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

3 **Associate Supervisors Present:** None

4 **Guests Present:** Jean Fike – WSCC; Cynthia Krass – Snoqualmie Valley Watershed Improvement
5 District; Rebecca Lavigne – Interim Executive Director KCD; Christine Martin – Valtas Group;
6 Marc Bolan – Marc Bolan Consulting

7 **Staff Present:** Ava Souza, Brandy Reed, Deirdre Grace, Lindsey Davidson, Sara Wibmer, Ellen
8 Arnstein, Mike Lasecki, Liz Clark, Alex Martinsons, Jessica Saavedra, Laura Redmond, Nikki
9 Wolf, Mark Dostal, Carrie King, Krystal Hedrick, Kedija Awole, Debbie Meisinger, Zach Bergen,
10 Megan Weldon, Mary Embleton

11 **Preliminary Matters:**

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

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

16 **Public Comment:** None

17 **Consent Agenda:**

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

19 a) Board Minutes – 04.30.20 Special BOS Meeting, 08.24.20 Finance Sub-Committee
20 Meeting, 09.09.20 Special BOS Meeting, 11.02.20 Finance Sub-Committee Meeting,
21 11.09.20 Special BOS Meeting, 11.23.20 BOS Meeting

22 b) LIP Applications –
23 1. AI 20-088: Roy Ballestrasse- Buffer Fence

24 c) Member Jurisdiction Grant Applications – None

25 **Knutsen moved; Haugen seconded passed unanimously a motion to approve the consent**
26 **agenda excluding AI 20-088 for Ballestrasse buffer fence project (4 ayes, 0 nays)**

27 **Pulled Consent Agenda Items:** AI 20-088: Roy Ballestrasse- Buffer Fence

28 Knutsen asked if the fence design will be built by NRCS standards. Bergen confirmed yes.

29 **Knutsen moved; Haack seconded passed unanimously a motion to approve AI 20-088 for**
30 **Ballestrasse buffer fence project (4 ayes, 0 nays).**

31 **Finance:**

32 a) AI 20-089: A motion to approve check number 23002 through 23077 for a total of
33 \$318,829.15; non-payroll EFTs totaling \$446.45; Bank Fees of \$63.00 Void Check of
34 \$8,052.00; and November 2020 Payroll for \$227,608.69.

35 Souza overviewed the check register and stated there was nothing out of the ordinary. She noted
36 that there have been more voided checks lately as offices have moved or are not open due to
37 COVID-19 which has caused slightly higher bank fees.

38 **Knutsen moved; Haugen seconded passed unanimously AI 20-089 a motion to approve**
39 **check number 23002 through 23077 for a total of \$318,829.15; non-payroll EFTs totaling**
40 **\$446.45; Bank Fees of \$63.00 Void Check of \$8,052.00; and November 2020 Payroll for**
41 **\$227,608.69. (4 ayes, 0 nays).**

42
43 b) October and November 2020 Financials

44
45 Souza reported the District received their big collection on November 9th for \$2.7 million. She
46 explained the budget is higher than rates and charges received so there appears to be a deficit, but
47 expenses are nowhere close to that number. She added that expenses match what was spent in
48 previous years despite COVID-19. Souza continued by reviewing Working Lands Initiatives and
49 Sound Transit expenses as well as projected expenses in 2021 for elections, legal, and union
50 negotiations. She continued that she is tracking dollars to make grant programs complete per
51 Knutsen's motion at the August 2020 Finance-Sub Committee meeting and that if the District
52 were to end the year with money left over, it would be the Board's decision to add the funds to
53 the reserve or release them into the 2021 budget.

54
55 The Board asked questions about the contractor list and requested columns be added to note who
56 is managing the contract and the start dates for each contract. Souza stated she will bring a
57 contractor list to the January meeting with the requested additions.

58
59 Haugen wanted to clarify if there was a hiring freeze moving into 2021. Knutsen added there
60 needs to be clear identification, prioritization, and management agreement of the needs for each
61 department before authorization to hire is given.

62
63 Lavigne explained she is anticipating coming to the February 2021 meeting to bring forth
64 priorities.

65
66 **New Business:**

67 a) Update- Evaluation Work- Martinsons

68 Martinsons explained that monitoring and evaluating is used to ensure the District is meeting the
69 benchmarks outlined in the ILA and defined the terms of his work such as outcome and input. He
70 shared examples of stewardship program accomplishments and explained each program is in
71 different stages. Martinsons added that all programs are using piloting tools to indicate their needs
72 and accomplishments. He recommended that a complete database system overhaul would be
73 needed to improve service and delivery and explained new tools create new data that should be
74 stored and tracked.

75 The Board asked for more details about the database such as implementation timeline and cost.

76 Martinsons confirmed he is still researching options and price ranges and would have more info
77 early next year.

78 The Board expressed enthusiasm for a new database and potential new outcomes.

79 b) 2021 Work Plans – Lavigne

80 Lavigne shared her work plan analysis and determined staff is rising to the challenge to meet ILA
81 benchmarks with the resources currently available, but there are some programs with limited
82 resiliency that face short term challenges and risks which may have long term impact. She
83 reviewed the four focus areas and noted programs that need more attention and investment.
84 Lavigne revisited the budget amendment timeline that was shared with the Board at the last
85 meeting.

86 There was a Board discussion about the reserve accounts, how much should be saved, and the
87 possibility of releasing some funds. The Board agreed to revisit the discussion in the new year.

88 c) AI 20-092: Executive Director Search – Lavigne/Martin

89 Lavigne introduced Christine Martin from Valtas Group Washington LLC. Martin overviewed
90 the request for proposal given to the Board as well as recommended firms, including Valtas.

91 There was Board discussion about timeline, job description, and the make-up of the search
92 committee. Lavigne encouraged the committee be put together in early January and the first task
93 would be to review the search firm candidates.

94 **Knutsen moved; Haugen seconded passed unanimously AI 20-092 a motion to approve the**
95 **release of the request for proposal to hire a firm for the Executive Director search (4 ayes, 0**
96 **nays).**

97 d) AI 20-090: Forestry Contract - Krystal Hedrick- Arnstein

98 Arnstein explained there are still urban forest stewardship projects open from previous years as
99 well as a higher than normal volume of projects planned and awarded in 2021 so additional
100 assistance is needed to keep project deliverables on schedule. She noted that the contract will not
101 exceed \$10,000.

102 **Knutsen moved; Haack seconded passed unanimously AI 20-090 a motion to approve a**
103 **contract with Krystal Hedrick to furnish services towards closing out two Board-approved**
104 **urban forestry projects (4 ayes, 0 nays).**

105 e) AI 20-091: Forestry Contract Amendments – Arnstein

106 Arnstein requested three current contracts with consultant Restoration Analytics and Design LLC
107 be updated and extended to address project implementation delays that occurred in 2020 due to
108 COVID-19.

109 **Haugen moved; Knutsen seconded passed unanimously AI 20-091 a motion to approve three**
110 **urban forest stewardship project contact amendments that will extend contract timelines for**
111 **projects in SeaTac, Lake Forest Park, and Normandy Park (4 ayes, 0 nays).**

112
113 **Unfinished Business:**

114 a) Update – Advisory Committee Meeting

115 The board members who attended spoke to their experience at the meeting. There was a consensus
116 that it went very well and that a chair and vice chair were appointed.

117 b) Update – WACD Meeting – Board

118 Haugen summarized her experience at the WACD meeting. She noted that the equity resolution is
119 moving forward, and a committee will be formed to better help conservation districts with equity
120 training and resources for inclusivity. Haugen also stated that the election resolution has some
121 movement and a committee will be formed for the 2022 election.

122 c) Organizational Assessment – Lavigne

123 Lavigne reviewed what was shared at last meeting and identified six key areas of opportunity:
124 governance, leadership, culture, strategy, equity, and executive search. The Board gave positive
125 feedback on the assessment. Lavigne suggested a Board retreat be scheduled to complete follow-
126 up work on the assessment, especially in the areas of governance and equity work. She added she
127 can circle back to put together an agenda and schedule a meeting.

128 Haugen asked if Democracy Live contract has been finalized for 2021 election.

129 **Knutsen moved; Haugen seconded passed unanimously AI 20-093 a motion to execute final contract**
130 **with Democracy Live. (4 ayes, 0 nays).**

131 d) Executive Session - Review of a public employee RCW 42.30.110(1)(g)

132 e) Executive Session – Potential Litigation RCW 42.30.110 Sub (1) i

133 Mosby indicated that the Board would be moving into an Executive Session for the purpose
134 reviewing the performance of a public employee and potential litigation matters. Mosby stated that

135 each topic would last approximately 55 minutes, unless extended. The Board moved into an
136 executive session at 5:50 pm using a separate teleconference line.

137 The Board requested an additional 20 minutes be added to the Executive Session at 6:47 pm. The
138 Board requested an additional 20 minutes be added to the Executive Session at 7:08 pm. Board
139 requested an additional 10 minutes be added to the Executive Session at 7:33 pm. The regular
140 board meeting was reconvened by Mosby at 7:44 pm.

141 There was no more business before the Board.

142 The meeting was adjourned by Mosby at 7:47 pm.

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Authorized Signature

1-12-2021

Date

Summary of Motions

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149 **ayes, 0 nays)**

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