

KING CONSERVATION DISTRICT

Board of Supervisors
Meeting Minutes

1/11/2021

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

3 **Associate Supervisors Present:** None

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

6 **Staff Present:** Ava Souza, Brandy Reed, Deirdre Grace, Lindsey Davidson, Mary Embleton, Liz
7 Clark, Alex Martinsons, Jessica Saavedra, Megan Weldon, Carrie King, Laura Redmond

8 **Preliminary Matters:**

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

11 **Haugen moved; Porter seconded passed unanimously a motion to approve the agenda (4**
12 **aves, 0 nays).**

13 **Consent Agenda:**

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

- 15 a) Board Minutes –12.14.20 BOS Meeting,
16 b) LIP Applications – None
17 c) Member Jurisdiction Grant Applications –

18 1. AI 21-001: City of Seattle – 2020 KCD Seattle Community Partnership Grant Program

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

21 **Pulled Consent Agenda Items:** None

22 **Public Comment:** None

23 **Finance:**

- 24 a) AI 21-002: A motion to approve check number 23078 through 23182 for a total of \$693,012.69;
25 non-payroll EFTs totaling \$2,574.56; Bank Fees of \$63.00; Void Check of \$0.00; and December
26 2020 Payroll for \$224,553.06
27

28 Souza reviewed the check register and confirmed December 2020 financials and the year-end
29 report will be reviewed in detail at the next Finance Sub-Committee meeting.

30 **Knutsen moved; Haugen seconded passed unanimously AI 21-002 a motion to approve check**
31 **number 23078 through 23182 for a total of \$693,012.69; non-payroll EFTs totaling \$2,574.56;**
32 **Bank Fees of \$63.00; Void Check of \$0.00; and December 2020 Payroll for \$224,553.06 (4**
33 **aves, 0 nays).**

34
35 **New Business:**

36 a) AI 21-003: Election Candidate Optional Information Policy

37 Souza summarized what was discussed at the last meeting and overviewed the candidate optional
38 information policy which would give candidates a chance to submit a photo and campaign
39 statement.

40 There was Board discussion regarding the length of the statement and how it would be reflected
41 in the election resolution.

42 **Haugen moved; Knutsen seconded passed unanimously AI 21-003 a motion to approve the**
43 **election candidate optional information policy and authorize Haugen and the election officer**
44 **to edit the policy language as discussed by the Board (4 ayes, 0 nays).**

45 b) AI 21-004: Resolution 21-001: A resolution of the Board of Supervisors of the King
46 Conservation District, King County, Washington, establishing the 2021 Election of the Board of
47 Supervisors.

48
49 Souza summarized more details discussed at the last meeting including election date, candidate
50 filing deadlines, voting options, postmark deadlines, and seats available.

51
52 After Board discussion, it was agreed to take out all language regarding “by appointment” to
53 minimize in-person accommodations and include phone and email contact information to assist
54 voters on a case-by-case basis.

55
56 Grace added outreach and engagement will be ramping up with posts on social media and other
57 advertisements.

58
59 Haugen and Porter brought up the idea of sending out postcards to all King County registered
60 voters. Grace confirmed she was working on it.

61
62 **Knutsen moved; Porter seconded passed unanimously AI 21-004, Resolution 21-001 a motion**
63 **to approve 2021 Board of Supervisors Election policy, subject to the inclusion of language**
64 **amendments as discussed (4 ayes, 0 nays).**

65 c) AI 21-005: Request for RFP

66 Embleton explained that the Regional Food Systems Program strategic initiatives are a result of
67 the King County Kitchen Cabinet in 2014 identifying gaps in outreach and resources to overcome

68 long-term issues in King County farming. She reviewed the Farmland Access strategic initiative
69 that was approved by the Board at the October 2020 meeting and reviewed the details of the current
70 strategic initiative proposal for farm business support and technical assistance.

71 There was Board discussion about current and future strategic initiatives and how they could be
72 connected.

73 **Knutsen moved; Haugen seconded passed unanimously AI 21-005 a motion authorizing the**
74 **release of the request to proposals for Regional Food System Program Farm Business**
75 **Support and Technical Assistance Strategic Initiative Project (4 ayes, 0 nays).**

76 d) AI 21-006: WSCC Submittal

77 Lavigne explained that one of the requirements of the Conservation Accountability and
78 Performance Program (CAPP) with the Commission is to update strategic plans with each new
79 ILA. She continued that KCD is not in a position to update plans yet due to COVID-19 and the
80 loss of its executive director and requested the Board approve a one-year extension to submit,
81 which will give the new executive director more time to work with King County and the Board on
82 an updated plan.

83 Grace added extending the date will allow the new executive director to build out a five-year plan
84 that supports KCD's diversity, equity, and inclusion work.

85 **Haugen moved; Knutsen seconded passed unanimously AI 21-006 a motion to approve an**
86 **update to the King Conservation District 2015-2020 Strategic Plan, extending the Strategic**
87 **Plan through 2021 and approving the plan for submittal to WSCC (4 ayes, 0 nays).**

88 **Unfinished Business:**

89 a) Update – 2021 Organizational Assessment

90 Lavigne summarized that the executive director search, the recruitment of the director of
91 stewardship programs position, and human resources capacity are her priorities for moving
92 forward and explained next steps for each priority. She added two additional priorities are board
93 governance and equity.

94 Lavigne continued with her recommendations for a board retreat including training modules and
95 learning sessions with the intent of including the new executive director at a bigger, more inclusive
96 retreat. She added she will update the Board monthly on the status of the outlined priorities and
97 retreat options.

98 b) Update – Executive Director Search

99 Lavigne confirmed the Board has received summary packets for search firm resumes received so
100 far and set the expectation for moving forward. She explained that a search committee should be

101 appointed and include two board members, Advisory Committee members, and interested
102 stakeholders. Lavigne continued to review each step of the process.


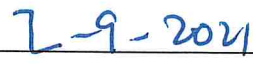
103 There was Board discussion about potential committee members.

104 Knutsen moved; Haugen seconded passed unanimously AI 20-007 a motion establishing the
105 executive search committee comprising of Mosby, Haugen, Porter, Christie True, and
106 Brenda Fincher (4 ayes, 0 nays).

107 Lavigne stated that there are currently three proposals from executive search firms. Martin
108 suggested interview lengths and questions to ask including pricing, resources available, and
109 approaches.

110 There was no more business before the Board.

111
112 Knutsen moved; Porter seconded passed unanimously a motion to adjourn the meeting at
113 5:47 pm (4 ayes, 0 nays).

114
115  _____  _____
116 Authorized Signature Date

117

118 Summary of Motions

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

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