

KING CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
February 8th, 2021
2:00 PM to 6:05 PM– via Teleconference Only

Zoom Link: <https://zoom.us/j/96332103569>
Call In Number: (253) 215-8782
Meeting ID: 963 3210 3569

Meeting Agenda

Call to Order

- | | |
|---|--------------------------|
| 1. Executive Session: Evaluate the qualifications of an applicant for public employment
RCW 42.30.110(1)(g) | 2:00 PM– 4:00 PM |
| 2. Preliminary Matters: | 4:00 PM– 4:02 PM |
| a) Introductions | |
| b) Additions or Corrections to the Agenda | |
| c) Adoption of the Board Agenda | |
| 3. 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) <u>Board Minutes</u> – 12/7/20 Grant Sub-Committee Meeting, 1/4/21 Grant Sub-Committee Meeting, 1/6/21 Special BOS Meeting, 1/11/21 BOS Meeting, 1/13/21 Special BOS Meeting, 1/14/21 Special BOS Meeting, 1/26/21 Grant Sub-Committee Meeting, 1/27/21 Special BOS Meeting | |
| b) <u>LIP Applications</u> – | |
| 1. 21-010: Michael Blakely – Stream Crossing | |
| 2. 21-011: Chris Feist – Budget Revision Request – Forest Health Management | |
| c) <u>Member Jurisdiction Grant Applications</u> – | |
| 1. 21-012: City of Bellevue – Tree Giveaway | |
| 2. 21-013: City of Auburn – 2021 Auburn International Farmers Market | |
| 4. Public Comment | 4:07 PM – 4:10 PM |
| 5. Finance: | 4:10 PM – 4:20 PM |
| a) AI 21-014: A motion to approve check number 23183 through 23229 for a total of \$450,442.71; non-payroll EFTs totaling \$6,919.55; Bank Fees of \$173.00; Void Check of \$0.00; and January 2021 Payroll for \$211,111.48 – Souza | |
| 6. New Business: | |
| a) Executive Director Search Update – Valtas Group | 4:20 PM – 4:40 PM |
| b) King County Council Presentation | 4:40 PM – 4:50 PM |
| c) AI 21-015: Regional Food Systems Grant Program Recommendations | 4:50 PM – 5:00 PM |
| 7. Unfinished Business: | |
| a) Election Update – Souza | 5:00 PM – 5:15 PM |
| b) Advisory Committee - Grace | 5:15 PM – 5:20 PM |
| c) AI 21-016: Trees & Stormwater Phase 3/iTreeHydro – Reed | 5:20 PM – 5:35 PM |
| 8. Executive Session: Review of a public employee RCW 42.30.110(1)(g) | 5:35 PM – 5:55 PM |
| 9. Executive Session: Collective Bargaining RCW 42.30.140(4) | 5:55 PM – 6:05 PM |

CONSENT AGENDA

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

December 7th, 2020

Supervisors Present, Burr Mosby– Chair, Kirstin Haugen

Associate Supervisors Present: None.

Guests Present: None

Staff Present: Jessica Saavedra, Mary Embleton, Nikki Wolf, Elizabeth Clark

Preliminary Matters:

Meeting called to order at 3:00 pm by Burr Mosby.

Saavedra provided an update on the KCD-Seattle Community Partnership Grant Program. She stated that 27 applications had been submitted and she showed the list of the applications to the subcommittee. She provided the following end-of-year statistics for the Member Jurisdiction and WRIA Forum Grant Program.

\$661,695 in Member Jurisdiction grant dollars awarded to 14 projects in cities such as Auburn, Bellevue, Issaquah, Sammamish, Tukwila, Kirkland and Kenmore. Total expected awards, including ~\$427,000 in Seattle projects, will bring total dollar awarded to \$1,088,695

The program has closed 44 grants this year.

In partnership with the City of Seattle, organized 20 virtual presentations from applicants. Currently reviewing 27 applications. Seattle recommendations will be sent to KCD in December with grant subcommittee and Board review in early January.

In 2019, the Board approved 24 grants \$1,022,306.91

Applications

Saavedra presented the details of the City of Bellevue’s application for their Tree Giveaway project. The subcommittee asked about the cost per tree. The subcommittee asked Saavedra to bring the application back to them with answers to this question.

Amendments - none

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

December 7th, 2020

26 *Close outs*

27 Haugen moved, Mosby seconded, unanimously passed a motion to close the University of
28 Washington Seahurst Benthic Invertebrate Monitoring 2019 grant agreement.

29 Haugen moved, Mosby seconded, unanimously passed a motion to close the Des Moines
30 Farmers Market 2020 Low Income Senior Healthy Eating Initiative grant agreement.

31 Haugen moved, Mosby seconded, unanimously passed a motion to close the City of Bellevue
32 Coal Creek Natural Area Interpretive Signage grant agreement.

33 Embleton provided an update on the Regional Food System Grant Program.

34 Haugen moved; Mosby seconded unanimously passed a motion to adjourn the meeting at 4
35 pm

36

37

38 _____
Authorized Signature

Date

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

January 4th, 2021

1 **Supervisors Present**, Burr Mosby– Chair, Kirstin Haugen

2 **Associate Supervisors Present:** None.

3 **Guests Present:** None

4 **Staff Present:** Jessica Saavedra, Deirdre Grace, Mary Embleton

5 **Preliminary Matters:**

6 Meeting called to order at 3:00 pm by Burr Mosby.

7 Saavedra reviewed the City of Seattle recommended applications with the grant subcommittee. She went
8 through each proposal sharing concerns and strengths. Several of the proposals include equipment
9 purchases in their budget that have traditionally been ineligible KCD grant expenses. Examples include
10 requests for a generator, ice machine, and aquaponics equipment. Saavedra discussed the need for a more
11 robust equipment policy for the Member Jurisdiction grant program and mentioned she will work on this
12 in consultation with Eric Frimodt and will draw from existing policies in place. A component of this policy
13 will need to include a clause about moving equipment as well. The subcommittee discussed advising the
14 applicants to investigate leasing equipment, consider where equipment will be stored during the off-season
15 and how the equipment will be used by other programs.

16 Regarding the African Community Housing and Development Farmers Market project the subcommittee
17 recommended it for funding except for the ice machine and generator items in the grant budget.

18 Saavedra presented the details of the Black Star Farmers Walker Street Aquaponics and Greenhouse
19 project. The subcommittee expressed concerns about the tentative permission granted by the landowner
20 and the possibility that the land could be sold at any time. The subcommittee said the timeline didn't seem
21 long enough to do what they have proposed, especially community building. The subcommittee
22 recommended that the group have a contingency plan in case the property is sold and KCD will write up
23 something that requires that equipment installed on the property be moved to a location and used by similar
24 project. Saavedra was asked to contact the applicant and ask for more information about the context in
25 terms of the relationship with the property owner and long-term intent.

26 Saavedra contacted Marcus Henderson with Black Star Farmers and asked him if he had any indication if
27 the land will be sold soon and if the property owner (AfricaTown Community Land Trust) planned to
28 utilize elements of the grant project in the future development. Saavedra also asked if the equipment could
29 be easily moved if the land was sold. Henderson responded that the property has been vacant for a long
30 time and is almost impossible to develop. He said ideally, they would have the land for 5 years but if they
31 lose the space, they could move the equipment elsewhere such as to their more permanent location at the
32 MLK Center. He said the aquaponics and greenhouse equipment are movable and they would construct it
33 in a way that it will be easily moved off site, if needed. Other elements such as raised beds and cobb shed
34 are made from earthen materials that would not create waste and could easily be deconstructed. Henderson

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

1/6/2021

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

3 **Associate Supervisors Present:**

4 **Guests Present:** Eric Frimodt – Inslee Best; Felicia Erlich – Democracy Live; Rebecca Lavigne
5 – KCD Interim Executive Director; Bill Eller – WSCC; Kendall Hodson – King County Elections

6 **Staff Present:** Ava Souza, Lindsey Davidson

7 **Preliminary Matters:**

8 Vice Chair Haugen called meeting to order at 4:07 pm. All attendees introduced themselves.
9 Haugen asked for additions or corrections to the current agenda.

10 **Knutsen moved; Porter seconded passed unanimously a motion to approve the agenda (3**
11 **aves, 0 nays).**

12 **Public Comment:**

13 **New Business:**

14 a) Election Resolution Draft and 2021 Election Discussion

15 Souza thanked guests for attending. She explained the objective for this meeting is to inform the
16 Board of election options and that the vote on these options would be at the regular meeting on
17 January 11th, 2021.

18 The first option presented and discussed was a date for the election. Souza explained the original
19 tentative date was March 30th, 2021, however there were drawbacks to having the date so late in
20 the first quarter of the year.

21 The Board asked Hodson and Eller questions about tabulations and when they would need to be
22 completed.

23 Eller confirmed the main drawback is with the ballot postmark dates. He said it would trigger
24 issues if the election was held on the 30th and ballots could potentially come in on the 1st, 2nd, or
25 3rd of April which would be outside the first quarter of the year.

26 After Board discussion with Hodson and Eller, the Board decided to use March 23rd, 2021 as the
27 tentative election date.

28 Souza continued reviewing the election timeline.

- 29 The second option presented and discussed was the length of time an applicant could apply. The
30 Board discussed having a two week versus three candidate filing period.
- 31 The Board raised concerns about outreach and advertising for the election if the filing period was
32 shorter. Lavigne confirmed there was an announcement going out in the upcoming newsletter and
33 next week there will be a ramp up of outreach.
- 34 The Board agreed a three-week filing period was appropriate.
- 35 The third option presented and discussed was the issue of having on-site voting stations the day of
36 election with COVID-19 restrictions still in place.
- 37 Souza explained the three options would be to have ballots available outside of the suite, voters
38 can come in to vote by appointment-only, or to have an on-site voting station the day of the
39 election.
- 40 Hodson described her experiences with the last election and the protocols, signage, and personal
41 protective equipment needed to have voters come in person.
- 42 Frimodt added his concerns about COVID-19 and the uncertainty of restrictions during election
43 time. He continued that administratively, it would make sense to not have voting in person.
- 44 The Board agreed on-site voting was not the best use of resources.
- 45 There was Board discussion on how to handle special cases as well as the mechanics and legality
46 of mailing or hand-delivering ballots.
- 47 Eller confirmed that to pick up ballots, there would need to be one election supervisor and one
48 other polling officer present but that also might raise liability issues if COVID-19 was transferred
49 to either party. He added only one person is needed to drop off a ballot and there were no
50 restrictions to mailing a ballot to a registered voter.
- 51 The Board discussed how to provide service to voters who may have disabilities.
- 52 Erlich explained how the process works and that they can accommodate those voters.
- 53 Souza continued by explaining there is an appointed position open as well as an elected position.
54 Those seats are currently being held by Knutsen and Haack, respectively.
- 55 The Board discussed and agreed to outline both positions in the resolutions.
- 56 Eller clarified that the deadline for the appointed position is March 31st, 2021, which would not
57 coincide with the decided election date of March 23rd.
- 58 All meeting participants agreed to make everything as clear and detailed as possible.

Eller confirmed that results of the election must be reported to the Commission within 14 days of the election unless there is a special circumstance. He explained election certification happens at the Commission meeting in May and elections are then wrapped up.

Souza recapped the options discussed and selected by the Board in this meeting.

The Board discussed having a last date to request a ballot if being mailed, and the cutoff date to accept ballots that are postmarked.

Hodson stated the King County Election office did not mail voter ballots one week out from election day. She added she would check with her managers on how long it would take to tabulate ballots before deciding a cutoff date.

The Board thanked Hodson, Erlich, and Eller for their attendance and expertise.

There was no more business before the Board.

Haugen moved; Knutsen seconded passed unanimously a motion to adjourn the meeting at 5:08 pm. (3 ayes, 0 nays).

Authorized Signature

Date

Summary of Motions

Knutsen moved; Porter seconded passed unanimously a motion to approve the agenda (3 ayes, 0 nays)

Haugen moved; Knutsen seconded passed unanimously a motion to adjourn the meeting at 5:08 pm. (3 ayes, 0 nays).

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 **ayes, 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.

*“Promoting sustainable uses of natural resources
through responsible stewardship”*

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

New Business:

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

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

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

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

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

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

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

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

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

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

c) AI 21-005: Request for RFP

Embleton explained that the Regional Food Systems Program strategic initiatives are a result of 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.

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

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116 _____
Authorized Signature

Date

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118 **Summary of Motions**

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

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

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

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

130

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

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

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

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

143 **Knutsen moved; Porter seconded passed unanimously a motion to adjourn the meeting at**
144 **5:47 pm (4 ayes, 0 nays).**

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KING CONSERVATION DISTRICT

Special Board of Supervisors
Meeting Minutes

1/13/2021

Supervisors Present: Burr Mosby –Chair; Kirstin Haugen – Vice Chair; Bill Knusten – Auditor;

Associate Supervisors Present: None

Guests Present: Rebecca Lavigne – KCD Interim Executive Director; Ed Rogan, Amy Burton,
and Mikkkell Jackson Roeland - Valtas Group; James Reid - Falconer Group

Staff Present: None

Preliminary Matters:

Chairman Mosby called meeting to order at 11:35 am. All attendees introduced themselves. Mosby
asked for additions or corrections to the current agenda.

**Knutsen moved; Haugen seconded passed unanimously a motion to approve the agenda (3
ayes, 0 nays)**

Public Comment: None

New Business:

a) Interview Executive Search Consultants

The Board conducted interviews with Valtas Group and Falconer Group for the purpose of hiring an
executive director search consultant.

There was no more business before the Board.

**Haugen moved; Knutsen seconded passed unanimously a motion to adjourn the meeting at
2:03 pm (3 ayes, 0 nays).**

Authorized Signature

Date

Summary of Motions

**Knutsen moved; Haugen seconded passed unanimously a motion to approve the agenda (3
ayes, 0 nays)**

28 **Haugen moved; Knutsen seconded passed unanimously a motion to adjourn the meeting at**
29 **2:03 pm (3 ayes, 0 nays).**

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KING CONSERVATION DISTRICT

Special Board of Supervisors
Meeting Minutes

1/14/2021

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

Associate Supervisors Present: None

Guests Present: Rebecca Lavigne – KCD Interim Executive Director-; Carolyn Ho and Catherine Seneviratne – NPAG (Nonprofit Professionals Advisory Group)

Staff Present: None

Preliminary Matters:

Chairman Mosby called meeting to order at 12:05 pm. All attendees introduced themselves. Mosby asked for additions or corrections to the current agenda. There were none.

Public Comment: None

New Business:

a) Executive Search Consultant Interviews

The Board conducted an interview with Non-profit Professionals Advisory Group (NPAG) for the purpose of hiring an executive director search consultant.

The Board discussed all consultant candidates.

Knutsen moved; Haugen seconded passed unanimously AI 21-008 a motion to retain Valtas Group to lead King Conservation District's upcoming executive director search (3 ayes, 0 nays).

There was no more business before the Board.

The meeting was adjourned by Mosby at 1:27 pm.

Authorized Signature

Date

28

Summary of Motions

29

Knutsen moved; Haugen seconded passed unanimously AI 21-009 a motion to retain Valtas

30

Group to lead King Conservation District's upcoming executive director search (3 ayes, 0

31

nays).

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KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

January 26th, 2021

1 **Supervisors Present**, Burr Mosby– Chair, Kirstin Haugen

2 **Associate Supervisors Present:** None.

3 **Guests Present:** None

4 **Staff Present:** Jessica Saavedra, Deirdre Grace, Rebecca Lavigne, Elizabeth Clark

5 **Preliminary Matters:**

6 The meeting was originally scheduled for Monday, January 25th, 2021, but the subcommittee members asked to
7 reschedule due to local power outage. The meeting was rescheduled to Tuesday, January 26th, 2021.

8 Meeting called to order at 4:07 pm by Burr Mosby. Saavedra added materials for the Washington Farmland Trust
9 Working Farmland Partnership amendment which were not included in the packet sent out. She also added a close
10 out for the City of Newcastle Knotweed Control Along Boren Creek project.

11 **Regional Food System Grant Applications**

12 Lavigne presented the Regional Food System competitive grant applications recommended by the Regional Food
13 System Working Group, describing the process, how these applications fit into the overall program, working
14 group participants, and discussion.

15 Haugen commented that the working group seems to overlap with the Advisory Committee and asked how the
16 Board of Supervisors could be more involved with that group. Mosby and Haugen asked what happens to the
17 unallocated funding. Saavedra stated that she and Embleton discussed this and Saavedra recommended that
18 Embleton bring a proposal to the Board recommending options for utilizing leftover funds. Grace added that the
19 hope is that these funds will be rolled into funds available in 2021. Haugen and Mosby agreed that the funding
20 should be rolled forward into the 2021 program.

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

January 26th, 2021

- 21 **Mosby moved, Haugen seconded, unanimously passed a motion to recommend the following Regional Food**
22 **System Grant Program applications or approval at the next Board of Supervisors meeting.**

Applicant and Project Name	Award/Amount
King County DNRP: Infrastructure Improvements on Sammamish River Farm	\$20,000
Feed The People: Building the BIPOC producer pipeline for food programs in Seattle's communities of color	\$19,600
Black Star Farmers; Basilica Bio; Black Farmers Collective: Putting the Garden Under the Microscope	\$20,000
Viva Farms: Breaking Ground: Removing Barriers in Food Production through Tractor Training and Increased Farm Efficiency	\$20,000
Living Well Kent: Immigrant Farmer Business Development in Kent	\$20,000
Vashon Island Growers Association: Vashon-Maury Island Food Preservation Initiative	\$19,087
Snoqualmie Valley Watershed Improvement District (SVWID): Creating new irrigation water supply using Foster Pond	\$20,000
Seattle Good Business Network: Good Food Kitchens Local Procurement Expansion Pilot	\$20,000
Highline College: Immigrant and Refugee Agriculture Education Tuition Assistance	\$20,000
Forterra: Making Farmland More Affordable through Ecosystem Service Markets	\$18,100
Pacific Coast Harvest: Pacific Coast Harvest/Farmstand Local Foods Refrigerated Box Truck	\$20,000
Washington Water Trust: Expanding a Consumer Market that Incentivizes Dry Farming as a Sustainable and Resilient Practice for Producers	\$19,997
3rd Space LLC/tBUG: tBUG Food Forward	\$20,000
	\$256,784

23 ***Regional Food System Grant Amendments***

- 24 **Mosby moved, Haugen seconded, unanimously passed a motion to approve the amendment request from**
25 **Harvest Against Hunger for the King County Farmers Share project extending the completion date from**
26 **12/31/20 to 12/31/21.**

- 27 **Haugen moved, Mosby seconded, unanimously passed a motion to approve the amendment request from**
28 **Public Health Seattle-King County for the Gathering around the table for 'Dulet': Building a safe meat**
29 **supply chain by and for the East African community in King County project extending the completion date**
30 **from 12/31/20 to 12/31/21.**

- 31 **Haugen moved, Mosby seconded, unanimously passed a motion to approve the amendment request from**
32 **SnoValley Tilth for the Growing Farm Businesses project revising the budget as detailed and extending the**
33 **completion date from 12/31/20 to 12/31/21.**

- 34 **Haugen moved, Mosby seconded, unanimously passed a motion to approve the amendment request from**
35 **Washington Farmland Trust for the Working Farmland Partnership project revising the budget as detailed,**
36 **increasing the scope of work at the same funding level and extending the completion date from 12/31/20 to**
37 **12/31/21.**

38 ***Member Jurisdiction Grant Applications***

- 39 Saavedra presented answers to the subcommittee question from the 12/7/20 grant subcommittee meeting about
40 the cost per tree in the application budget for the Bellevue Tree Giveaway. Saavedra also reported that the City
41 of Bellevue is willing to partner with us on the evaluation of this grant project to better inform KCD's evaluation

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

January 26th, 2021

of grant outcomes. The subcommittee was satisfied with the information and recommended the application for approval.

Haugen moved, Mosby seconded, unanimously passed a motion to recommend the Member Jurisdiction grant application from the City of Bellevue for the Tree Giveaway project for \$30,000 for approval at the next Board of Supervisors meeting.

Mosby moved, Haugen seconded, unanimously passed a motion to recommend the Member Jurisdiction grant application from City of Auburn for the 2021 Auburn International Farmers Market – Marketing and Demonstrations project for \$15,000 for approval at the next Board of Supervisors meeting.

Member Jurisdiction Grant Amendments

Mosby moved, Haugen seconded, unanimously passed a motion to approve the amendment request from Green River Coalition for Covington Community Park project *extending the completion date from 12/31/19 to 6/30/21.*

Haugen moved, Mosby seconded, unanimously passed a motion to approve the amendment request from the Town of Beaux Arts Village for the Academy Path & Adjacent Woods Restoration project *revising the budget requesting an addition \$1,600 in additional funding available increasing the grant total to \$2,210 and extending the completion date from 5/22/21 to 11/30/21.*

Haugen moved, Mosby seconded, unanimously passed a motion to approve the amendment request from City of Auburn for the 2020 Auburn International Farmers Market – Marketing and Demonstrations project *revising the \$20,000 grant budget to reflect actual expenditures totaling \$14,696.40 and unspent funding.*

Member Jurisdiction Grant Close outs

Mosby moved, Haugen seconded, unanimously passed a motion to close the City of Auburn 2020 International Farmers Market – Marketing and Demonstrations grant agreement.

Haugen moved, Mosby seconded, unanimously passed a motion to close the Sustainable Seattle – Depave the Duwamish grant agreement.

Mosby moved, Haugen seconded, unanimously passed a motion to close the King County – 2020 Keeping Farmers Farming, Support to Agriculture Program grant agreement.

Mosby moved, Haugen seconded, unanimously passed a motion to close the City of Newcastle Knotweed Control Along Boren Creek grant agreement.

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

January 26th, 2021

72 **Haugen moved; Mosby seconded unanimously passed a motion to adjourn the meeting at pm**

73

74

75 _____
Authorized Signature

Date

76 **Summary of Motions**

77 **See above**

KING CONSERVATION DISTRICT

Special Board of Supervisors
Meeting Minutes

1/27/21

Supervisors Present: Burr Mosby –Chair; Kirstin Haugen – Vice Chair; Chris Porter - Supervisor

Associate Supervisors Present: None

Guests Present: Rebecca Lavigne – KCD Interim Executive Director

Staff Present: Ava Souza, Lindsey Davidson, Mark Dostal, Brandy Reed, Liz Clark, Deirdre Grace

Preliminary Matters:

Chairman Mosby called meeting to order at 12:01 pm. All attendees introduced themselves. Mosby asked for additions or corrections to the current agenda. There were none.

Public Comment: None

New Business:

a) AI 21-009: A motion to approve a vendor for election outreach and messaging

Souza reviewed with the Board that with costs from Democracy Live, King County Elections office, and KCD staff time, there is approximately \$110,000 remaining in the election budget to send voters postcards and other outreach materials.

Haugen moved; Porter seconded passed unanimously AI 21-009 a motion to approve a vendor for election outreach and messaging (3 ayes, 0 nays).

There was no more business before the Board.

Porter moved; Haugen seconded passed unanimously a motion to adjourn the meeting at 12:08 pm (3 ayes, 0 nays) .

Authorized Signature

Date

26 Summary of Motions

27 Haugen moved; Porter seconded passed unanimously AI 21-009 a motion to approve a
28 vendor for election outreach and messaging (3 ayes, 0 nays).

29 Porter moved; Haugen seconded passed unanimously a motion to adjourn the meeting at
30 12:08 pm (3 ayes, 0 nays) .

31

32

King Conservation District Landowner Incentive Program
2021 January Awards

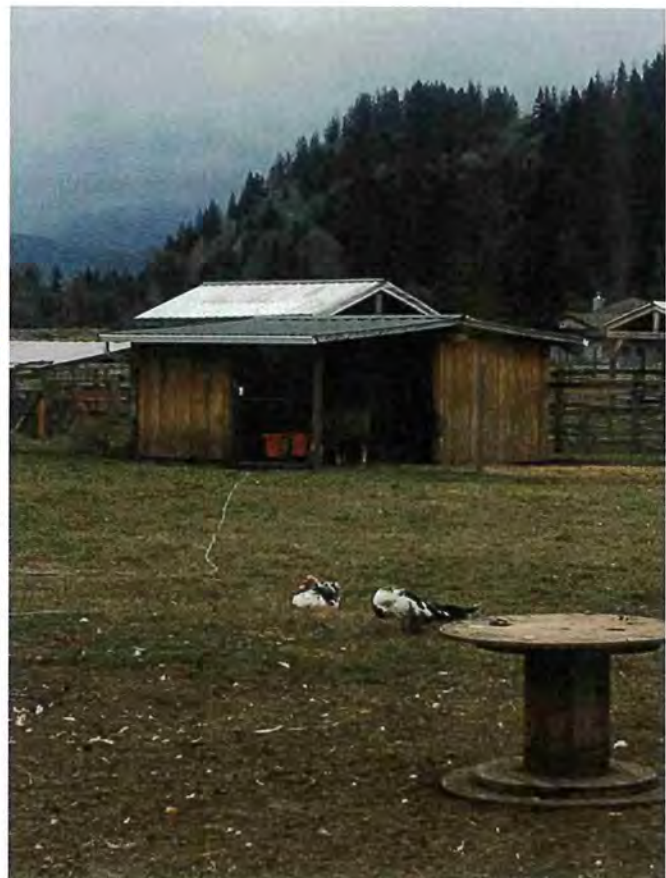
BUDGET SUMMARY	
Total- Cost-share Budget	\$506,300.00
Total- Cost-share Awarded	\$10,437.00
2021 Awards	
January Award Cycle	\$10,437.00
Cost-share Budget Remaining	\$495,863.00
Funds Available to Reallocate	\$0.00
Adjusted Balance Available for FY 2021	\$495,863.00

COST SHARE AWARD DETAIL- January Cycle									
Last Name	First Name	Best Management Practice	Award Amount	Completion Date	Acres	Feet	Plants	Qty	
Hall	Bill and Gwen	Buffer Fence	\$ 8,190.00	1/31/2022		910			
Hutchinson	Amy and Mike	Heavy Use Area - Budget Revision Request	\$ 2,247.00	1/31/2022					
Total			\$10,437.00		0.00	910.00	0		

COST-SHARE FUNDS AVAILABLE TO REALLOCATE		
(Prior & Current Year Contracts, Cancelled or Closed Under Budget During CY 2021)		
Status	Number of Contracts	Amount
Closed Underbudget	0	\$ -
Cancelled	0	\$ -
	0	\$ -



2020-37 – Raker – Heavy Use Protection Area – Close-out December 2020



2020-24 - Lanning – Roof Runoff Structure Close-Out – Early Winter 2020

**King Conservation District Board of Supervisors Meeting 02/08/2021
Agenda Action Briefing/Report AI 21-010**

SUBJECT:

Approve KCD Landowner Incentive Program cost-share application from Michaela Blakely, for a Stream Crossing, in the amount of \$24,750.00.

FISCAL IMPACT

The current balance of cost-share funding for KCD LIP 2021 is summarized in the following table:

2021 LIP Cost-share Available	\$494,888.00
Current Request	\$24,750.00
Balance Remaining	\$470,318.00

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
- NRCS

BACKGROUND

Michaela Blakely owns Growing Things Farm in Carnation where she produces vegetables, berries, hay, goats, and pigs. The farm also sells body care products made from the goat's milk and herbs grown on the farm. The northern boundary of her farm borders the Snoqualmie River. Michaela has several unnamed tributaries bordering and crossing through her farm. There is an existing stream crossing located in an unnamed fish bearing tributary on the eastern border of Michaela's farm that she uses to access her southern fields. This tributary converges with Ames Creek approximately 200 meters downstream from the culvert and hosts several species of salmon and trout, including some classified as threatened. The culvert is roughly 900 meters downstream from a pond on a neighboring property that offers quality rearing habitat for salmonoids and trout. The culvert is undersized for the stream resulting in scouring of the banks and road fill at the inlet of the culvert. The culvert is rusted through at the water line as well as structurally damaged at the top of the pipe and is a barrier to fish passage.

This project will remove the current aging culvert and replace it with a fish passable bridge. The bridge is expected to be approximately 30 feet in length and 14 feet in width. The expected outcomes of this project includes; a reduction in scour and erosion at the current culvert outfall, improved passage for salmon and other aquatic species, and improved rearing habitat and slower velocities for fry.

NRCS is the lead partner agency for this project. Michaela has been working with Amy Hendershot, NRCS District Conservationist, to apply for cost-share funding through NRCS's EQIP program. NRCS will be project managing the engineering, construction, and installation of the crossing. This project has already secured an Hydraulic Project Approval (HPA) through

King Conservation District Board of Supervisors Meeting 02/08/2021
Agenda Action Briefing/Report AI 21-010

WDFW in 2017. KCD LIP cost-share will be used to supplement project installation costs incurred beyond what the NRCS EQIP cost-share funding level is able to cover. In 2017 Michaelae participated in the ADAP program, and in 2019 she partnered with the Tulalip Tribes to relocate problem beavers on her property.

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 Michaelae Blakely, in the amount of \$24,750.00.

MOTION

 Moved, Seconded; *Passed a motion to Approve KCD Landowner Incentive Program cost-share application from Michaelae Blakely, for a Stream Crossing, in the amount of \$24,750.00.*

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: Michaele Blakely		Farm/Business Name: Growing Things Farm	
Mailing Address: 27307 NE 109th St Carnation, WA 98014		Project Address: Same	
Phone (home): 425-691-8669		Phone (work/mobile):	
Email Address: michaeleblakely@gmail.com		KCD Staff: Mirro	
Parcel #(s): 012506-9002	<input type="checkbox"/> Incorporated <input checked="" type="checkbox"/> Unincorporated	Total Farm/Land Acreage: 31.3	<input type="checkbox"/> T.A. <input checked="" type="checkbox"/> Farm Plan <input type="checkbox"/> Forest Plan
Is email an acceptable primary form of communication?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to be added to our newsletter list?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 2. Project Information

Best Management Practice (BMP): Stream Crossings
Project Completion Date (month and year): Feb 2022
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): The project is located on an unnamed fish bearing tributary of Ames Creek. The existing culvert is 4' wide x 16.5' long. It is undersized for the stream, 27% bank full width. This has resulted in scouring of the banks and road fill at the inlet of the culvert. The inlet is rusted through at the waterline and as well as structurally damaged at the top of the pipe. An ADAP project was completed on the tributary in 2017.
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.): Plan is to replace the aging culvert with a 14' wide x 30' long bridge. Project is being engineered, project managed and construction managed by the Natural Resources Conservation Service. Michaelle is applying for EQIP dollars. See attached documents for details of the project.
Maintenance Plan (Summarize your plan to maintain the practice. Include frequency and scope of inspections, repairs anticipated, etc.): Bridge will be monitored annually and repaired as needed.

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

WDFW Hydraulic Project Approval: (has been acquired in 2017).
King County Floodplain development permit: In progress.

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:

Cover Crops LIP 2018-29 for renter (First Light Farm) but never install. Renter moved to another farm.

B. Are you applying for (or received) funding (cost-share or grants) through other agencies or programs?
Please describe below:

☒ Yes

☐ No

1. **King County Cost-share**

Please list practices and date installed below:

Several projects applied for in 2012 for but they do not appear to be installed.

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

Please list practices and date installed below:

Applying for NRCS EQIP for this project, approximately \$75,000. (Total project cost is hoped to be \$100,000 or less but bids are pending from the installer / bridge manufacturer.)

3. **Other**

Please list agency and describe project:

Potential for KCD Ag Drainage funding. (Not know at this time.)

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.

Michaele Blakely

Page 2 of 4

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 10 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.)

Michaele Blakely

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:

\$24,750.00

BMPs	Units	cost/unit	%	reimbursement rate	
Animal Trails & Walkways	sq ft	\$ 0.75	0.5	\$ 0.38	Ac.
Aquatic Area Buffer	project	\$ 30,000.00	0.9	\$ 27,000.00	AUE
Buffer Fencing	ft	\$ 12.00	0.75	\$ 9.00	Ft.
Building Relocation for Aquatic Area/Buffer	project	\$ 50,000.00	0.5	\$ 25,000.00	Sq. Ft.
Bulkhead Removal (Freshwater, Marine)	project	\$ 50,000.00	0.75	\$ 37,500.00	Project
Cover Crops	acre	\$ 150.00	0.9	\$ 135.00	
Cross Fencing	ft	\$ 6.00	0.5	\$ 3.00	
Forest Health Management	project	\$ 30,000.00	0.75	\$ 22,500.00	
Heavy Use Area Protection	AUE	\$ 1,400.00	0.5	\$ 700.00	
Pasture & Hay Planting	acre	\$ 325.00	0.5	\$ 162.50	
Roof Runoff Management	ft	\$ 7.00	0.5	\$ 3.50	
Stream Crossing	ft	\$ 1,100.00	0.75	\$ 825.00	
Subsurface Drain	ft	\$ 20.00	0.5	\$ 10.00	
Upland Wildlife Habitat Management	project	\$ 20,000.00	0.75	\$ 15,000.00	
Waste Storage Facility	AUE	\$ 1,000.00	0.75	\$ 750.00	
Watering Facility	project	\$ 50,000.00	0.5	\$ 25,000.00	



JOB SHEET

Stream Crossing

Landowner: Michael Blakely

Lifetime of Practice: 10 years

***This Jobsheet must be attached to your completed application**

Purpose (check all that apply)	
<input checked="" type="checkbox"/> Reduce streambank and streambed erosion	<input checked="" type="checkbox"/> Provide crossing for access to another land unit
<input type="checkbox"/> Improve water quality by reducing sediment, nutrient, organic, and inorganic loading of the stream	<input checked="" type="checkbox"/> Remove a fish passage barrier in combination with installing fish passable crossing structure.

Summarize the Project Proposal. Provide the following: 1) describe project activities, including permitting, site prep, installation, and maintenance and monitoring; 2) describe the anticipated project outcome (e.g. fish and wildlife benefits, other environmental benefits), and 3) outline the project implementation time line.

Remove existing fish passage barrier (RND smooth steel culvert 1.22m diameter and 5.0 m in length) and install fish passable structure (bridge) that meets NRCS PS396 standards. Existing culvert is undersized for the stream (27% bank full width), resulting in scouring of the banks and road fill at the inlet culvert. The inlet is rusted through at the water line as well as structurally damaged at the top of the pipe. Road fill is 1.5m deep. No utilities are near the crossing. Anticipated outcome is less scour and erosion at current culvert outfall and improved passage for salmon and other aquatic species, as well as improved rearing habitat and slower velocities for fry. Project should be implemented in 2021 or 2022 depending on contractor availability and other cost-share resources available.

Describe Project Area. Provide the following: 1) extent of project area above and below ordinary high water mark; 2) dimensions of site; and 3) briefly describe the existing vegetation and habitat conditions.

Project will take place both above and below the OHWM. Existing streambed and fill will need to be excavated to a depth adequate to place substrate, footings, and abutments for the bridge decking. Existing vegetation in the direct vicinity of the site is almost exclusively reed canarygrass. Planned bridge will be 30' x 14' with abutments extending further out. Anticipate construction area (including staging) to be approximately 100' x 40' at biggest. NRCS will take lead for cultural resources, endangered species act, and essential fish habitat consultation with Federal and state agencies.

The downstream channel meanders along hay fields to its confluence with Ames Creek. Steep-sided banks have little riparian cover and what is present consists of small woody shrubs and sparse trees. Field grasses extend to the waterline for the majority of the left bank, and gaps in the natural plant community exceed 30% of the overall stream reach. Stream shading is primarily provided by overhanging vegetation and undercut banks. The confluence with Ames Creek is approximately 200 m downstream. Downstream gradient is 1% and substrate is comprised of 100% fines. The crossing on Ames Cr under 100th St is a cast in place concrete box with aprons and flood control gates. The gates are not functional, and the right bank gate is partially closed which is directing water flow to the opposite bank. Erosional effects are easily observed from the crossing. The presence of gates on a structure makes the crossing a barrier – passability is currently unknown. Downstream of 100th St is free of crossings to the confluence with Snoqualmie River.

This channel and all upstream tributaries are ditched through the valley until reaching the timbered headwaters. Canopy cover is 10% and gaps in the natural plant community exceed 30% of the overall stream reach on the property. Grasses extend to the waterline and into the channel. The owner stated that the creek stays wet throughout summer. Gradient is 0-1% and substrate is comprised of 100% fines. Beaver activity was noted upstream. One adult and two kits were recently removed by trapping. An open water, ponded depression is located approximately 900 m upstream off property. The size of this pond is 14 ac (57,235 m²) and offers quality rearing habitat for salmonids and trout. There does not appear to be a water control structure at the outlet of the pond. There are 3 potential field crossings and one county crossing (unknown passability) located upstream of the Blakely property. Upstream crossings will be assessed if property access can be obtained.

Name and type (S, F or N, wetland I, II, or III) of waterway to be crossed.

Unnamed tributary to Ames Creek, Type F stream.

Land Uses and Associated Impacts. *Provide the following: 1) describe how the property is used (e.g., residential, commercial, recreational); 2) describe adjacent properties, including land uses and any potential adverse impacts to adjacent properties associated with the proposed project.*

Property is agricultural in nature. Hay is grown, cut, and transported across existing failed culvert and across planned bridge. Main farm produces specialty crops for sale at market and farm stand. Adjacent properties are also agricultural in nature and mostly hayland and/or pastures grazed by beef. The neighboring property boundary is close to the proposed action so care will need to be taken to eliminate negative impacts on neighbor.

List the intended use (people, livestock, equipment, or vehicles). Also include the stream crossing dimensions and project materials. Please attach an engineer approved design.

Intended use is vehicles to transport cut hay over. Bridge planned is 30' in length and 14' in width. Project materials will include gravel, rock, geotextile fabric, bridge abutments, decking.

Grading and Demolition Activities. *Describe the plan to remove structures (failing culvert, etc.) and grade project areas, including specific construction methods and equipment to be used.*

Stream area shall be dewatered if needed or construction shall be completed when there is no water in the channel. Excavator shall be used to remove the existing structure. Existing culvert structure will be removed from the site and disposed of. Excavators shall be used to remove existing soil at the new site and place the fill. Fill will be compacted with an excavator-mounted compactor. The bridge abutments and structure will likely be placed with two excavators, however it's possible a small crane would be used.

Habitat Restoration Activities. *Provide the following that apply: 1) describe site preparation activities (e.g. weed control, substrate to be applied, soil amendment to used); 2) identify the type and source of plant materials (e.g. potted, bareroot, ball and burlap and native plant nurseries providing plant material; 3) describe the care and temporary storage of plant materials; 4) describe installation plan (e.g. planting plan, installation techniques, sheet mulching, etc.); 5) describe maintenance and monitoring plan (e.g. number of years to be conducted, survival data collection, etc.).*

All bare soils will be reseeded and/or mulched. No plantings planned at this time.

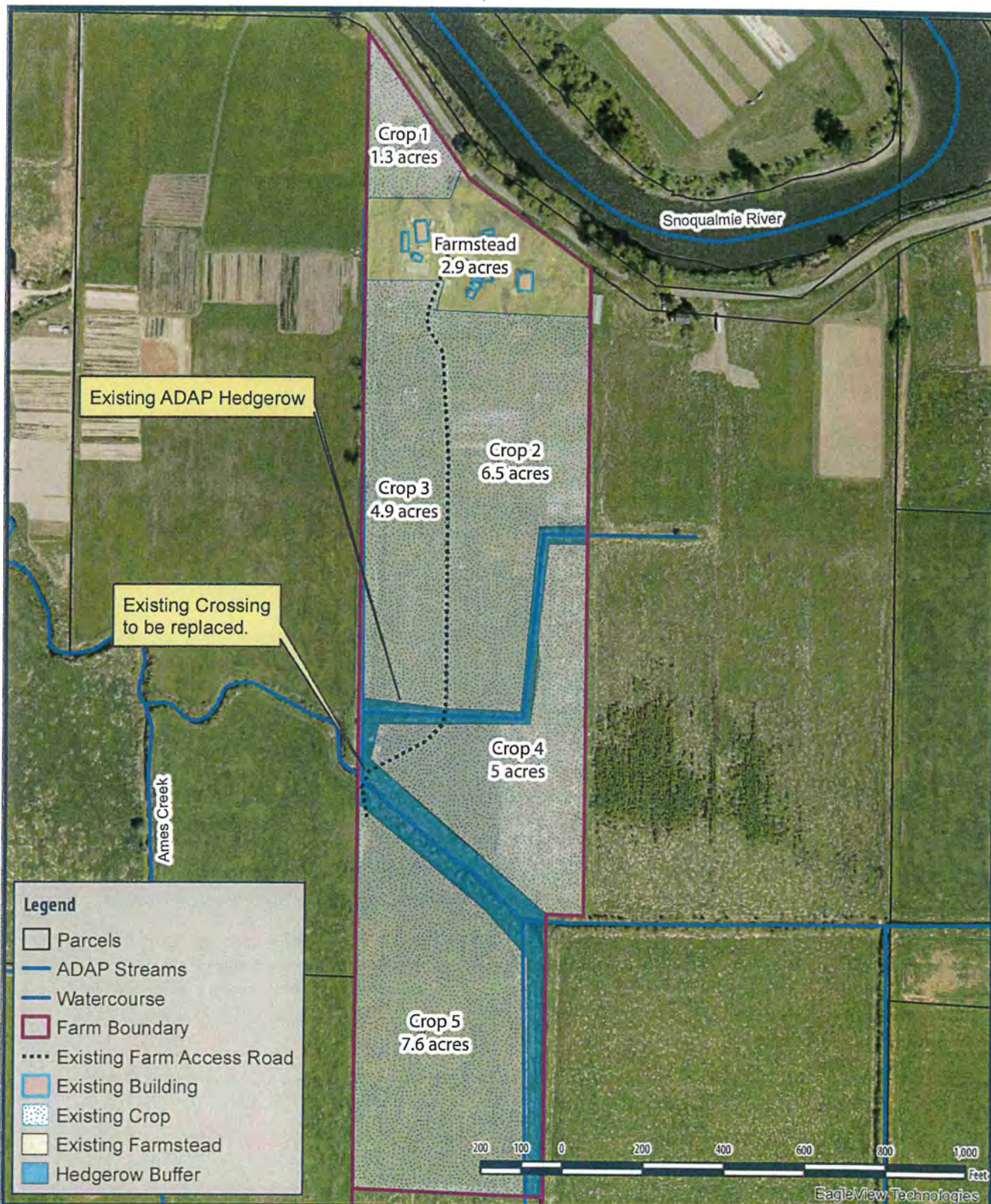
Permits. *Provide the following: 1) a list of all permits necessary for approval of project; 2) copies of all permits secured to date.*

HPA secured and in-hand good through August 2022. This HPA needs a change of agent authorization form and a modification to the plans (the permitted structure is 35' x 12'). WDFW biologists are assisting with the permit modifications.

Operation and Maintenance. *According to the following Washington State laws, WAC 220-110-070 and RCW 77.55.060, the owner of a road culvert, or ford that is a fish passage facility is responsible for maintaining its fish passage functions as well as maintenance of the structure. For example, The stream crossing, appurtenances, and associated fence should be inspected after each major storm event, with repairs made as needed.*

Landowner will be subject to NRCS operation and maintenance for the lifespan of the PS396 standard. The O&M plan will be signed by the landowner prior to commencement of construction. The O&M plan shall outline general recommendations and site specific recommendations for this installation and can be provided if needed.

Additional Specifications and Notes:



Landowner Name: Michaele Blakely		Map Type: KCD LIP Stream Crossing Map	Directional: NE
Address: 27307 NE 109th St		KCD Staff Name: Jay Mirro	Section: 01
Carnation, WA 98014		Map Date: December 23, 2020	Township: 25
Acres: 31.3	Parcel #(s): 012506-9002		Range: 06



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1:4,065

Fish Passage Evaluation for NRCS EQIP



EVALUATION STAFF

Evaluator(s): Tammy Schmidt

Agency: WDFW

Date: 2/27/2017

SITE INFORMATION

Property owner: Michael Blakely

Contact - Ben Axt, King CD

Phone: 425-282-1929 office, 206-501-5048 cell

Email: ben.axt@kingcd.org

Address: 27307 NE 100th St
Carnation, WA 98014

Township/Range: T25/R06E/S01

County: King

Land use: hay, livestock production

WRIA: 07.0279

crossings: 1

Total # fish barriers: 1

Stream name: unnamed trib

Tributary of: Ames Creek

Fish species use: chum, coho, steelhead, searun
cutthroat, resident trout, bull trout

Lineal habitat gain u/s: 4,190 meters (2.6 mi)

NRCS PARTNER

Name: Rob Ryan (Amy Hendershot)

Office: 425-277-7684

Email: rob.ryan@wa.usda.gov

Cell:

AREA HABITAT BIOLOGIST

Name: Stewart Reinbold

Office: 425-313-5660

Email: stewart.reinbold@dfw.wa.gov

Cell: 425-775-1311

FISH PASSAGE FEATURE

Site #: 700150

Barrier: Yes ☒ No ☐

Latitude: 47.681402

Longitude: -121.975983

Passability: 67%

Bankfull width: 4.6 meters

Feature description: This feature is a RND smooth steel culvert 1.22 m diameter and 5.0 m in length. The culvert is not bedloaded or backwatered and is set at a slope of 1.2%. The culvert is undersized for the stream (27% bank full width), resulting in scouring of the banks and road fill at the inlet of the

Fish Passage Evaluation for NRCS EQIP



culvert. The inlet is rusted through at the water line as well as structurally damaged at the top of the pipe. Road fill is 1.5 m deep. There are no utilities (power or water lines) near the crossing. This road is used to access a hay field.



Outlet of 700150



Inlet of 700150

HABITAT (describe gradient, substrate, canopy)

Downstream: The downstream channel meanders along hay fields to its confluence with Ames Creek. Steep-sided banks have little riparian cover and what is present consists of small woody shrubs and sparse trees. Field grasses extend to the waterline for the majority of the left bank, and gaps in the natural plant community exceed 30% of the overall stream reach. Stream shading is primarily provided by overhanging vegetation and undercut banks. The confluence with Ames Creek is approximately 200 m downstream. Downstream gradient is 1% and substrate is comprised of 100% fines.

The crossing on Ames Cr under 100th St is a cast in place concrete box with aprons and flood control gates. The gates are not functional and the right bank gate is partially closed which is directing water flow to the opposite bank. Erosional effects are easily observed from the crossing. The presence of gates on a structure makes the crossing a barrier – passability is currently unknown. Downstream of 100th St is free of crossings to the confluence with Snoqualmie River.

Upstream: This channel and all upstream tributaries are ditched through the valley until reaching the timbered headwaters. Canopy cover is 10% and gaps in the natural plant community exceed 30% of the overall stream reach on the property. Grasses extend to the waterline and into the channel. The owner stated that the creek stays wet throughout summer. Gradient is 0-1% and substrate is comprised of 100% fines. Beaver activity was noted upstream. One adult and two kits were recently removed by trapping. An open water, ponded depression is located approximately 900 m upstream off property. The size of this pond is 14 ac (57,235 m²) and offers quality rearing habitat for salmonids and trout. There does not appear to be a water control structure at the outlet of the pond. There are 3 potential field crossings and one county crossing 101A-29 (unknown passability) located upstream of the Blakely property. Upstream crossings will be assessed if property access can be obtained.

Fish Passage Evaluation for NRCS EQIP



barriers downstream: 1

barriers upstream: potentially 4 on this creek



Downstream habitat looking downstream.



Upstream habitat looking upstream.



Upstream tributary enters from left bank.

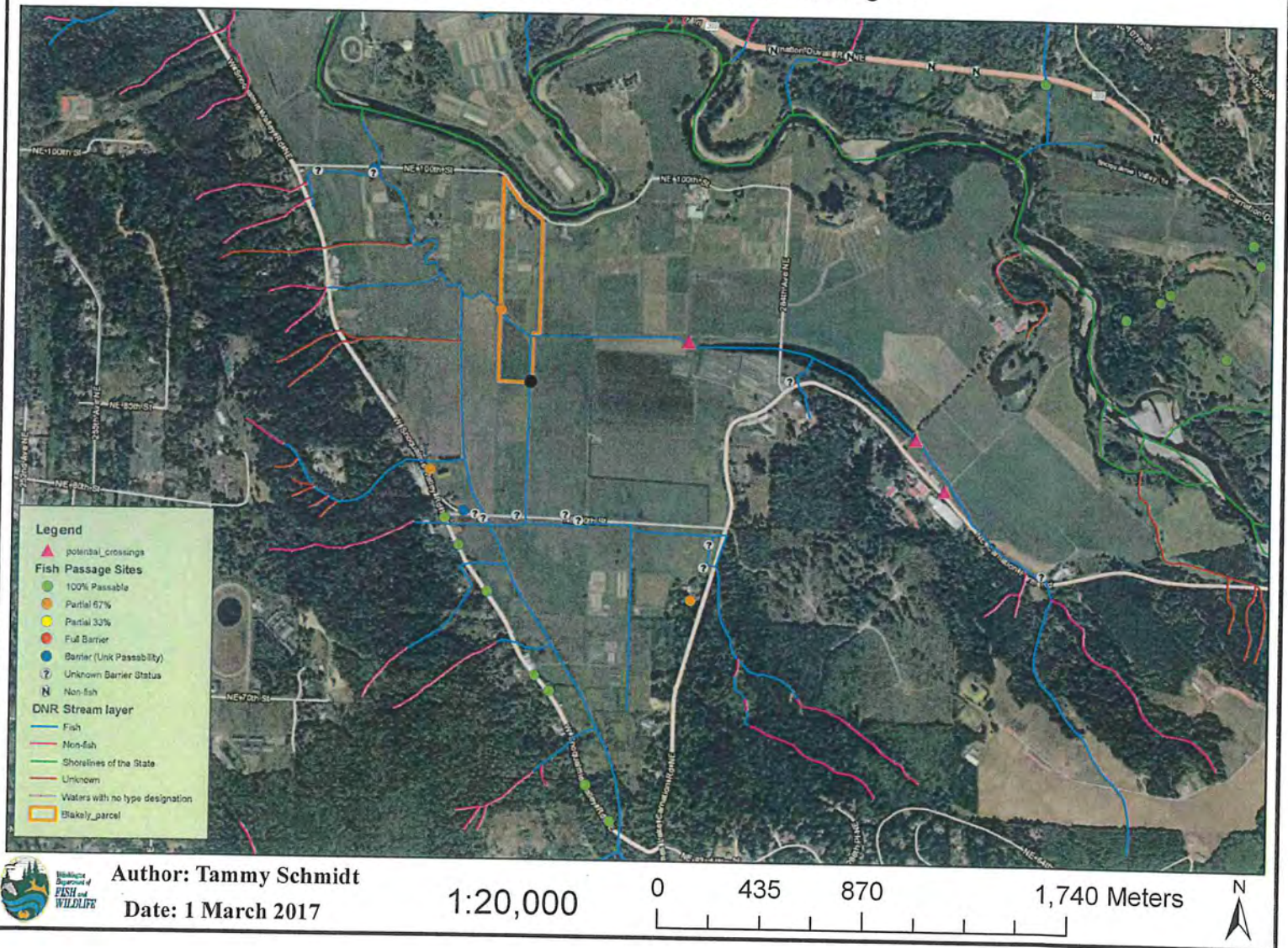


Crossing to be removed/abandoned on US tributary.

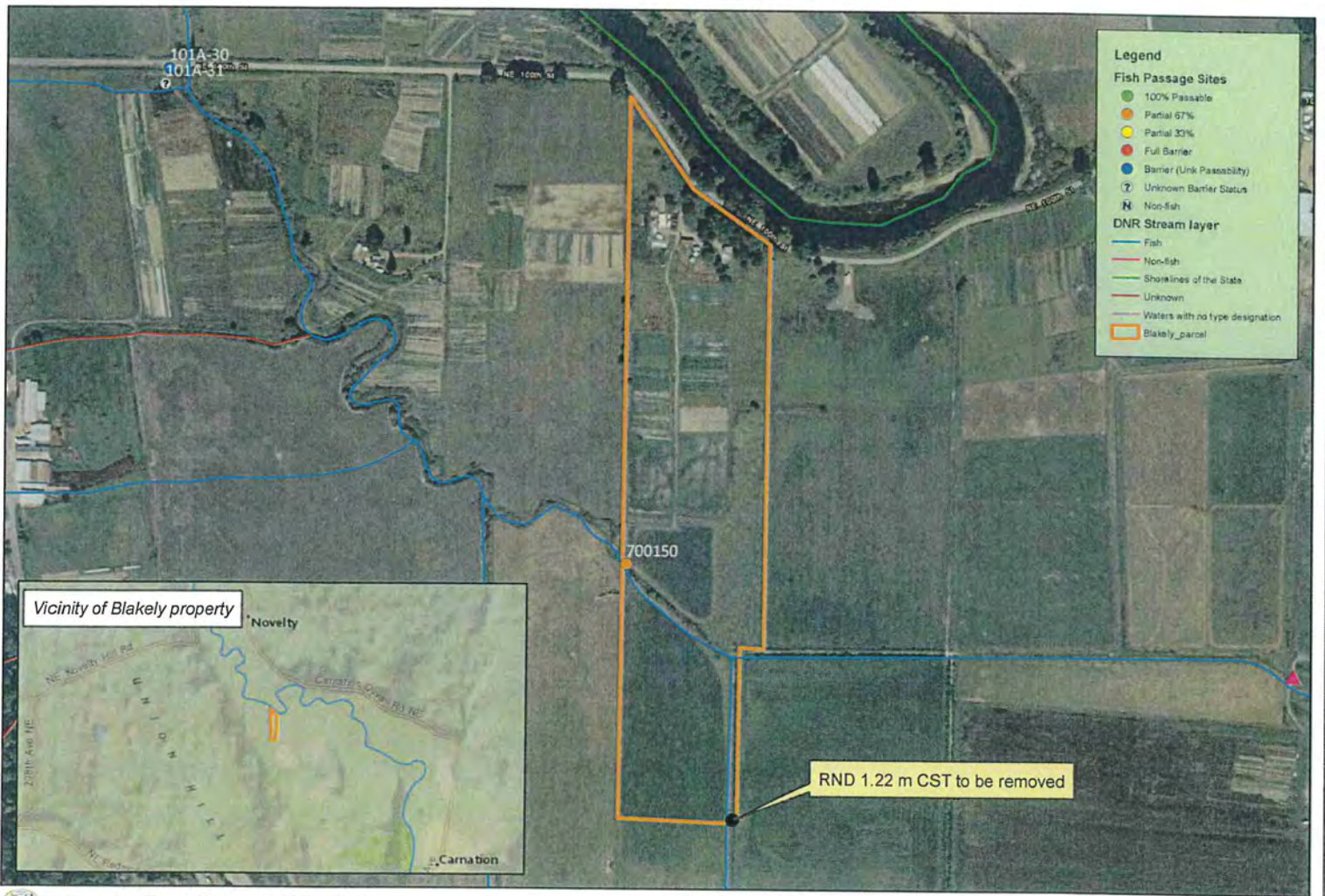
OTHER SITE VISIT NOTES

A second crossing on this property located on an upstream left bank tributary will be removed and abandoned as it is no longer needed. The structure is a RND 1.22 m corrugated steel culvert, 5.5 m in length with no fill. A steel plate is currently covering the structure (see photo above).

Blakely property, unnamed to Ames Cr, King Co



Blakely property, unnamed to Ames Cr, King Co



Author: Tammy Schmidt

Date: 1 March 2017

1:5,851

0 130 260 520 Meters



Stream/Reach Name: unnamed trib to Ames Cr
Landowner's Name: Michael Blakely

WA SVAP 2 Field Reference Sheet (Ver 1)
Date 2/27/2017

1. Channel Condition									
Natural, stable channel with established bank No discernible signs of incision or aggradation; active channel and floodplain connected throughout reach, and flooded at natural intervals; streambanks low with few or no bank failures; Stage I: Score 10 Stage V: Score 9 (terrace)		If channel is incising (appears to be downcutting or degrading), score this element based on the descriptions in this upper section of the matrix: Evidence of past incision and some recovery; some bank erosion possible; active channel and floodplain are connected in most areas, inundated seasonally; streambanks may be low or appear to be steepening; top of point bars are below active floodplain. Stage I: Score 8 Stage V: Score 7-8 Stage II: Score 6				If channel is aggrading (appears to be filling in and is relatively wide and shallow), score this element based on the descriptions in this lower section of the matrix: Active incision evident; plants are stressed, dying or falling in channel; active channel appears to be disconnected from the floodplain, with infrequent or no inundation; steep banks, bank failures evident or imminent; point bars located adjacent to steep banks. Stage I: Score 5 Stage II: Score 4 Stage III: Score 3			
Channel evolution model: 		Minimal lateral migration and bank erosion; a few shallow places in reach, due to sediment deposits. 8 7 6 5 4 3 2 1 0				Moderate lateral migration and bank erosion; deposition of sediments causing channel to be very shallow in places; one or 2 bars in channel. 5 4 3 2 1 0			
Comments: Ditched channel through ag field. Sediment deposits require occasional dredging (King CD).									
10 9 8 7 6 5 4 3 2 1 0									
2. Hydrologic Alteration									
Bankfull and higher flows occur according to the natural flow regime, generally every 1 to 2 years, AND No dams, dikes, development in the floodplain, or water control structures are present; AND natural flow regime prevails.		Bankfull and higher flows occur only once every 3 to 5 years, or less often than the local natural flow regime. Development in the floodplain, stream water withdrawals, flow augmentation, or water control structures may be present but do not significantly alter the natural flow regime.				Bankfull and higher flows occur only once every 6 to 10 years. Development in the floodplain, stream water withdrawals, flow augmentation, or water control structures alter the natural flow regime.			
10 9		8 7 6 5 4 3 2 1 0				5 4 3 2 1 0			
3. Bank Condition									
Banks are stable; protected by roots of natural vegetation, wood, and rock; no man-made structures present on bank; no bank failures; no recreational or livestock access.		Banks are moderately stable; protected by roots of natural vegetation, wood, rock or a combination of materials; limited number of structures present on bank; evidence of bank failures; recreational use and/or grazing do not negatively impact bank condition.				Banks are moderately unstable; very little protection of banks by roots of natural wood, vegetation, or rock; man-made structures cover more than half of reach or entire bank; active bank failures; recreational and/or livestock use contributing to bank instability.			
Right Bank: 10 9 Left Bank: 10 9		8 7 6 5 4 3 2 1 0 8 7 6 5 4 3 2 1 0				5 4 3 2 1 0 5 4 3 2 1 0			
4. Riparian Area Quantity - Score each bank separately									
Natural plant community covers the entire active floodplain and vegetation gaps generally contiguous, not exceeding 10% of the estimated length of the stream on the property.		Natural plant community extends at least 50 feet. Vegetation gaps do not exceed 30% of the stream reach on the planning unit.				Natural plant community extends at least 35 feet. Vegetation gaps do not exceed 30% of the estimated length of the stream on the planning unit.			
Right: 10 9 Left Bank: 10 9		8 7 6 5 4 3 2 1 0 8 7 6 5 4 3 2 1 0				5 4 3 2 1 0 5 4 3 2 1 0			
Comments: Right bank: field grass and reed canary grass extend to water line. Left bank: occasional brush and woody shrubs at top of bank, otherwise same as right bank.									

WA SVAP 2 Field Reference Sheet (Ver 1)

5. Riparian Area Quality - Rate entire property											
Natural and diverse riparian vegetation with composition, density and age structure appropriate for the site. No invasive species or concentrated flows through area.			Natural and diverse riparian vegetation with composition, density and age structure appropriate for the site. Invasive species present in small numbers (20% cover or less).			Natural vegetation compromised by poor management. Evidence of concentrated flows running through the riparian area. Invasive species common (>20%<50% cover).			Little or no natural vegetation. Evidence of concentrated flows running through the riparian area. Invasive species widespread (>50% cover).		
Right Bank	10	9	8	7	6	5	4	3	2	1	0
Left Bank	10	9	8	7	6	5	4	3	2	1	0
Comments:											
6(a). Canopy Cover - Coldwater Streams (See Percent Canopy Cover Guide Below)											
>75% of water surface shaded within the length of the stream in landowner's property.			75% to 50% of water surface shaded within the length of the stream in landowner's property.			49% to 20% of water surface shaded within the length of the stream in landowner's property.			<20% of water surface shaded within the length of the stream in landowner's property.		
	10	9	8	7	6	5	4	3	2	1	0
6(b). Canopy Cover - Warmwater Streams (See Percent Canopy Cover Guide Below)											
50 to 75% of water surface shaded within the length of the stream in landowner's property.			>75% of water surface shaded within the length of the stream in landowner's property.			49% to 20% of water surface shaded within the length of the stream in landowner's property.			<20% of water surface shaded within the length of the stream in landowner's property.		
	10	9	8	7	6	5	4	3	2	1	0
Comments:											
Shading provided by overhanging grasses and undercut banks.											
7. Water Appearance											
Very clear, or clarity appropriate to site (3-6'). No oil sheen on surface; no evidence of metal precipitates in streams.			Slightly turbid, especially after storm event, but water clears rapidly (>1.5-3'); no oil sheen on surface; no evidence of metal precipitates in stream.			Turbid most of the time (0.5-1.5') and/or presence of metal precipitates and/or foam/oil present in slackwater areas.			High turbidity most of the time (<0.5') and/or considerable amount of metal precipitates and/or foam/oil present throughout reach.		
	10	9	8	7	6	5	4	3	2	1	0
Comments:											
assessed in winter											
8. Nutrient Enrichment											
Clear water along entire reach; little algal growth present.			Fairly clear or slightly greenish water; moderate algal growth on substrates.			Greenish water particularly in slow sections; abundant algal growth, especially during warmer months; and/or slight odor of ammonia or rotten eggs; and/or sporadic growth of aquatic plants within slack water areas.			Pea green color present; thick algal mats dominating stream; and/or strong odor of ammonia or rotten eggs, and/or dense stands of aquatic plants widely dispersed.		
	10	9	8	7	6	5	4	3	2	1	0
Comments:											
9. Manure or Human Waste Presence											
Livestock do not have access to stream; no pipes or concentrated flows discharging animal waste or sewage directly into stream.			Livestock access to stream is controlled and/or limited to small watering or crossing areas; no pipes or concentrated flows discharging animal waste or sewage directly into stream.			Livestock have unlimited access to stream during some portion of the year; manure is noticeable in stream; and/or pipes or concentrated flows discharge treated animal waste or sewage directly into stream.			Livestock have unlimited access to stream during entire year; manure is noticeable in stream; and/or pipes or concentrated flows discharge untreated animal waste or sewage directly into stream or in stream.		
	10	9	8	7	6	5	4	3	2	1	0
Comments:											
Creek access is controlled in downstream neighbor's field by hot wire fencing.											

WA SVAP 2 Field Reference Sheet (Ver 1)

10(a). Pools - Low-Gradient Streams				
More than 2 deep pools separated by riffles, each with greater than 30% of the pool bottom obscured by depth, wood, or other cover. Shallow pools also present.	One or 2 deep pools separated by riffles, each with greater than 30% of the pool bottom obscured by depth wood, or other cover; at least one shallow pool present.	Pools present but shallow (< 2 times maximum depth of the upstream riffle). Only 10 - 30% of pool bottoms are obscured due to depth or wood cover.	Pools absent, but some slow water habitat is available; no cover discernible. OR Reach is dominated by shallow continuous pools or slow water.	
10	9	8	7	6
10(b). Pools - High-Gradient Streams (>2%)				
More than 3 deep pools separated by boulders or wood, each with greater than 30% of the pool bottom obscured by depth, wood, or other cover. For small streams, pool bottoms may not be completely obscured by depth, but pools are deep enough to provide adequate cover for resident fish. Shallow pools also present.	Two to 3 deep pools, each with greater than 30% of the pool bottom obscured by depth wood, or other cover; at least one shallow pool present. For small streams, pool bottoms may not be completely obscured by depth, but pools are deep enough to provide some cover for resident fish. At least one shallow pool also present.	Pools present but shallow relatively shallow, with only 10 - 30% of pool bottoms obscured by depth or wood cover. For small streams, pool bottoms may not be completely obscured by depth, but pools are deep enough to provide minimal cover for resident fish. No shallow pools present.	Pools absent.	
10	9	8	7	6
Comments: not assessed because there are no discernable riffles in the reach				
11. Barriers to Aquatic Species Movement				
No artificial barriers that prohibit movement of aquatic organisms during any time of the year.	Physical structures, water withdrawals and/or water quality seasonally restrict movement of aquatic species.	Physical structures, water withdrawals and/or water quality restrict movement of aquatic species throughout the year.	Physical structures, water withdrawals and/or water quality prohibit movement of aquatic species.	
10	9	8	7	6
Comments: 67% passable culvert on the property. Additional sites upstream and downstream need assessed for fish passage.				
12. Fish Habitat Complexity				
10 or more habitat features available, at least one of which is considered optimal in reference sites (e.g., large wood in forested streams.)	8 to 9 habitat features available.	6 to 7 habitat features available.	4 to 5 habitat features available.	<4 habitat features available.
10	9	8	7	6
1)Logs, large wood: 2/rch. 2)Small wood accumulations: 1/rch. 3)Deep pools: 2/rch. 4)Secondary pools: 4/rch. 5)Overhanging veg: 3/rch. 6)Large boulders: 3/rch if no wood, 2/rch if wood present. 7)Small boulder clusters: 3/rch. 8)Cobble riffles: 2/rch. 9)Undercut banks: 3/rch or 25% of bank area. 10)Thick root mats: 3/rch. 11)Macrophyte beds: 1/rch. 12)Off-channel habitats: 2/rch. 13)Other locally important habitat features. (describe in comments field)				
Comments: Channelized reach with 100% fines. Presence of small wood is due to beaver activity. Beavers since removed by trapping. Features present: 2, 5, 9, 11				
13. Aquatic Invertebrate Habitat				
At least 9 types of habitat present; a combination of wood with riffles should be present and suitable in addition to other types of habitat. (If non-forested stream, consider reference site's optimal habitat type needed for this high score.)	8 to 6 types of habitat; site may be in need of more wood or reference habitat features, and stable wood-riffle sections.	5 to 4 types of habitat present	3 to 2 types habitat present	None to 1 type of habitat present
10	9	8	7	6
1)Logs, large wood: 2/subreach. 2)Large boulders w/in riffles: 2/subreach if no wood, 1/subreach if wood present. 3)Small boulder clusters: 2/subreach. 4)Fine woody debris: 2/subreach. 5)Overhanging vegetation: 1/subreach. 6)Cobble riffles: 1/subreach. 7)Undercut banks: 1/subreach or 25% of bank area. 8)Pools: no minimum. 9)Thick root mats: 1/subreach. 10)Macrophyte beds: 1/subreach. 11)Other locally important habitat features. (describe in comments field). Subreach= 5X active channel width.				
Comments: Homogenous habitat - lacks complexity. Features present: 4, 7, 8, 10				

WA SVAP 2 Field Reference Sheet (Ver 1)

14. Aquatic Invertebrate Community				
Invertebrate community is diverse and well represented by Group I or intolerant species; One or two species do not dominate	Invertebrate community is well represented by Group II or facultative species, and Group I species are also present; one or two species do not dominate	Invertebrate community is composed mainly of Groups II and III, and/or 1 or 2 species of any group may dominate.	Invertebrate community composition is predominantly Group III species and/or only 1 or 2 species of any group is present and abundance is low	
10	9	8	7	6
Comments:				

15. Riffle Embeddedness- Streambed Sediments				
Gravel or cobble substrates are <10% embedded	Gravel or cobble substrates are 10-20%	Gravel or cobble substrates are 21-30%	Gravel or cobble substrates are 31-40%	Gravel or cobble substrates are >40% embedded
10	9	8	7	6
Comments: not assessed				

16. Salinity (if applicable)				
No wilting, bleaching, leaf burn or stunting of aquatic vegetation, no streamside tolerant vegetation present	Minimal wilting, bleaching, leaf burn, or stunting of aquatic vegetation; some salt-tolerant stream side vegetation.	Aquatic vegetation may show significant wilting, bleaching, leaf burn, or stunting; dominance of salt-tolerant streamside vegetation	Severe wilting, bleaching, leaf burn, or stunting; presence of only salt tolerant aquatic vegetation; most streamside vegetation is salt tolerant	
10	9	8	7	6
Comments: not assessed				

Element	Score	Element	Score
1. Channel Condition	7	14. Aquatic Invertebrate Community	7
2. Hydrologic Alteration	7	15. Riffle Embeddedness	
3. Bank Condition	7	16. Salinity	
4. Riparian Area Quantity	1	A. Sum of all elements scored	71
5. Riparian Area Quality	2	B. Number of elements scored	13
6. Canopy Cover	3		
7. Water Appearance	7	Overall score: A/B	5.5
8. Nutrient Enrichment	7		
9. Manure or Human Waste	9	1 to 2.9	Severely Degraded
		3 to 4.9	Poor
10. Pools		5 to 6.9	Fair
		7 to 8.9	Good
11. Barriers to Movement	6	9 to 10	Excellent
12. Fish Habitat Complexity	3		
13. Aquatic Invertebrate Habitat	5		

Suspected causes for SVAP scores <7:

see embedded comments

Recommendations for further assessment or actions:

Additional Information:



HYDRAULIC PROJECT APPROVAL

Washington Department of
Fish & Wildlife
PO Box 43234
Olympia, WA 98504-3234
(360) 902-2200

Issued Date: August 03, 2017
Project End Date: August 02, 2022

Permit Number: 2017-4-549+01
FPA/Public Notice Number: N/A
Application ID: 11789

PERMITTEE	AUTHORIZED AGENT OR CONTRACTOR
Michaele Blakely 27307 NE 100th St Carnation, WA 98014	King County DNRP ATTENTION: Frederick Beck 201 S Jackson St, KSC-NR-0600 Seattle, WA 98104-3854

Project Name: Vincent Valley ADAP

Project Description: This project intends to perform maintenance dredging on existing waterways classified as "low artificial", "moderate artificial" and "high modified" by the ADAP program. Methods of dredging, de-watering, de-fishing and water quality control will be performed in accordance with the best management practices presented in the King County "Manual of Best Management Practices for Maintenance of Agricultural Waterways in King County". Additionally, this project intends to remove one beaver dam on Ames Creek, replace a partial fish barrier culvert with an agricultural access bridge, and remove another partial fish barrier culvert and road crossing completely.

The proposed project will maintain 6,582 feet of ditch and remove an estimated 3,620 cy of dredge spoils that will be spread in adjacent agricultural fields.

PROVISIONS

TIMING - PLANS - INVASIVE SPECIES CONTROL

1. **TIMING LIMITATIONS:** The project may begin August 3, 2017 and shall be completed by August 2, 2022; provided: All work below the ordinary high water line (OHWL) shall only occur between July 1 and September 30 of each year of each year in the specified allotted time.

2. **APPROVED PLANS:** You must accomplish the work per plans and specifications submitted with the application and approved by the Washington Department of Fish and Wildlife except as modified by this Hydraulic Project Approval. You must have a copy of these plans available on site during all phases of the project construction.

3. **INVASIVE SPECIES CONTROL:** Thoroughly clean all equipment and gear before arriving and leaving the job site to prevent the transport and introduction of aquatic invasive species. Properly dispose of any water and chemicals used to clean gear and equipment. You can find additional information in the Washington Department of Fish and Wildlife's Invasive Species Management Protocols (November 2012), available online at <http://wdfw.wa.gov/publications/01490/wdfw01490.pdf>.

NOTIFICATION REQUIREMENTS

4. **NOTIFICATION:** You, your agent, or contractor must contact the Washington Department of Fish and Wildlife by e-mail at HPAapplications@dfw.wa.gov; mail to Post Office Box 43234, Olympia, Washington 98504-3234; or fax to (360) 902-2946 at least three business days before starting work. The notification must include the permittee's name, project location, starting date, and the Hydraulic Project Approval permit number.

STAGING, JOB SITE ACCESS, AND EQUIPMENT

5. Any LWD (greater than 4 inches in diameter and 6 ft long) shall remain in the watercourse, including pieces of the



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beaver dam, however these pieces can be placed at the downstream end of the project area if needed.

6. Remove soil or debris from the drive mechanisms (wheels, tires, tracks, etc.) and undercarriage of equipment prior to operating the equipment waterward of the ordinary high water line.

7. Check equipment daily for leaks and complete any required repairs in an upland location before using the equipment in or near the water.

CONSTRUCTION-RELATED SEDIMENT, EROSION AND POLLUTION CONTAINMENT

8. Protect all disturbed areas from erosion. Maintain erosion and sediment control until all work and cleanup of the job site is complete.

9. Straw used for erosion and sediment control, must be certified free of noxious weeds and their seeds.

10. Stop all hydraulic project activities except those needed to control erosion and siltation, if flow conditions arise that will result in erosion or siltation of waters of the state.

DREDGING

11. Work in the dry water-course (when no natural flow is occurring in the channel, or when flow is diverted around the job site).

12. Limit dredging to deepening the watercourses. Do not disturb the banks.

13. Dispose of dredged bed materials outside the flood plain so materials will not reenter waters of the state.

DEMOBILIZATION AND CLEANUP

14. Applicant and King County shall follow the rules of the Manual for Maintenance of Agricultural Waterways in King County manual concerning fish counts and determining if a Low Artificial has to be reclassified as Moderate Artificial with required planting plan also in addition to planting plans to be required if working within 20 ft. of a natural/modified watercourse as well.

15. Upon completion of the project, remove all materials or equipment from the site and dispose all waste materials in an upland area above the limits of anticipated floodwater.

IN-WATER WORK AREA ISOLATION USING A TEMPORARY BYPASS

16. Remove fish screens on dewatering pumps in the isolated work area only after all fish are safe and excluded from the work area.

17. The fish screen must remain in place whenever water is withdrawn from the stream through the pump intake.

18. If the diversion inlet is a pump diversion in a fish-bearing stream, the pump intake structure must have a fish screen installed, operated, and maintained in accordance with RCW 77.57.010 and 77.57.070. Screen the pump intake with one of the following:

- a) Perforated plate: 0.094 inch (maximum opening diameter);
- b) Profile bar: 0.069 inch (maximum width opening); or
- c) Woven wire: 0.087 inch (maximum opening in the narrow direction).

The minimum open area for all types of fish screens is twenty-seven percent. The screened intake facility must have enough surface area to ensure that the velocity through the screen is less than 0.4 feet per second. Maintain fish screens to prevent injury or entrapment of fish.

19. During all phases of bypass installation and decommissioning, maintain flows downstream of the project site to ensure survival of all downstream fish.

20. Isolate fish from the work area by using either a total or partial bypass to reroute the stream through a temporary channel or pipe.

BRIDGE

21. Design and construct the bridge to pass water, large wood, and associated woody material and sediment likely to



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move under the bridge during the 100 year flood flows.

22. Locate the waterward face of all bridge elements including abutments, piers, pilings, sills, foundations, aprons, wing walls, and approach material landward of the ordinary high water line.

23. Complete replanting of required riparian vegetation during the first dormant season (late fall through late winter) after project completion per the approved plan. Maintain plantings for at least three years to ensure at least eighty percent of the plantings survive. Failure to achieve the eighty percent survival in year three will require you to submit a plan with follow-up measures to achieve requirements or reasons to modify requirements.

LOCATION #1:		Site Name: Blakely , , WA				
WORK START:		July 11, 2017			WORK END: September 30, 2018	
WRIA		Waterbody:			Tributary to:	
07 - Snohomish		Unknown Stream Number			Unknown	
1/4 SEC:	Section:	Township:	Range:	Latitude:	Longitude:	County:
NE 1/4	01	25 N	06 E	47.681006	-121.975671	King
Location #1 Driving Directions						
from west snoqualmie valley road & NE 100th st, drive approximately 3,300 feet east to the driveway at 27307 NE 100th st. Site is along channel near south of parcel.						
LOCATION #2:		Site Name: PCC , , WA				
WORK START:		July 1, 2017			WORK END: September 30, 2018	
WRIA		Waterbody:			Tributary to:	
07 - Snohomish		Unknown Stream Number			Unknown	
1/4 SEC:	Section:	Township:	Range:	Latitude:	Longitude:	County:
SE 1/4	01	25 N	06 E	47.675911	-121.974248	King
Location #2 Driving Directions						
from intersection of west snoqualmie valley road & NE 80th st, drive 1000 feet to the east. Project location is the channel along the east side of the parcel to the north. This channel drains to the blakely site and is immediately south of blakely. It can also be accessed by from the blakely site.						
LOCATION #3:		Site Name: Sinnema , , WA				
WORK START:		July 11, 2017			WORK END: September 30, 2018	
WRIA		Waterbody:			Tributary to:	



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07 - Snohomish		Unknown Stream Number			Unknown	
<u>1/4 SEC:</u>	<u>Section:</u>	<u>Township:</u>	<u>Range:</u>	<u>Latitude:</u>	<u>Longitude:</u>	<u>County:</u>
NE 1/4	01	25 N	06 E	47.682053	-121.977309	King
<u>Location #3 Driving Directions</u>						
From intersection of west snoqualmie valley road ne & NE 100th st, drive 2,700 feet east along NE 100th St. Site is approximately 1,700 feet south through farm field.						
LOCATION #4:		Site Name: Hayes - Channel Maintenance , , WA				
WORK START:		July 11, 2017		WORK END:		September 30, 2018
<u>WRIA</u>		<u>Waterbody:</u>			<u>Tributary to:</u>	
07 - Snohomish		Unknown Stream Number			Unknown	
<u>1/4 SEC:</u>	<u>Section:</u>	<u>Township:</u>	<u>Range:</u>	<u>Latitude:</u>	<u>Longitude:</u>	<u>County:</u>
NW 1/4	06	25 N	07 E	47.680579	-121.968058	King
<u>Location #4 Driving Directions</u>						
From intersection of West Snoqualmie Valley Road NE & NE 100th St, drive 1 mile east along NE 100th St. CALL JOE HAYES, LANDOWNER, WITH 72 HOURS NOTICE TO RECEIVE SPECIAL INSTRUCTIONS ABOUT ALLOWABLE WALKING ROUTE FROM ROAD THROUGH FARM FIELDS TO PROJECT SITE.						
LOCATION #5:		Site Name: Hayes Planting , , WA				
WORK START:		July 11, 2017		WORK END:		April 30, 2019
<u>WRIA</u>		<u>Waterbody:</u>			<u>Tributary to:</u>	
07 - Snohomish		Snoqualmie River			Snohomish River	
<u>1/4 SEC:</u>	<u>Section:</u>	<u>Township:</u>	<u>Range:</u>	<u>Latitude:</u>	<u>Longitude:</u>	<u>County:</u>
NW 1/4	06	25 N	07 E	47.685891	-121.969292	King
<u>Location #5 Driving Directions</u>						
From intersection of West Snoqualmie Valley Road NE & NE 100th St, drive 1 mile east along NE 100th St. CALL JOE HAYES, LANDOWNER, WITH 72 HOURS NOTICE TO RECEIVE SPECIAL INSTRUCTIONS ABOUT ALLOWABLE WALKING ROUTE FROM ROAD THROUGH FARM FIELDS TO PROJECT SITE.						

APPLY TO ALL HYDRAULIC PROJECT APPROVALS



HYDRAULIC PROJECT APPROVAL

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Fish & Wildlife
PO Box 43234
Olympia, WA 98504-3234
(360) 902-2200

Issued Date: August 03, 2017

Project End Date: August 02, 2022

Permit Number: 2017-4-549+01

FPA/Public Notice Number: N/A

Application ID: 11789

This Hydraulic Project Approval pertains only to those requirements of the Washington State Hydraulic Code, specifically Chapter 77.55 RCW. Additional authorization from other public agencies may be necessary for this project. The person(s) to whom this Hydraulic Project Approval is issued is responsible for applying for and obtaining any additional authorization from other public agencies (local, state and/or federal) that may be necessary for this project.

This Hydraulic Project Approval shall be available on the job site at all times and all its provisions followed by the person(s) to whom this Hydraulic Project Approval is issued and operator(s) performing the work.

This Hydraulic Project Approval does not authorize trespass.

The person(s) to whom this Hydraulic Project Approval is issued and operator(s) performing the work may be held liable for any loss or damage to fish life or fish habitat that results from failure to comply with the provisions of this Hydraulic Project Approval.

Failure to comply with the provisions of this Hydraulic Project Approval could result in a civil penalty of up to one hundred dollars per day and/or a gross misdemeanor charge, possibly punishable by fine and/or imprisonment.

All Hydraulic Project Approvals issued under RCW 77.55.021 are subject to additional restrictions, conditions, or revocation if the Department of Fish and Wildlife determines that changed conditions require such action. The person(s) to whom this Hydraulic Project Approval is issued has the right to appeal those decisions. Procedures for filing appeals are listed below.

MINOR MODIFICATIONS TO THIS HPA: You may request approval of minor modifications to the required work timing or to the plans and specifications approved in this HPA unless this is a General HPA. If this is a General HPA you must use the Major Modification process described below. Any approved minor modification will require issuance of a letter documenting the approval. A minor modification to the required work timing means any change to the work start or end dates of the current work season to enable project or work phase completion. Minor modifications will be approved only if spawning or incubating fish are not present within the vicinity of the project. You may request subsequent minor modifications to the required work timing. A minor modification of the plans and specifications means any changes in the materials, characteristics or construction of your project that does not alter the project's impact to fish life or habitat and does not require a change in the provisions of the HPA to mitigate the impacts of the modification. If you originally applied for your HPA through the online Aquatic Protection Permitting System (APPS), you may request a minor modification through APPS. A link to APPS is at <http://wdfw.wa.gov/licensing/hpa/>. If you did not use APPS you must submit a written request that clearly indicates you are seeking a minor modification to an existing HPA. Written requests must include the name of the applicant, the name of the authorized agent if one is acting for the applicant, the APP ID number of the HPA, the date issued, the permitting biologist, the requested changes to the HPA, the reason for the requested change, the date of the request, and the requestor's signature. Send by mail to: Washington Department of Fish and Wildlife, PO Box 43234, Olympia, Washington 98504-3234, or by email to HPAapplications@dfw.wa.gov. You should allow up to 45 days for the department to process your request.



HYDRAULIC PROJECT APPROVAL

Washington Department of
Fish & Wildlife
PO Box 43234
Olympia, WA 98504-3234
(360) 902-2200

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Permit Number: 2017-4-549+01

FPA/Public Notice Number: N/A

Application ID: 11789

MAJOR MODIFICATIONS TO THIS HPA: You may request approval of major modifications to any aspect of your HPA. Any approved change other than a minor modification to your HPA will require issuance of a new HPA. If you originally applied for your HPA through the online Aquatic Protection Permitting System (APPS), you may request a major modification through APPS. A link to APPS is at <http://wdfw.wa.gov/licensing/hpa/>. If you did not use APPS you must submit a written request that clearly indicates you are requesting a major modification to an existing HPA. Written requests must include the name of the applicant, the name of the authorized agent if one is acting for the applicant, the APP ID number of the HPA, the date issued, the permitting biologist, the requested changes to the HPA, the reason for the requested change, the date of the request, and the requestor's signature. Send your written request by mail to: Washington Department of Fish and Wildlife, PO Box 43234, Olympia, Washington 98504-3234. You may email your request for a major modification to HPAapplications@dfw.wa.gov. You should allow up to 45 days for the department to process your request.

APPEALS INFORMATION

If you wish to appeal the issuance, denial, conditioning, or modification of a Hydraulic Project Approval (HPA), Washington Department of Fish and Wildlife (WDFW) recommends that you first contact the department employee who issued or denied the HPA to discuss your concerns. Such a discussion may resolve your concerns without the need for further appeal action. If you proceed with an appeal, you may request an informal or formal appeal. WDFW encourages you to take advantage of the informal appeal process before initiating a formal appeal. The informal appeal process includes a review by department management of the HPA or denial and often resolves issues faster and with less legal complexity than the formal appeal process. If the informal appeal process does not resolve your concerns, you may advance your appeal to the formal process. You may contact the HPA Appeals Coordinator at (360) 902-2534 for more information.

A. INFORMAL APPEALS: WAC 220-660-460 is the rule describing how to request an informal appeal of WDFW actions taken under Chapter 77.55 RCW. Please refer to that rule for complete informal appeal procedures. The following information summarizes that rule.

A person who is aggrieved by the issuance, denial, conditioning, or modification of an HPA may request an informal appeal of that action. You must send your request to WDFW by mail to the HPA Appeals Coordinator, Department of Fish and Wildlife, Habitat Program, 600 Capitol Way North, Olympia, Washington 98501-1091; e-mail to HPAapplications@dfw.wa.gov; fax to (360) 902-2946; or hand-delivery to the Natural Resources Building, 1111 Washington St SE, Habitat Program, Fifth floor. WDFW must receive your request within 30 days from the date you receive notice of the decision. If you agree, and you applied for the HPA, resolution of the appeal may be facilitated through an informal conference with the WDFW employee responsible for the decision and a supervisor. If a resolution is not reached through the informal conference, or you are not the person who applied for the HPA, the HPA Appeals Coordinator or designee will conduct an informal hearing and recommend a decision to the Director or designee. If you are not satisfied with the results of the informal appeal, you may file a request for a formal appeal.

B. FORMAL APPEALS: WAC 220-660-470 is the rule describing how to request a formal appeal of WDFW actions taken under Chapter 77.55 RCW. Please refer to that rule for complete formal appeal procedures. The following information summarizes that rule.



HYDRAULIC PROJECT APPROVAL

Washington Department of
Fish & Wildlife
PO Box 43234
Olympia, WA 98504-3234
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Issued Date: August 03, 2017

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Permit Number: 2017-4-549+01

FPA/Public Notice Number: N/A

Application ID: 11789

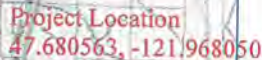
A person who is aggrieved by the issuance, denial, conditioning, or modification of an HPA may request a formal appeal of that action. You must send your request for a formal appeal to the clerk of the Pollution Control Hearings Boards and serve a copy on WDFW within 30 days from the date you receive notice of the decision. You may serve WDFW by mail to the HPA Appeals Coordinator, Department of Fish and Wildlife, Habitat Program, 600 Capitol Way North, Olympia, Washington 98501-1091; e-mail to HPAapplications@dfw.wa.gov; fax to (360) 902-2946; or hand-delivery to the Natural Resources Building, 1111 Washington St SE, Habitat Program, Fifth floor. The time period for requesting a formal appeal is suspended during consideration of a timely informal appeal. If there has been an informal appeal, you may request a formal appeal within 30 days from the date you receive the Director's or designee's written decision in response to the informal appeal.

C. FAILURE TO APPEAL WITHIN THE REQUIRED TIME PERIODS: If there is no timely request for an appeal, the WDFW action shall be final and unappealable.

Habitat Biologist	Stewart.Reinbold@dfw.wa.gov
Stewart Reinbold	425-313-5660

for Director
WDFW

WATERWAY MAINTENANCE PLAN

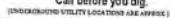


1. All waterways at this site have been previously classified as low artificial. Total length of proposed maintenance and dredge volume is:

High Modified	- 4,690 ft / 3,324 cy
Low Artificial	- 1,972 ft / 350 cy
2. Actual length of maintenance to be determined by the Landowner. This plan does not require maintenance to be undertaken.
2. All work shall be performed in accordance with the best management practices presented in the bmp manual, titled "BEST MANAGEMENT PRACTICES FOR MAINTENANCE OF AGRICULTURAL WATERWAYS IN KING COUNTY," as well as the WDFW issued HPA and the KCD Farm Plan.
3. Remove the beaver dam as noted on the plan, and any that may be found within the dredging extents. Due to active beaver trapping in partnership with the WID, there is no known active use of the beaver dams called for removal as part of this plan.
4. Planting requirements are detailed in the bmp manual.
5. Site isolation, de-watering, de-fishing, spreading of spoils, and installation of water quality measures are required.
6. Spoils may be spread onsite to a depth no greater than 6 inches or removed from the site and disposed of in a legal manner.
7. De-fishing may be performed by King County, at the direction of the ADAP program and with timely coordination by the landowner and/or operator. Two weeks notification before project start is required.
8. A pre-work meeting, including the landowner or landowner's representative, the excavator operator, a KCD employee and King County ADAP employee is required prior to the start of any maintenance activity.
9. King County does not guarantee any assistance in the performance, payment or completion of any work that would be required to implement this plan. Cost-share opportunities may be available through the King Conservation District.
10. Work will occur on the following properties. A list of contact names/numbers is available through the ADAP program. Landowners must be contacted to coordinate appropriate entry and access areas for the safety of livestock and humans/equipment, including regulatory permit staff:

0625079012
0625079000

FIELD BOOK _____					APPROVED _____ BRIAN BLANCHETT, PE
SURVEIN _____					PROJECT MANAGER _____ FRANKLIN, DEAN, HI
SURVEY MADE MAP _____					DESIGNED _____ JON POLKA, DTF
DRAWN _____					
	HAL	REVISION	BY	DATE	



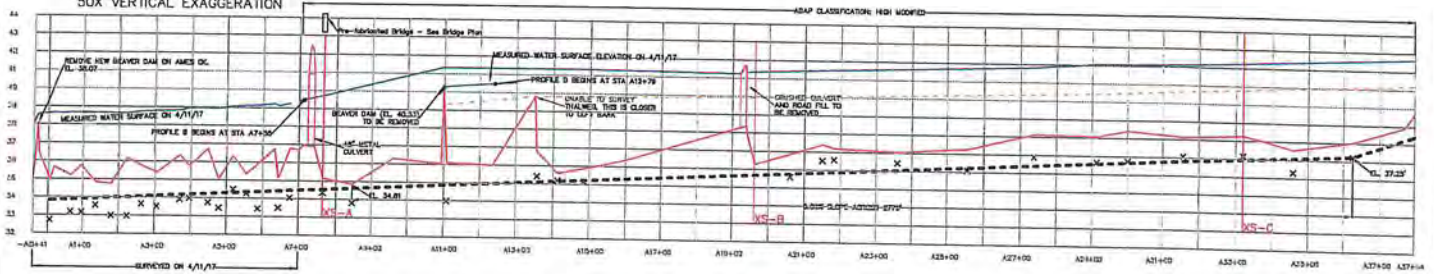
VINCENT VALLEY ADAP
PLAN & VICINITY MAP
27307 NE 100TH ST
CARNATION, WA 98104

SHEET
1
OF
6
SHEETS

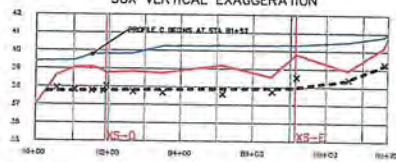
BLAKELY '17

VINCENT VALLEY ADAP WATERWAY MAINTENANCE PLAN CHANNEL CENTERLINE PROFILES

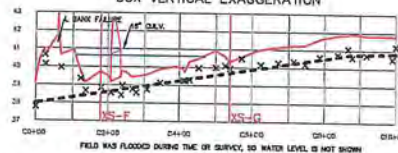
PROFILE A
50X VERTICAL EXAGGERATION



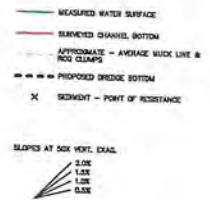
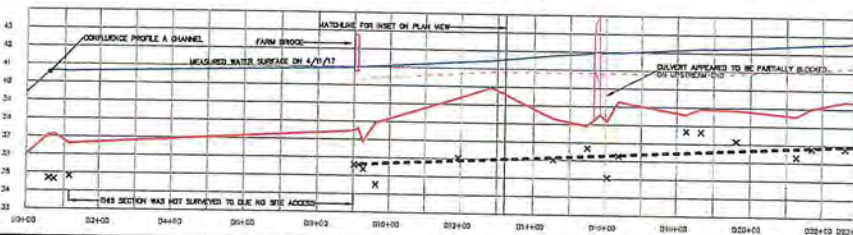
PROFILE B
50X VERTICAL EXAGGERATION



PROFILE C
50X VERTICAL EXAGGERATION

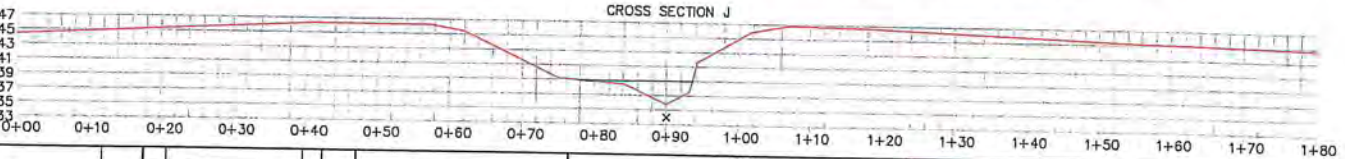
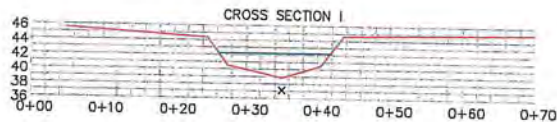
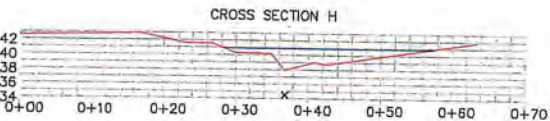
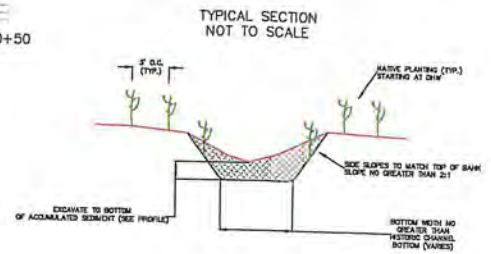
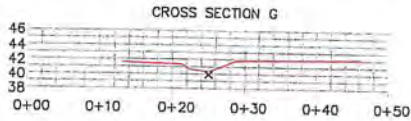
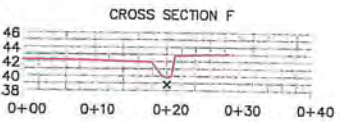
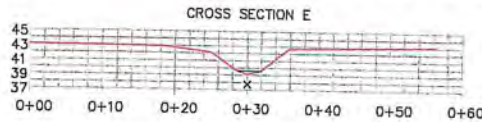
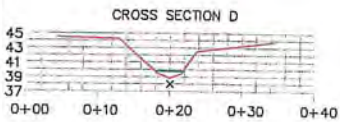
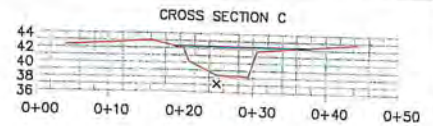
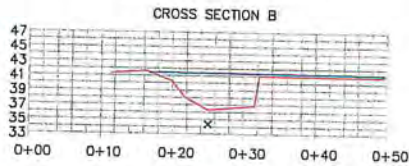
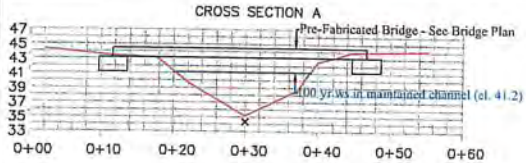


PROFILE D
50X VERTICAL EXAGGERATION



FIELD BOOK	APPROVED	BRUN BLUMHART, PE	<p>Know what's below. Call before you dig.</p> <p>(CHECKING/STREET LIGHTS/UNDERGROUND UTILITIES)</p>	<p>King County Department of Natural Resources and Parks Water and Land Resources Division Streamwater Services Section Christine Ryan, Director</p>	<p>VINCENT VALLEY ADAP PROFILES 27307 NE 100TH ST CARNATION, WA 98104</p>	<p>SHEET 3 OF 6 SHEETS BLAKELY '17</p>
REMARKS	PROJECT MANAGER	FREDERICK L. BLUMHART, PE				
CHECKED	DESIGNED	JOHN POLAK, PE				

VINCENT VALLEY ADAP WATERWAY MAINTENANCE PLAN CHANNEL CENTERLINE PROFILES



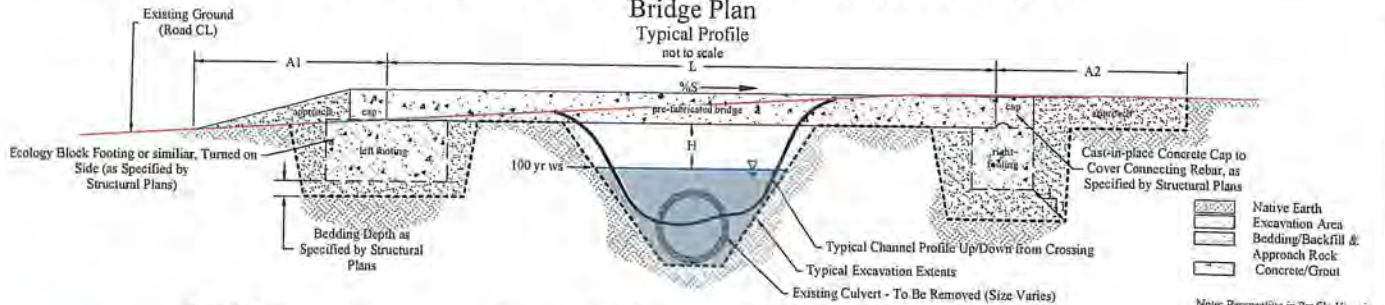
FIELD BOOK		APPROVED	BRANDS/STURGE, PE	 Know what's below. Call before you dig. (UNDERGROUND UTILITY LOCATIONS ARE APPROXIMATE)	 King County Department of Natural Resources and Parks Water and Land Resources Division Stormwater Services Section Christine Tuck, Director	VINCENT VALLEY ADAP CROSS SECTIONS 27307 NE 100TH ST CARNATION, WA 98104	SHEET 4 OF 6 SHEETS BLAKELY '17
SURVEY		PROJECT	FREDERICK L. BECK, JR.				
SURVEY BASE MAP		DESIGNED	JOHN P. KALL, EIT				
CHECKED							
NAME	NEWMAN	BY	DATE				

VINCENT VALLEY ADAP WATERWAY MAINTENANCE PLAN

Bridge Plan

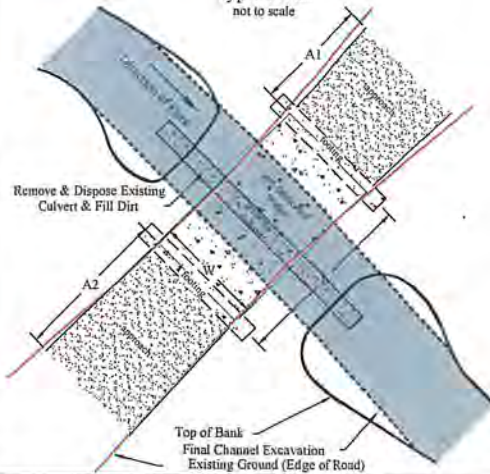
Typical Profile

not to scale



Typical Plan

not to scale



Bridge 1 at A 0+60

L = 35 ft (Bridge Length)
 %S = 0 % (Bridge Slope +/-0.1%)
 W = 12 ft (Bridge Width)
 H = 2 ft (Height Above 100-yr Flood)
 A1 = 20 ft (Approach Length Left)
 A2 = 20 ft (Approach Length Right)
 DL = HS20-44 or HL93 (Design Load)
 EI = 43.2 ft (Elevation at Top of Left Footing)

Notes

This plan illustrates the minimum dimensional requirements for this bridge crossing. This plan must be accompanied by a structural plan prior to installation, neither of which are provided by King County Agricultural Drainage Assistance Program (ADAP). The structural plan may adjust these dimensions as necessary to meet design criteria, except that the bridge bottom may not be lowered, nor bridge width shortened without receiving a revised Hydraulic Project Approval. The following minimum requirements apply to finished bridge design.

Structural Plans:

A1. A structural bridge & footing design with material and construction specifications, including load calculations, must be provided by a registered professional civil engineer, currently licensed in the

State of Washington.

A2. The specified bridge shall be commercially available from pre-constructed or modular bridge manufacturers, and a list of known, local manufacturers will be included which are capable of providing the designed bridge.

A3. A low profile bridge that is appropriate for agricultural operations and is simple to install is desired. As such, the primary consideration for bridge and footings should be a hollow core, simple span concrete bridge, placed on ecology block footings.

A4. Bridge and footings must be designed for the specified loading, or greater, in accordance with the AASHTO Standard Specifications for Highway Bridges. Loading for a fire truck will also be considered. If third party requirements dictate using AASHTO LRFD Bridge Design specifications, bridge and footings must be designed for HL93 loading or greater.

A5. Sub-surface soil exploration has not been conducted and is not provided by ADAP.

A6. In addition to the other required items listed, a complete structural plan will include, but is not limited, to the following elements:

- Plan, profile and section of all bridge components, including footings and connections.
- Design criteria for bridge superstructure, substructure and soil bearing capacity.
- Material Specifications
- Construction Specifications
- Supplier options list
- Cost Estimate



Know what's below.
 Call before you dig.
 (PROVIDED VEHICLE LOCATIONS ARE APPROX.)

King County
 Department of Natural Resources and Parks
 Water and Land Resources Division
 Stormwater Services Section
 Senior Des. Director

VINCENT VALLEY ADAP
 27307 NE 100TH ST
 CARNATION, WA 98104

SHEET
 5
 OF
 6
 SHEETS
 BLAKELY '17

**King Conservation District Board of Supervisors Meeting 02/08/2021
Agenda Action Briefing/Report AI 21-011**

SUBJECT:

Approve KCD Landowner Incentive Program cost-share budget revision request from Chris Feist, for Forest Health Management, in the amount of \$975.00.

FISCAL IMPACT

The current balance of cost-share funding for KCD LIP 2021 is summarized in the following table:

2021 LIP Cost-share Available	\$495,863.00
Current Request	\$ 975.00
Balance Remaining	\$494,888.00

The difference in the original and proposed LIP cost-share award for this project is summarized in the following table:

Original Cost-Share Award	\$ 9,571.50
Revised Cost-Share Award	\$ 10,546.50

POLICY CONSIDERATION

This proposed Scope of Work and Budget Revision Requests have 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

Chris Feist has an open LIP Contract for a Forest Health Management practice on his 17 acres of forested land, approximately 3 of which will be directly treated through this cost-share project. These treated acres are divided into multiple areas interspersed throughout the stand. The main resource concerns for this project are controlling for woody invasive species such as blackberry and English Ivy. After control over the invasive populations is established, shade-tolerant native species will be planted. The additional funds requested are to meet the site's needs through adaptive management. After site preparation began on Chris Feist's project, it became evident that there is a need for treatment in additional areas not covered by the initial scope of work and budget. The attached project map shows the new areas proposed for treatment. The management practices to be performed in those areas is identical to what is in the original scope of work. An additional 465 shade-tolerant species matching the planting palette will also be planted to accommodate this expanded site preparation. The Scope of Work revision is to approve the additional areas proposed for treatment. The additional funding will be utilized to treat the invasive species in these new proposed areas and reestablish them with native plants.

A copy of the original signed contract is attached along with the proposed revised budget sheet and Budget Revision Request form as well as the Scope of Work Revision Request form.

King Conservation District Board of Supervisors Meeting 02/08/2021
Agenda Action Briefing/Report AI 21-011

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 budget revision request from Chris Feist, for Forest Health Management, in the amount of \$975.00.

MOTION

_____ Moved, _____ Seconded; Passed a motion to Approve KCD Landowner Incentive Program cost-share scope of work and budget revision request from Chris Feist, for Forest Health Management, in the amount of \$975.00.



Landowner Incentive Program

Request for Scope of Work Revision

Name:	Chris Feist
Address:	23670 SE 448th Street
City/State/Zip:	Enumclaw, WA 98022
Phone:	
Email:	
Funded Practice:	Forest Health Management
LIP ID:	2020-09

Describe the changes in scope of work proposed (Please attach appropriate maps or project design changes).
After site preparation began on Chris Feist's project, it became evident that there is a need for treatment in additional areas not covered by the initial scope of work and budget. The attached project map shows the new areas proposed for treatment. The management practices to be performed in those areas is identical to what is in the original scope of work. An additional 465 shade-tolerant species matching the planting palette will also be planted to accommodate this expanded site preparation.

Will this scope of work revision require a budget revision?
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Applicant Signature:	Date:
	01-12-2021

FOR OFFICE USE:

Committee Approval:	Date:	LIP ID:
		2020-09



Landowner Incentive Program Request for Budget Revision

Name:	Chris Feist
Address:	23670 SE 448th Street
Phone:	
Funded Practice:	Forest Health Management
LIP ID:	2020-09
Revision Request No:	

Why will your project require a budget revision?

After site preparation began on Chris Feist's project, it became evident that there is a need for treatment in additional areas not covered by the initial scope of work and budget. The attached project map shows the new areas proposed for treatment. The management practices to be performed in those areas is identical to what is in the original scope of work. An additional 465 shade-tolerant species matching the planting palette will also be planted to accommodate this expanded site preparation.

What was the original approved budget and what is your new proposed budget? Please provide the project total and the amount eligible for reimbursement for the original and new proposed budget.

Original Budget: Total: \$12,762
Reimbursable: \$9,571.50

New Proposed Budget: Total: \$14,062
Reimbursable: \$10,546.50

Please attach the Excel files of your approved budget and new proposed budget

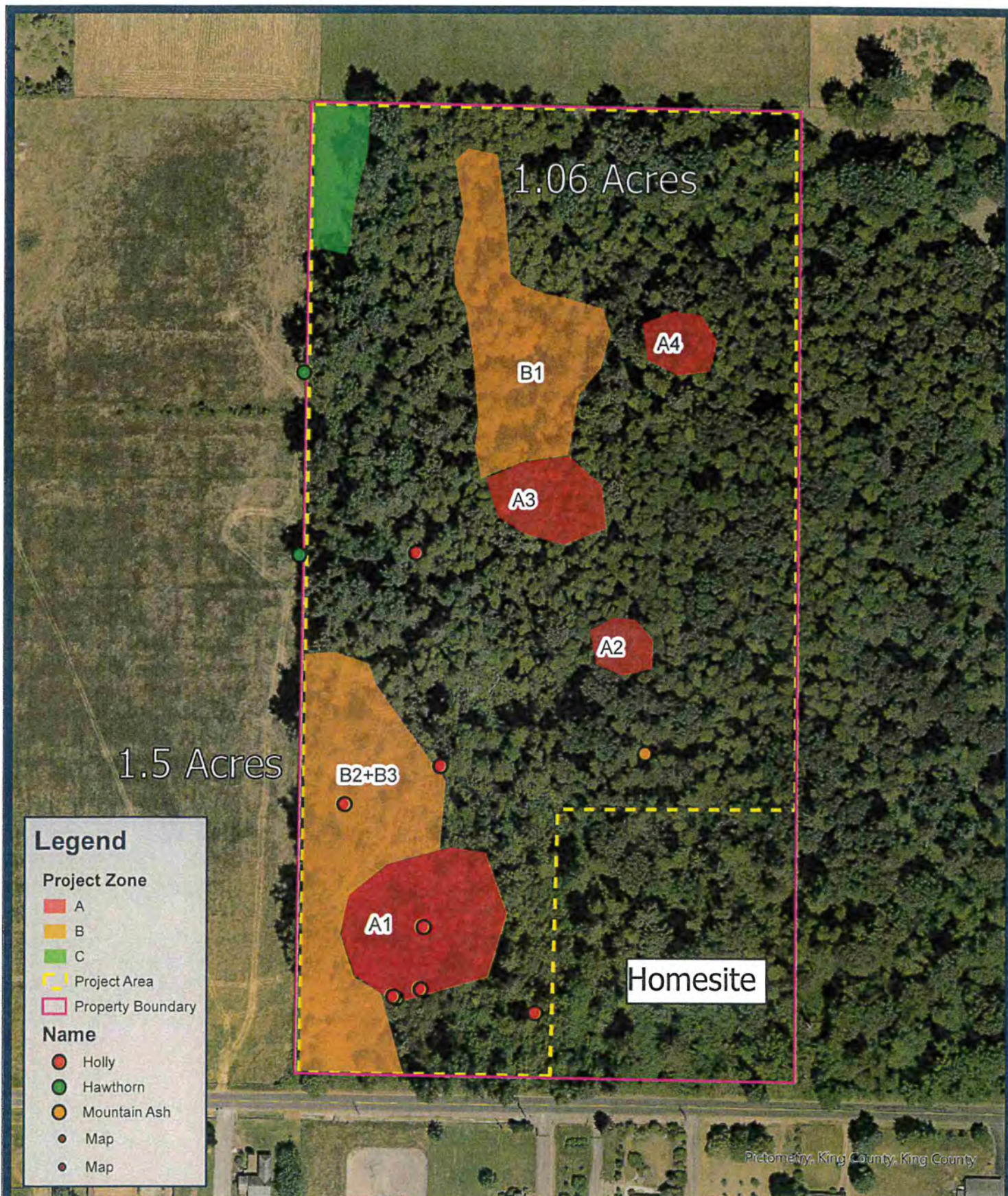
Signature of Applicant

01-12-2021

Date

FOR OFFICE USE

Approval Signature	Date	LIP ID
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Trovenn Forestry Services, LLC

UBI 604120108

20032 SE 300th St, Covington WA. 206-849-8983

Amended Bid Proposal 20201129 to

Bid Proposal 20191026

KC Parcel ID 2220069212

23670 SE 448th Street, 98022

This **amended** bid proposal is for forestry work to be accomplished on property located at 23670 SE 448th Street, Enumclaw, WA 98022. This bid is prepared for Chris Feist, one of the owners of the property.

The total forest project area is 17.0 acres.

Zones A – C are specific proposed work areas for a more focused concentration of work on the property.

Zones A is identified as 1.20 acres consisting of four sub areas A1-A4. Zone B is identified as 1.03 acres consisting of three sub areas B1-B3. Zone C is 0.27 acres. This bid proposal is for work to be accomplished in support of a grant through the King Conservation District (KCD). **Additional work is recommended to be accomplished south of area B2 in an area that is devoid of trees and is overrun with blackberries. Part of this area is within the A1 ivy and holly treatment area. Also an additional area SSW of area B1 is devoid of trees and is overrun by blackberries and is recommended for treatment. Areas B1, B2, B3 as well as Area C have already been expanded during the mastication treatment beyond that specified in the original document and these areas should be replanted if desired by owner. The total increased area is recommended to be planted with approximately 340 seedlings of shade tolerant species if approved by owner.**

The attached map (Attachment A) shows zones and boundaries that are acknowledged by all parties as "notional boundaries" and are neither surveyed nor marked in a definitive manner. The southern boundary is at or near the road and the western and northern boundary have fence lines. The eastern boundary is not defined well and the owner must mark a line at or near that boundary or work may be limited as the boundary is approached.

Subject area Zone A and its sub-zones consist of mature holly and hawthorn scattered throughout the understory of the forest. English ivy is found in several patches where it occupies >90% of the understory and is established well into the crown of nearby trees. Those trees may not survive even with the killing of the ivy as they are significantly weakened and lack vigor. Mountain ash exists in a canopy gap in the southeastern part of the forest. Invasive tree species will be treated with herbicide through injection pellets, hack and squirt, or cut and paint methods. Ground ivy will be controlled by herbicide application after native trees and shrubs have dropped their leaves to prevent off-target damage to desirable vegetation and vertical ivy on trees will be mechanically and/or herbicide girdled.

In accordance with the language of the KCD Scope of Work (SOW) document, if subsequent replanting in Zone A is required, "plant numbers will be determined after invasive species treatment is completed." Any costs associated with that planting will be determined and added to the bid after KCD determines if that is required. Those costs are not included in this bid. **In this amended bid there is an estimate of 125 seedling to replant areas A2 and A3 with shade tolerant species.**

Subject area Zone B and its sub-zones have blackberry present in several large, dense patches in several areas throughout the forest. Blackberry will be mowed/masticated in the winter/spring, then treated with herbicide through foliar application after sufficient re-growth has occurred. Replanting in this zone will be with western hemlock, grand fir, and western red cedar (WRC) planted at 10' on center. An estimated 430 trees will

be needed across these sub-zones. KCD normally requires Vexar protective tubing on all WRC but failed to list that as a requirement as is their normal practice. The use of Vexar tubes with a single stake is planned for in this bid and included in the bid quote. In addition, during the walk through of the property it was determined that a significant area of Himalayan blackberries was not included in the KCD Scope of Work. In a conversation with KCD, Brett Anderson stated the described area was not evaluated as they were attacked by hornets/yellow jackets and were prevented from entering that area of the forest. That area is included in the bid estimate both for mastication work, chemical application, and an estimated 120 seedlings of which the WRC will be tubed as per KCD normal policy. This area is located midway between sub-zone B1 and Zone C.

Zone C is an area of pasture grass in the NW corner of the property. The grass will be controlled via combination of sheet mulching, scarifying, and/or using herbicide to create plantable circles in accordance with the KCD SOW. This area will be replanted with 120 partial- to full-sun species such as Douglas-fir and shore pine seedlings at 10' on center.

This bid proposal includes the costs associated with the required three years after initial planting maintenance required by KCD as detailed in the SOW.

If it is determined by Trovenn Forestry Mulching that the subject work will exceed the bid estimate, work will be stopped until the owner has approved in writing any further work time.

If mulching work is terminated by the owner(s) prior to the first 8 hours being competed then the transportation charge of \$300 will be charged as well as the charge for the work already accomplished.

Project Estimate Costs

Zone A, B and C (includes additional area as described above for mulching, chemical and planting)

Mulching and Chemical Costs \$6150.00

Planting Costs for Zones B & C \$2812.00

Mulching and Planting Costs for expanded areas \$3000.00

Seedling requirement for Zone A Not determined by KCD as of this date per the SOW **Included in above estimate**

1st year planting site control ~~\$600.00~~ **\$700.00**

2nd year planting site control ~~\$600.00~~ **\$700.00**

3rd year planting site control ~~\$600.00~~ **\$700.00**

Total estimate \$10762.00 **\$14062.00**

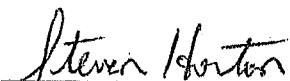
Payment is due NLT 30 days after invoiced. Interest of 1.5% per month on any unpaid balance, calculated daily is added after the 30 day grace period.

Start date is to be mutually negotiated after acceptance of Bid Proposal.

Accepted by

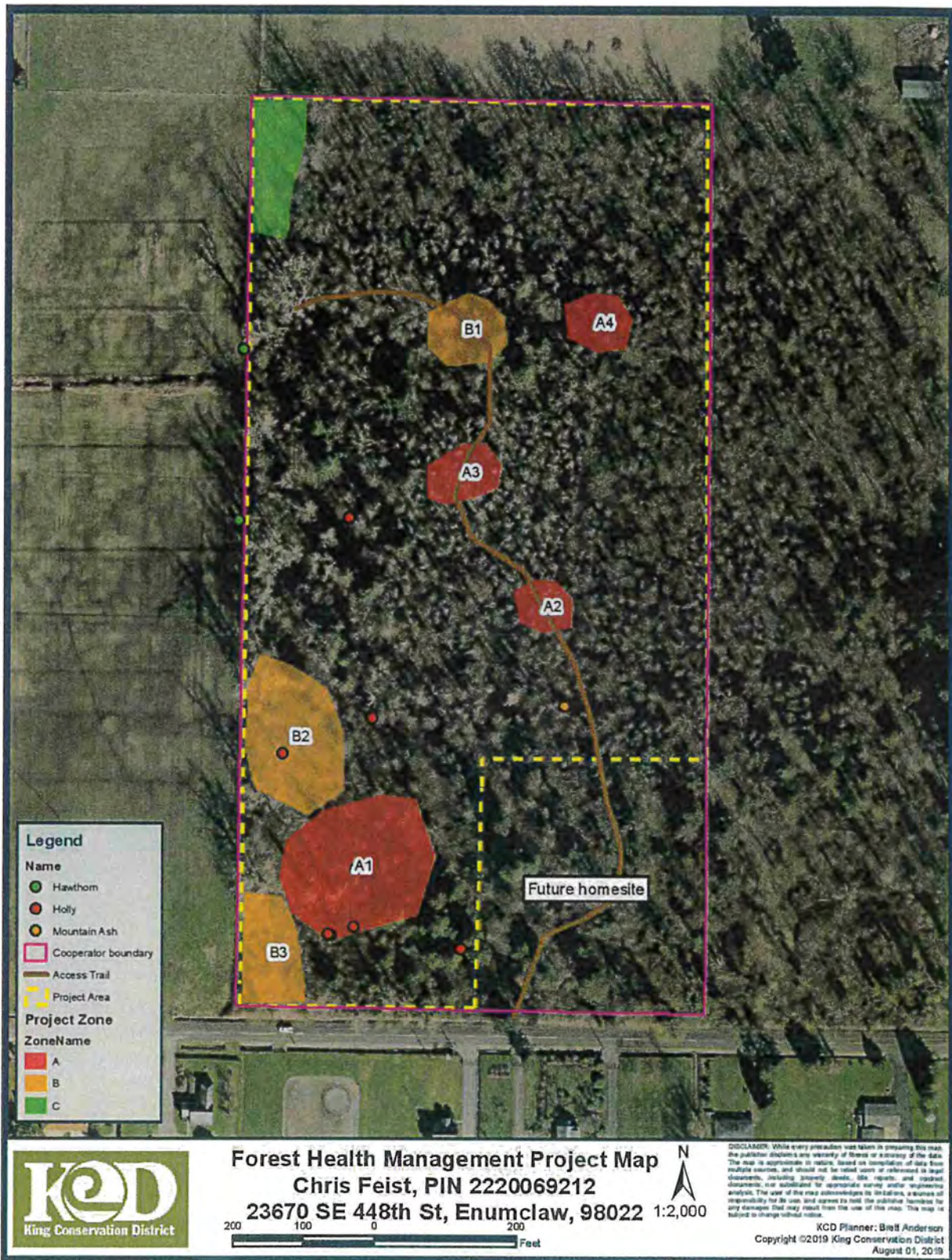
Trovenn Forestry Services, LLC

Chris Feist.



Date: 29 November 2020

Date: 12-08-2020





King Conservation District

Local Food | Healthy Forests | Clean Water | Better Ground

July 2, 2020

Chris Feist
23670 SE 448th Street
Enumclaw, WA 98022

Dear Chris,

On behalf of the King CD, I am pleased to notify you that your request for cost-share assistance through the *King Conservation District Landowner Incentive Program* has been approved. Your approved application will serve as your cost-share contract with the District. A summary of your award follows.

☒ Approved Practice: Forest Health Management (*All work must meet the approved practice standards to receive cost-share reimbursement.*)

☒ Project Completion Date: 07/31/2021 (*You may request an extension if you are unable to complete your work by this date.*)

☒ Project Budget:

Project Total	\$12,762.00
Maximum Approved Practice Reimbursement	\$9,571.50

☒ LIP Contract ID: 2020-09 (Feist, C)

You may begin installation of your practice as outlined in your application. Please keep in mind that it is your responsibility to obtain all permits needed to complete your project. Also, note that the District must receive copies of all applicable permits as well as inspect your installed project prior to releasing cost-share reimbursement. Once you have completed your project, simply submit a request for reimbursement with copies of all receipts. At that time, we will schedule a site visit to inspect your project.

The District has been advised that the money received through LIP is considered reportable income by the IRS. For the District to prepare a 1099 to use in association with the taxes of the year you are reimbursed, you need to fill out and return the enclosed W-9. We will not reimburse without receiving this completed document. This policy is recent and will apply to current and future projects.

Should you have follow-up questions or if you intend to make changes to your approved practice, please contact me at (425) 282-1908 or laura.redmond@kingcd.org; or Brett Anderson, your forestry planner, at (425) 282-1898 or Brett.Anderson@kingcd.org.

Sincerely,

Laura Redmond

Landowner Incentive Program (LIP) Coordinator

Enclosures (4) Approved Application, Request for Reimbursement, In-kind Tracking Forms, W-9

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: Chris Feist		Farm/Business Name: N/A	
Mailing Address: 23670 SE 448th Street Enumclaw, WA 98022		Project Address: Same as mailing address	
Phone (home): 253-678-2720		Phone (work/mobile):	
Email Address: feistc@gmail.com		KCD Staff: Brett Anderson	
Parcel #(s): 2220069212	<input type="checkbox"/> Incorporated <input checked="" type="checkbox"/> Unincorporated	Total Farm/Land Acreage: 19.42	<input type="checkbox"/> T.A. <input type="checkbox"/> Farm Plan <input checked="" type="checkbox"/> Forest Plan
Is email an acceptable primary form of communication?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to be added to our newsletter list?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 2. Project Information

Best Management Practice (BMP): Forest Health Management
Project Completion Date (month and year): December 2023
<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 canopy consists of mature bigleaf maple and red alder with minor components of western redcedar and Douglas-fir. Overstory trees are, on average, 10-20" in diameter. Canopy cover is approximately 70%, with some larger canopy gaps present that are occupied by native shrub species. Invasive species presence in the understory is moderate, with a number of large patches of >90% Himalayan blackberry or English ivy cover. Mature English holly and English hawthorn are also present at moderate levels throughout the understory, primarily throughout the western half of the forest and along the western and southern forest edges.</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>This project will focus mainly on treatment of invasive species and replanting with native trees as needed. Approximately 2.25 acres split between seven patches identified on the project map will be the main target of invasive species treatment and replanting. Scattered woody invasives will also be treated where found throughout the forest. The northwest corner of the property, currently occupied by grasses, will also be reforested. Species to plant for this project include western redcedar where full shade conditions exist, grand fir and western hemlock where partial sun-shade conditions exist, and Douglas-fir and shore pine where full sun conditions exist. Approximately 550 trees will be needed for this project.</p>
<p>Maintenance Plan (Summarize your plan to maintain the practice. Include frequency and scope of inspections, repairs anticipated, etc.):</p> <p>The contractor will perform maintenance for the first three years of the project lifetime. The landowner will be responsible for the remaining 12 years of maintenance.</p>

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

All activities are a part of a county-approved forest stewardship plan, thus no permits will be required for this work.

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. CF (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. CF (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. CF (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. CF (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.

CF (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.

CF (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.

CF (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. CF (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. CF (Initial Here)

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

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

- 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.).*
- I relinquish or lose ownership of equipment purchased with KCD cost-share.
- 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).
- I cancel 2 cost-share contracts awarded through the KCD Landowner Incentive Program.
- 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: CF (Initial Here)

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

Chris Feist

Signature of applicant

Date

Signature of Landowner (If applicant is Lessee)

Date

FOR KCD OFFICE USE

03-23-2020

<u>[Signature]</u> Approved for Award (KCD LIP Coordinator)	06/25/2020 Date
<u>[Signature]</u> Approved for Funding (KCD Management)	6/29/20 Date
	LIP ID:



Landowner Incentive Program Applicant Budget

Cooperator: Chris Feist

Budget Items	Units	Cost
Invasive weed treatment; mastication and chemical costs		\$6,150.00
Planting costs for zones B and C: Labor and materials		\$2,812.00
Anticipated planting cost for zone A: Labor and materials		\$2,000.00
2021, 2022, and 2023 maintenance costs		\$1,800.00
Machinery Rental (not personally owned equipment)		\$0.00
	Subtotal	\$12,762.00

In-Kind Labor/Machinery	# hours	Cost
Manual labor		\$ -
Person with power equipment (i.e. chainsaw)		\$ -
Small Tractor (up to 40 hp)		\$ -
Medium Tractor (40-70 hp)		\$ -
Large Tractor (71 or above hp)		\$ -
Excavator (up to 100 hp)		\$ -
Excavator (over 100 hp)		\$ -
D-4 Cat or equivalent		\$ -
D-6 Cat or equivalent		\$ -
D-7 Cat or equivalent		\$ -
Backhoe		\$ -
Truck (under 2 tons)		\$ -
Truck (2 tons or over)		\$ -
Bobcat		\$ -
4-wheeler or side-by-side		\$ -
Subtotal	0.00	\$ -

Project Totals		
Total Cost (Budget Items + In Kind Labor/Machinery)		\$ 12,762.00
Units	Project	1.00
Cost/Unit		\$ 12,762.00

Conservation Practice	select BMP (x)	Cost Share Amount
Animal Trails & Walkways		
Aquatic Area Buffer		
Aquatic Area Buffer (WCC)		
Buffer Fencing		
Building Relocation for Aquatic Area/Buffer		
Bulkhead Removal (Freshwater, Marine)		
Cover Crops		
Cross Fencing		
Forest Health Management	x	\$ 9,571.50
Heavy Use Area Protection		
Pasture & Hay Planting		
Roof Runoff Management		
Stream Crossing		
Subsurface Drain		
Upland Wildlife Habitat Management		
Waste Storage Facility		
Watering Facility		

Amount eligible for reimbursement
(based on 2015 rates)

\$9,571.50



JOB SHEET

Forest Stand Improvement Tree/Shrub Site Prep & Establishment (Forest Management)

Landowner: Chris Feist	Lifetime of Practice: 15 years
------------------------	--------------------------------

***This Job sheet must be attached to your completed application**

Purpose (check all that apply)	
<input checked="" type="checkbox"/> Site preparation	<input checked="" type="checkbox"/> Tree/Shrub establishment
<input type="checkbox"/> Tree/Shrub stand improvement	<input checked="" type="checkbox"/> Restore native plant communities
<input type="checkbox"/> Long-term erosion control and improvement of water quality	<input type="checkbox"/> Increase the quantity and quality of forest products
<input type="checkbox"/> Wildlife habitat enhancement	<input type="checkbox"/> Other

Forest Management Practice and Details *Provide the following: 1) attach a map delineating prescription area and sub-treatment areas if applicable; provide name and acreage features for treatment areas 2) descriptions of current stand location and conditions, stand treatment plan, plant species to be used, plant spacing, and site preparation; 3) a project management timeline from your approved Forest Stewardship Plan.*

- 1) See attached map
 Zone A: 1.20 acres total (four separate areas)
 Zone B: 1.03 acres total (three separate areas)
 Zone C: 0.27 acres

2, 3) See attached project scope of work

Permits *Are there any permits necessary for the project? If so, please list below and include a copy of the permit.*

No permits are necessary for this project as all activities are part of a county-approved forest stewardship plan.

Landowner must comply with local, state and federal regulations and permitting requirements.

- 1) Forest landowners may need a permit from the WA State DNR for forest management activities
<http://www.dnr.wa.gov/businesspermits/forestpractices/Pages/Home.aspx>

Or

From through the Forest Practices Rules, see the King County specifics here:
<http://www.co.king.wa.us/property/permits/info/SiteSpecific/forest.aspx>

- 2) There may be permits needed to apply herbicide near aquatic areas of their buffer. See the WA State Department of Ecology website for further details: <http://www.ecy.wa.gov/programs/wq/pesticides/>

Type and Source of Plant Material *Will you use potted plants, bareroot plants, b&b plants or a combination? Where will you get the plants from and when?*

Plant material will be native species adapted to the site to minimize maintenance and care.

Trovenn Forestry Services, the contractor, will plant bareroot plants that have been sourced from the Puget Sound. If additional plant material is purchased to augment the 2020 planting, that material can be bareroot, live stake, potted nursery stock or ball and burlap inventory. There are a number of local native plant nurseries where native trees, shrubs and emergents can be purchased.

Site Preparation *List what method(s) of site preparation will be used, who will be doing the work, when will the work be done.*

Site preparation will include a combination of weed control and mastication. Non-native/invasive species control will target English ivy, English holly, English hawthorn, and Himalayan blackberry. Specific weed control prescriptions are detailed below. Note: A permit may be required when performing weed control with or without herbicide in or near an aquatic area and its buffer.

Weed Control Prescriptions:

Himalayan & Evergreen Blackberry Control –

- *Manual control:* Mow or cut the blackberry canes to less than 1 foot in height, then grub/dig out the roots attached to the cut canes. Thorough removal of blackberry roots in this manner, while labor intensive can reduce the blackberry population and cover in the prepared area by 90 – 95%. Monitor for re-growth in the following growing seasons; dig up any re-growth.
- *Chemical Control:* An alternative control method includes herbicide. One technique involves cutting/mowing the canes and swabbing the freshly cut canes with an approved herbicide. Foliar spray of blackberry is another effective control method. It is recommended that blackberry is mowed early in the summer and sprayed on the foliar re-growth the next fall (September/October). Do not spray planted seedlings. **Always follow label rates and instructions.**

English Ivy Control –

- *Manual Control:*
- Recommended manual methods include digging and pulling. First, remove any flowering or fruiting portion within reach and bag for removal from the site. Next, hand dig and pull out all accessible portions of plants including roots. Note that all cut stems/roots must be removed from soil contact. If composting on site, use cardboard or wood to create a raised platform. Consider wearing gloves and protective clothing as ivy sap is known to cause a reaction in some individuals. Mulching an area will significantly reduce re-growth of ivy. To properly mulch, apply an 8 inch thick mulch layer. Plants should be cut and removed and then mulched, preferably with a layer of cardboard below the mulch.
- Vertical ivy is controlled by girdling. To girdle vertical vines, cut the ivy vines at shoulder height and slightly above ground level. Remove the cut ivy section from the tree. This eliminates nutrient transport from the roots of ground ivy to the leaves and stems growing into the canopy of the tree. The lower cut section of ivy stems and roots must be pulled at least 6 feet away from tree. Root and stem fragments can re-grow and must be composted in a manner similar to ground ivy.
- *Chemical Control:* Ivy leaves are waxy and difficult to penetrate with herbicides, repeat application may be necessary. **Always follow label rates and instructions.**
 - *Foliar Spray:* From summer to fall foliar apply a 2-5% solution of triclopyr and a nonionic surfactant, a less desirable alternative is a 2-4% dilution of glyphosate. A mixture of glyphosate and triclopyr has also been found effective (4% glyphosate, 2% triclopyr, and 2% surfactant). A winter application on a sunny day has had even better success; apply 2-5% either glyphosate or triclopyr.
 - *Basal Bark and Cut Stump:* Cut vine close to the ground and treat freshly cut surface with 33% solution of triclopyr or glyphosate. For basal bark application, strip leaves from stem near ground level and apply 33% dilution of triclopyr or glyphosate.

Holly, Hawthorn, and Mountain ash Control-

- *Manual Control: Not recommended.* Small plants can be dug up when the soil is moist. Regularly check area for re-growth. For larger plants cut stems and trunks as close to the ground as possible. Roots may be dug out. Be sure to stabilize soil if large quantities are disturbed. If roots are not dug up, break off any new stems as they grow back for multiple growing seasons.
- *Chemical Control:* Large holly, mountain ash, and hawthorn trunks can be treated via injection lance with triclopyr or imazapyr herbicide. They can also be cut as close to the ground as possible and, immediately after cutting, the cut stump treated with an application of triclopyr or imazapyr herbicide. An alternate technique, called frilling, involves incising deep cuts through bark into trunks at a 45 degree angle. Immediately treat the frills by pouring triclopyr/imazapyr herbicide into the cuts. Best results are achieved during periods of active growth and after full leaf expansion. Monitor for re-growth (seedlings and re-sprouting) and treat accordingly. Smaller hawthorn and ash plants can also be treated via foliar application. However, do not spray herbicide directly on to holly leaves without a suitable surfactant as they have a waxy layer that prevents chemicals from being absorbed. **Always follow label rates and instructions.**

Care and Temporary Storage of Purchased Plant Material *Upon receiving the plant material, where will you store it and how will you care for it?*

All plant material should be stored in a cool location and well watered prior to planting. In the case of bare root plants, inventory should be held in the source refrigerated facility as long as possible prior to planting. Bare root plants can be stored in the field for up to one to three weeks prior to planting by placing them in a shaded location where they will remain cool. Such a location should prevent freezing as well as exposure to warm temperatures. Additionally, bareroot inventory should be covered with a tarp to prevent drying. Bareroot stock that is expected to emerge from dormancy prior to planting should be "healed" into a soil bed. To heal-in, dig a v-shaped trench to a depth that accommodates covering the seedling roots when back-filled with soil.

Installation *Provide the following details: 1) Plant Installation Prescription: 2) Plant Protection Prescription: 3) Weed Suppression Prescription. 4) Erosion Control Prescription*

1) Plant Installation Prescription:

Potted & Plug Inventory: Potted plant material should be shovel planted to the same depth that they grew in the pot. Plants will be well watered prior to planting. Prior to digging a hole for the plant, prepare the planting location by removing a grass sod within a 1.5 foot diameter circle, being careful to remove roots as well as above ground portions of the plant. Dig a hole for the container in the center of this cleared circle twice the size of the plant's pot. Backfill the hole with soil while using care to avoid leaving air pockets in the soil. Refer also to the attached planting instructions in *Planting Container Trees and Shrubs*.

Bareroot Inventory: Bare root seedlings should be shovel planted to the same depth that they grew in the nursery fields. Roots will remain moist once they are removed from the shipping bundles until they are planted. Roots will be placed in a natural position in the soil without being crowded or turned up. Soil will be packed firmly around the root system, leaving no air pockets. Prior to digging a hole for the plant, prepare the planting location by removing all grass sod within a 1.5-foot diameter circle, being careful to remove roots as well as above ground grass. Dig a hole for the bare root plant in the center of this cleared circle. Refer also to the attached planting instructions in *Planting Bare Root Trees and Shrubs*.

2) Plant Protection Prescription:

Tree Protectors (for sites where deer/elk browse is anticipated): Install Plastic Mesh or netted deer sleeves on newly planted Western Red Cedar to protect trees from deer browsing. Weave 6 ft bamboo stakes through each tube and shove at least 8 inches into the ground in order to stabilize the mesh tubes and keep them on trees. The tube must be tall enough to protect terminal bud; be sure that the terminal bud is a couple inches lower than the top of the tube. Each year the tube should be pulled up to cover the terminal bud as the tree grows. Keep tubes

on until terminal bud is above the deer browse level, approximately 5 feet tall. Make sure side branches within the tube are positioned vertically to allow for successful growth.

As the trees mature, inspect them periodically for damage from deer rubbing. If rub is occurring, steps must be taken to protect trees. Effective techniques include temporarily fencing trees with woven fencing or chicken wire or installing one or two steel posts next to a tree. Flared bases on posts should be set in-line with the trunk to reduce root damage when driven in. Posts are especially effective in protecting smaller trees, and light gauge steel types 4 to 6 feet long can be used.

3) Weed Suppression Prescription

Mulching: In locations where ongoing weed suppression is a concern, prepare the area around each plant by placing a barrier of cardboard around the plant. After placing the barrier, apply a layer of mulch over the weed barrier to a depth of 4-6 inches. Mulching options include wood chips, fully composted organic material such as a commercial compost product, or weed free straw. Mulch should be weed free, if possible, to avoid introducing new weeds to the project site. Mulch is not necessary in the emergent plant zones.

Weed Mats or Fabric: In locations where weed/grass suppression is a concern, install fabric squares around each installed plant. There are a variety of brands available. If a non-biodegradable fabric is used, then it **MUST** be removed from the plants within five years.

4) Erosion Control Prescription

Slopes are minimal on this property, so no erosion control prescription is recommended.

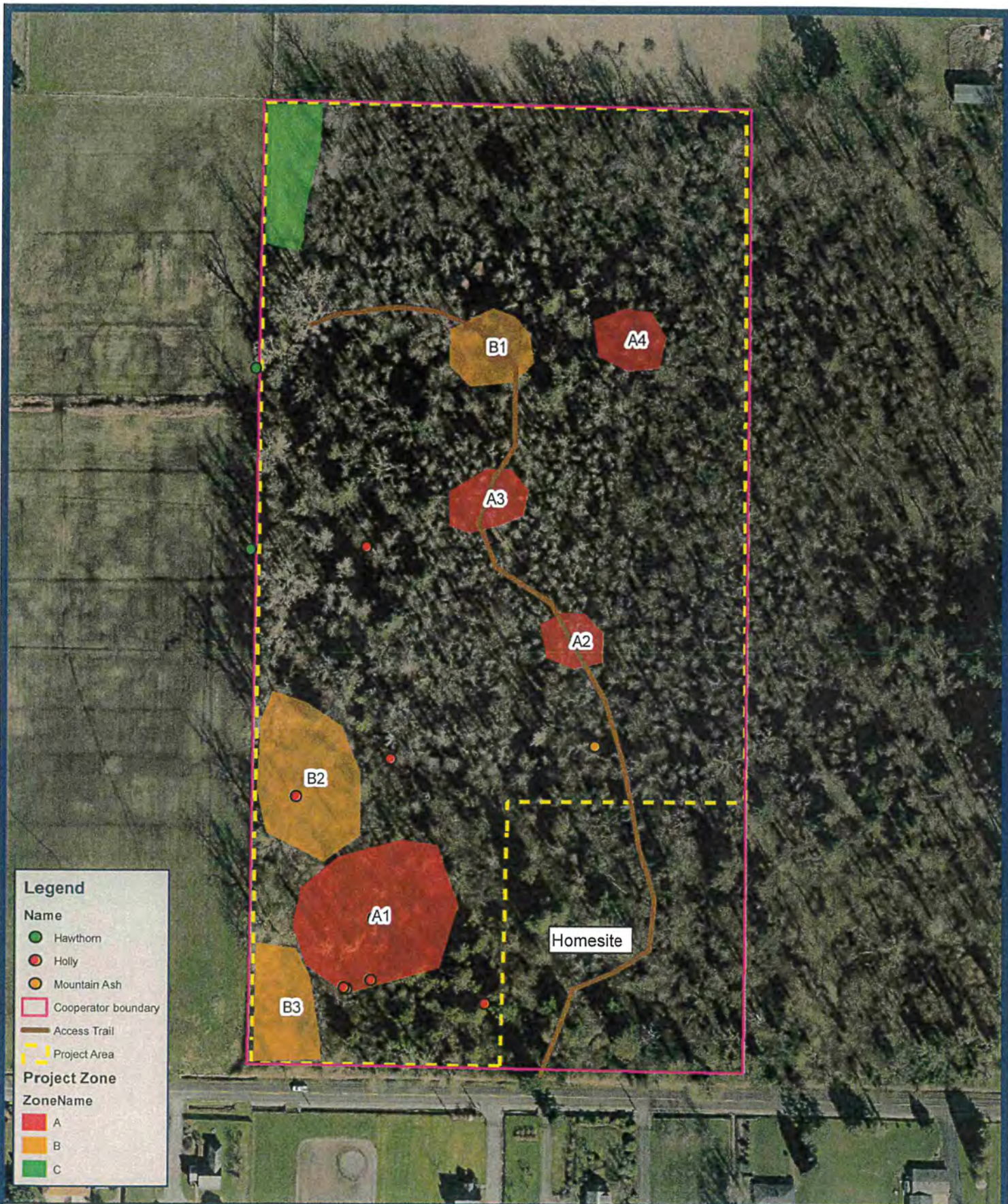
Planting Project Maintenance and Monitoring *The planting must be inspected periodically and protected from damage so proper function is maintained. The goal for the project is to reach 80% survival after 3 years. Please describe the maintenance and monitoring plan.*

Treatments must be inspected periodically and protected from damage so proper function is maintained and resource damage is minimized, including assessment of insects, disease and other pests, storm damage, and damage by trespass. The results of inspections shall determine the need for additional treatment under this practice.

Replace dead or dying trees and shrubs and control competing vegetation to support successful establishment. Periodic application of mulch may be needed to maintain plant vigor. Periodic harvest of trees and shrubs (thinning and brushing) may be necessary to maintain the health and vigor of the stand and support its development toward more mature stand conditions. Keep large dead and dying trees for cavity nesting wildlife and bird species and as a source of downed wood in the forest understory and in adjacent or interior aquatic habitats.

Where droughty soils and hot growing conditions are anticipated, supplemental watering is recommended. In such cases the District recommends watering planted nursery stock for a minimum of 3 summers following planting. Young bare root, container, and ball/burlap plants have a reduced root system that hampers their ability to survive during the dry spring or summer months. Watering a minimum of once every two weeks during the dry summer will promote greater rates of survival. Watering once per week is preferable.

Monitor treatment areas for re-growth of non-native/invasive species and control accordingly. Utilize weed control techniques prescribed in the Site Preparation section of the Job Sheet. Species to monitor include English ivy, English holly, English hawthorn, and Himalayan blackberry, as well as any other listed King County Noxious weeds.

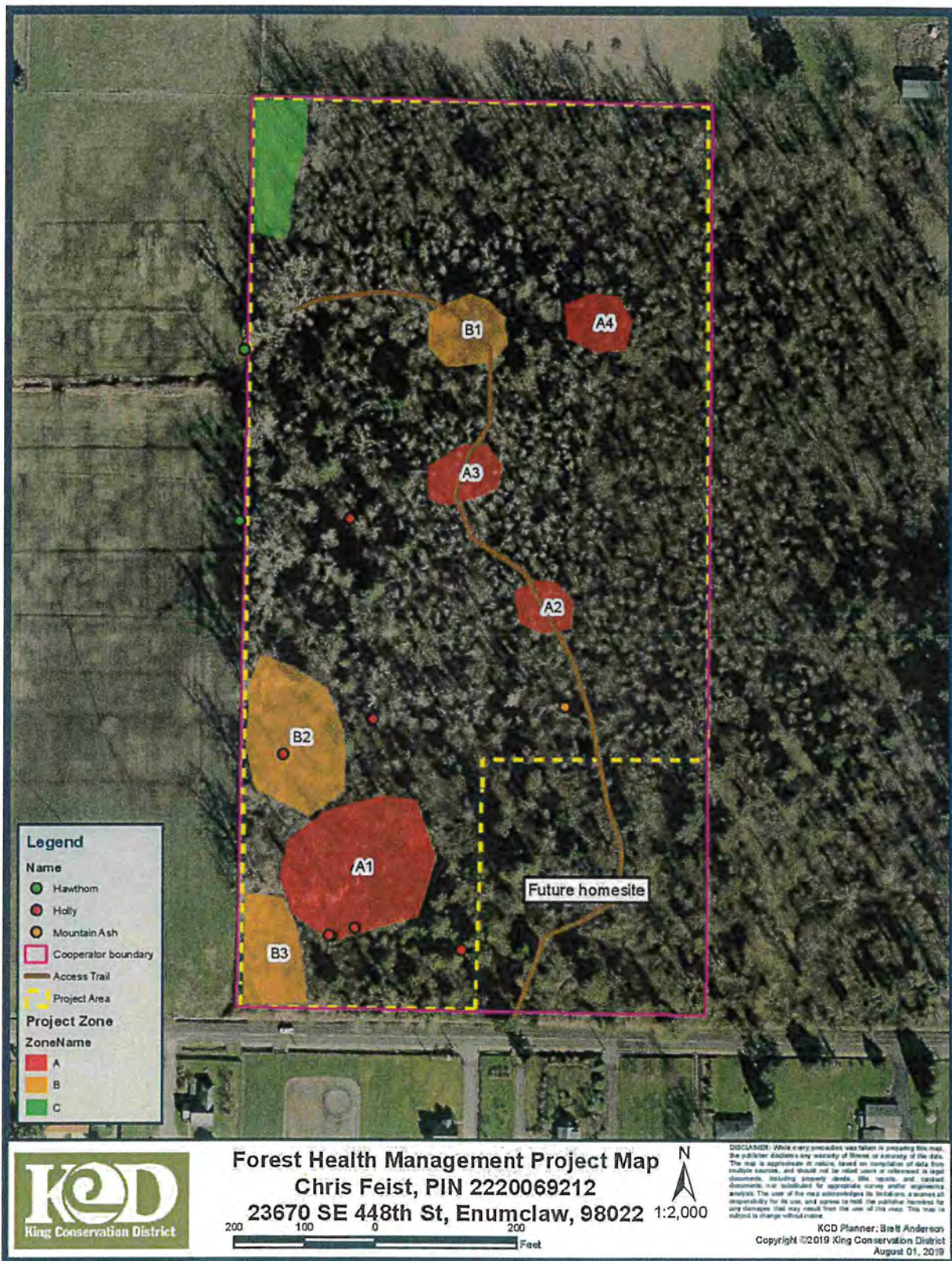


Forest Health Management Project Map
 Chris Feist, PIN 2220069212
 23670 SE 448th St, Enumclaw, 98022 1:2,000

200 100 0 200
 Feet

DISCLAIMER: While every precaution was taken in preparing this map, the publisher disclaims any warranty of fitness or accuracy of the data. The map is approximate in nature, based on compilation of data from multiple sources, and should not be relied upon or referenced in legal documents, including property deeds, title reports, and contract documents, nor substituted for appropriate survey and/or engineering analysis. The user of the map acknowledges its limitations, assumes all responsibility for its use, and agrees to hold the publisher harmless for any damages that may result from the use of this map. This map is subject to change without notice.

KCD Planner: Brett Anderson
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 August 01, 2019



Forest Health Management Project Scope of Work- King Conservation District

Cooperator: Christ Feist

Project Address: 23670 SE 448th Street
Enumclaw, WA 98022

Date Prepared: 07/31/2019

Plan Preparer: Brett Anderson

Contact Information: feistc@gmail.com or 253-678-2720

Project Description:

[GENERAL FOREST DESCRIPTION] Chris Feist's property is 19.55 acres, 17.0 of which is forested and will receive treatment through this forest health management project. The remainder is set aside as the future homesite and associated landscaping and access driveway. The canopy consists of mature bigleaf maple and red alder with minor components of western redcedar and Douglas-fir. Overstory trees are, on average, 10-20" in diameter. Canopy cover is approximately 60-70%, with some larger canopy gaps present that are occupied by native shrub species. The understory is very dense and primarily native. Overall forest health is good with vigorous overstory trees and a lush, diverse understory. Access is limited by the shrub layer and lack of trails, though an old logging or access road is present running north-south through the center of the property, as indicated on the project map.

[INVASIVE SPECIES] Invasive species presence in the understory is moderate, with large patches of >90% Himalayan blackberry or English ivy cover. Mature English holly and English hawthorn are also present at moderate levels throughout the understory, primarily throughout the western half of the forest and along the western and southern forest edges.

[PROJECT SUMMARY] This project will focus mainly on treatment of invasive species and replanting with native trees as needed. The need for replanting in some zones will be based on contractor estimates and reassessment once site preparation and invasive species treatment is completed.

[PROPERTY BOUNDARIES] The south, west, and north property boundaries are the edges of the forest, while the east boundary is not clearly defined. Landowners should identify and mark this boundary, if possible, prior to site visits by potential contractors so contractors are able to provide accurate bids.

NOTE: All treatment zone sizes and locations are approximate as precise mapping was not feasible due to the density of shrubs present at the time of site visits (June and July 2019).

Soil type: Buckley silt loam (western edge), Alderwood gravelly sand loam, 0-6% slopes (eastern two-thirds)

<i>Zones</i>	<i>Amount</i>	<i>Season and year</i>	<i>Invasive Species Present</i>	<i>Prescription</i>
Project Area	17.0 acres	Fall 2020	English holly, English hawthorn, European Mountain Ash	Invasive Species Treatment: Mature holly and hawthorn are scattered throughout the understory of the forest, primarily on the western half. Mountain ash was also observed in a canopy gap in the southeastern part of the forest. Invasive tree species will be treated with herbicide through injection pellets, frill and squirt, or cut and paint methods.
		Summer-Fall 2020	Himalayan blackberry	Blackberry is present in several large, dense patches (Zone B) in the western half of the forest. Blackberry can be mowed or cut in the winter/spring, then treated with

Disclaimer: The owner/operator is responsible for obtaining all permits, right of ways, and/or easements that are needed to implement this plan. The owner/operator is responsible for contacting utilities and assuring the work does not harm their facilities. The owner/operator is responsible for compliance with all federal, state, and local laws, ordinances, codes, and regulations. This document should not be construed as a cost-share contract. It is for planning purposes only. Work may not begin until a contract is awarded.

Zone C	0.27 acres	Summer/Fall 2020	Pasture grass	Site Prep/Thinning: Grass will be controlled via combination of sheet mulching, scarifying, and/or using herbicide to create plantable circles.
		Fall/Winter 2020		Planting: This area will be replanted with partial- to full-sun species such as Douglas-fir and shore pine at 10' on center. 120 trees will be needed to replant this zone.
Project Area	17.0 acres	Summers 2021, 2022, 2023		Maintenance: Maintain entire project area to achieve at least an 80% survivorship of planted trees and good control of invasive species. This may be completed through a variety of methods including manual, mechanical, or herbicide treatments. It is required that the contractor perform maintenance for the first three years after initial planting to achieve the required percentage of seedling survival. Each technique should follow King County Noxious Weeds BMPs for appropriate species.

Disclaimer: The owner/operator is responsible for obtaining all permits, right of ways, and/or easements that are needed to implement this plan. The owner/operator is responsible for contacting utilities and assuring the work does not harm their facilities. The owner/operator is responsible for compliance with all federal, state, and local laws, ordinances, codes, and regulations. This document should not be construed as a cost-share contract. It is for planning purposes only. Work may not begin until a contract is awarded.

Trovenn Forestry Services, LLC

UBI 604120108
20032 SE 300th St, Covington WA. 206-849-8983

Bid Proposal 20191026

KC Parcel ID 2220069212
23670 SE 448th Street, 98022

This bid proposal is for forestry work to be accomplished on property located at 23670 SE 448th Street, Enumclaw, WA 98022. This bid is prepared for Chris Feist, one of the owners of the property.

The total forest project area is 17.0 acres.

Zones A – C are specific proposed work areas for a more focused concentration of work on the property.

Zones A is identified as 1.20 acres consisting of four sub areas A1-A4. Zone B is identified as 1.03 acres consisting of three sub areas B1-B3. Zone C is 0.27 acres. This bid proposal is for work to be accomplished in support of a grant through the King Conservation District (KCD).

The attached map (Attachment A) shows zones and boundaries that are acknowledged by all parties as “notional boundaries” and are neither surveyed nor marked in a definitive manner. The southern boundary is at or near the road and the western and northern boundary have fence lines. The eastern boundary is not defined well and the owner must mark a line at or near that boundary or work may be limited as the boundary is approached.

Subject area Zone A and its sub-zones consist of mature holly and hawthorn scattered throughout the understory of the forest. English ivy is found in several patches where it occupies >90% of the understory and is established well into the crown of nearby trees. Those trees may not survive even with the killing of the ivy as they are significantly weakened and lack vigor. Mountain ash exists in a canopy gap in the southeastern part of the forest. Invasive tree species will be treated with herbicide through injection pellets, hack and squirt, or cut and paint methods. Ground ivy will be controlled by herbicide application after native trees and shrubs have dropped their leaves to prevent off-target damage to desirable vegetation and vertical ivy on trees will be mechanically and/or herbicide girdled.

In accordance with the language of the KCD Scope of Work (SOW) document, if subsequent replanting in Zone A is required, “plant numbers will be determined after invasive species treatment is completed.” Any costs associated with that planting will be determined and added to the bid after KCD determines if that is required. Those costs are not included in this bid.

Subject area Zone B and its sub-zones have blackberry present in several large, dense patches in several areas throughout the forest. Blackberry will be mowed/masticated in the winter/spring, then treated with herbicide through foliar application after sufficient re-growth has occurred. Replanting in this zone will be with western hemlock, grand fir, and western red cedar (WRC) planted at 10' on center. An estimated 430 trees will be needed across these sub-zones. KCD normally requires Vexar protective tubing on all WRC but failed to list that as a requirement as is their normal practice. The use of Vexar tubes with a single stake is planned for in this bid and included in the bid quote. In addition, during the walk through of the property it was determined that a significant area of Himalayan blackberries was not included in the KCD Scope of Work. In a conversation with KCD, Brett Anderson stated the described area was not evaluated as they were attacked by hornets/yellow jackets and were prevented from entering that area of the forest. That area is included in the bid estimate both for mastication work, chemical application, and an estimated 120 seedlings of which the WRC will be tubed as per KCD normal policy. This area is located midway between sub-zone B1 and Zone C.

Zone C is an area of pasture grass in the NW corner of the property. The grass will be controlled via combination of sheet mulching, scarifying, and/or using herbicide to create plantable circles in accordance with the KCD SOW. This area will be replanted with 120 partial- to full-sun species such as Douglas-fir and shore pine seedlings at 10' on center.

This bid proposal includes the costs associated with the required three years after initial planting maintenance required by KCD as detailed in the SOW.

If it is determined by Trovenn Forestry Mulching that the subject work will exceed the bid estimate, work will be stopped until the owner has approved in writing any further work time.

If mulching work is terminated by the owner(s) prior to the first 8 hours being competed then the transportation charge of \$300 will be charged as well as the charge for the work already accomplished.

Project Estimate Costs

Zone A, B and C (includes additional area as described above for mulching, chemical and planting)

Mulching and Chemical Costs \$6150.00

Planting Costs for Zones B & C \$2812.00

Seedling requirement for Zone A Not determined by KCD as of this date per the SOW

1st year planting site control \$600.00

2nd year planting site control \$600.00

3rd year planting site control \$600.00

Total estimate \$10762.00

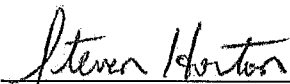
Payment is due NLT 30 days after invoiced. Interest of 1.5% per month on any unpaid balance, calculated daily is added after the 30 day grace period.

Start date is to be mutually negotiated after acceptance of Bid Proposal.

Accepted by

Trovenn Forestry Services, LLC

Chris Feist.

_____

Date: 26 October 2019

Date: _____



**King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: February 8th, 2021**

SUBJECT: AI 21-012

- Motion to approve the Member Jurisdiction grant application from the City of Bellevue for the Tree Giveaway project

FISCAL IMPACT

- The applicant is requesting \$30,000 from 2020 KCD-Bellevue Member Jurisdiction funds

POLICY CONSIDERATION

- The proposal meets the following natural resource improvement actions which are criteria for funding from the grant program
 - Education and Outreach
 - Direct Improvement of Natural Resources
 - Capacity Building
 - Pilot and Demonstration Projects

STAKEHOLDER INTERESTS

- The City plans to offer trees to residents in areas of the city with the least amount of tree canopy cover.
- The City has a robust evaluation plan for this project and has welcomed KCD to participate in the development of the survey questions

BACKGROUND

- The grant subcommittee reviewed this application In December 2020 and asked about the cost per tree, that it seemed high. Saavedra asked the city and they responded that the cost per tree (\$50) is an estimate from multiple wholesale nurseries that city works with for trees in 5-7-gallon pots. It is an average price, since there is a big range and they intend to have a small selection for people to choose from. They are planning to purchase potted trees because of the timing flexibility for planting them and to increase the chances for survivability. Conifer and broadleaf evergreens are usually more expensive and if they end up requesting a patented hybrid (for disease/pest resistance), that may impact the price as well.

EFFECTIVE DATE:

- If approved, this Motion becomes effective on the date of approval.

OPTIONS

- Vote in favor or not in favor of approving the consent agenda.
- Request that this item be removed from the consent agenda for discussion.

RECOMMENDATION

- The grant subcommittee recommends approval of this grant application.

MOTION

- Motion to approve the Member Jurisdiction grant application for \$30,000 from 2020 KCD-Bellevue Member Jurisdiction funds for the *City of Bellevue Tree Giveaway project*

Bellevue Tree Giveaway

Member Jurisdiction Grant Program

Bellevue

Jammie Kingham
PO Box 90012
Bellevue, WA 98009-9012

Jennifer Ewing

P.O. Box 90012
Bellevue, WA 98009-9012

jewing@bellevuewa.gov
O: 425-452-6129

Application Form

Summary Information

Project Title*

Bellevue Tree Giveaway

Project Description - Short*

Provide a short, concise description of the project no more than two or three sentences.

This grant will support a pilot tree giveaway program for Bellevue residents, to increase tree planting on private property. The program will help achieve the city's 40% tree canopy goal by 2050 by focusing on neighborhoods with lower tree canopy.

Principal Partners (if any)

300 Trees, 350.org Eastside

Amount of KCD Funding Requested*

You will need to upload a detailed budget document before you submit your application. Please make sure the amount requested and total project cost amounts you list here match the amounts in the uploaded budget document.

\$30,000.00

Total Project Cost*

\$60,000.00

Total Matching Funds (optional)

\$30,000.00

Project Start Date*

01/04/2021

Project End Date*

12/10/2021

Close Date**Project Location***

Address, Parcel #, OR L&L Points, for site specific projects only.

If more than two locations, state "multiple" and explain.

Multiple - trees will be distributed to multiple sites around Bellevue on private property

Jurisdiction

If the applicant is not a city or jurisdiction, please type in the city or jurisdiction this project is located in.

Bellevue

Is your project on public or private land?*

Private

State Legislative District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

48

King County District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

6

Narratives, Budget, & Attachments

Project Description - Detailed*

Provide a description of the project that summarizes what you will do, how you will do it, and why you will do it. Describe target audience, outcomes, objectives and general timelines.

Objectives

The City of Bellevue is partnering with 300 Trees, a local nonprofit, to develop a pilot tree giveaway program and distribute at least 200 trees in the fall of 2021 to support our environmental goals, including increasing tree canopy to 40%. While Bellevue prides itself as a "City in a Park," we have faced ongoing

canopy loss from development. To achieve our goals to restore the urban canopy and its environmental services, we must plant approximately 75,000 more trees by 2050, while also preserving existing canopy.

Based on the Tree Canopy Assessment performed in 2018 in collaboration with KCD, 65% of the city's tree canopy is on suburban residential property, along with significant possible planting areas. This tree giveaway is a pilot program that we hope to turn into a robust, annual program that we hope to scale to help residents plant approximately 1,000 trees across private property in the city each year. We also intend to use this program as an outreach and education opportunity, to educate residents about the value and benefits of both planting and preserving trees.

Target Audience

To support equitable access to environmental services, we are prioritizing several of our lowest canopy neighborhoods, several of which are also our most diverse neighborhoods. Half of our trees this year will go to the Crossroads, Lake Hills, and Eastgate neighborhoods, as interest allows. The other half of the trees and any remaining trees available from our lowest canopy neighborhoods will be available to anyone else from the city that fulfills the requirements. We will offer additional trees to schools and faith-oriented properties which want to plant trees since these land uses are recognized as being under-canopied by our 2017 Tree Canopy Assessment.

Approach

Requirements to receive a tree will include property ownership (or written permission from the property owner), a commitment to plant and care for the tree, and mandatory attendance at an online class on the basics of tree care and planting. We believe that these steps will give recipients the tools they need to successfully grow a tree, but we plan on developing additional resources for questions and troubleshooting, including opportunities for question and answer, frequently asked questions, instructions on basic maintenance, and guidance on when to call an arborist. We hope to have these resources translated into languages other than English to reduce barriers to the program.

As a "minority-majority" city, 44% of Bellevue residents speak a non-English language at home. To reach people with limited English proficiency, we need to provide outreach and education in a variety of languages. In addition to finding bi- or multi- lingual volunteers and potentially professional services support, we plan to have many of our educational materials translated into several languages. We will identify most common languages in our focus neighborhoods, exchange best practices with staff members already working in those places, and hire a consulting firm to assist us in translation and outreach efforts. We will focus on a few common languages and hope to add more as the program grows.

To attract interest for the program, we will be engaging in a variety of general and targeted outreach strategies that will appeal to a variety of access and technological levels. Different outlets are as follows:

- Mailed City Newsletters "It's Your City" (3x yearly) and "Neighborhood News" (monthly)
- City Department email newsletters
- Bellevue School District newsletters
- City social media pages
- Nextdoor, WeChat
- Targeted door-hanger distribution

Our staff neighborhood liaisons for the three selected neighborhoods will help us connect with neighborhood and community organizations; our volunteer tree ambassadors and 300 Trees will also help make neighborhood connections. We know that some residents may be reticent to engage with a city program for a variety of reasons, and community organizations act as a trusted resource for residents. Utilizing groups with differing affiliations will help surmount any existing barriers and provide valuable feedback about what types of multifaceted approaches work best in our communities.

One additional form of outreach that leverages city staff or volunteers is the dissemination of leaflets to small subsets of target neighborhoods. This method is based off an existing City of Seattle program that hand-delivers leaflets about trees and the tree giveaway program to census blocks areas with the lowest canopy in

the city. Seattle saw a larger increase in applications from those neighborhoods than those that were targeted with tabling or other in-person strategies.

Recipients will apply for a free tree via our online application process which will include a request for contact information, a commitment to plant and care for the tree for as long as they own the property, agreement to attend our tree education sessions, and a brief description of where they plan to plant the tree (to help with both documentation and minimizing utility conflicts). Recipients will be required to return trees they cannot plant. Once approved, recipients will have the option to receive mulch, a watering bag, and a “we love our trees” yard sign (originally funded through another KCD Member Jurisdiction Grant) in combination with their free tree. Those without irrigation will be especially encouraged to get a watering bag to increase odds of tree survival.

Once ordered, we plan on having recipients pick up their trees in person, by appointment only. In order to reduce risks associated with COVID-19, we will stagger pick-ups in a way that minimizes or eliminates interactions if concerns around the virus are still present at that time. People who do not have access to a motor vehicle or are otherwise unable to pick up their tree (e.g. being in a high-risk group for COVID-19, don’t own a car) will have the option of having their tree delivered and/or planted. We plan on either utilizing nurseries’ existing service options or soliciting volunteers to help city staff deliver and plant this group of trees. We expect that there will be only a small number of recipients who require help.

To support our recipients once trees are planted, we will follow-up via email with reminders about watering during dry periods in the summers beginning in spring 2022. These emails will also include an opportunity for a free “tree health check” which will help recipients troubleshoot any potential problems and provide a “sample group” as an indicator to the city on tree survivability and health. The tree check will likely be staffed by our Americorps Urban Forestry Specialist position, possibly with trained volunteer assistance, and will only be undertaken with the landowner’s permission to avoid any potential liability issues.

Along with using the sample groups as an indicator for survival rates (overall and by species), we plan to use engagement metrics as markers for success for the program. This giveaway is meant to increase canopy, but also to increase residents’ awareness about the importance of trees and urban ecology. The number of people we can engage with, the number of people interested in receiving a tree, and the amount of traffic our educational materials receive will be important measures for the success and future development of the program.

As we receive feedback, we will plan for future giveaways and greater equity in our services. We plan to expand the tree giveaway, continuing to focus on neighborhoods with low canopy. We will also promote the program to low-income residents who have participated in other city Human Services programs, such as our home weatherization programs funded through the Community Development Block Grant program. Other equity-oriented activities we are considering include more languages available, limited tree maintenance assistance, and multi-family tenant advocacy.

Outcomes

The anticipated outcomes of the program are to develop a tree giveaway program that can become an annual program distributing increasingly more trees each year; plant 200 trees in 2021; build capacity of volunteers, partner organizations, and the City’s Americorps program; and increase awareness and appreciation for trees amongst Bellevue residents.

This project furthers King Conservation District goals through three of the four criteria focus areas: education and outreach, capacity building, and pilot and demonstration projects. Our outreach and education efforts will streamline available information about trees, expand information available, and expand accessibility to that information. We will build the capacity of our non-profit partner, 300 Trees, as well as our tree recipients, who will gain knowledge about how to maintain trees and help manage the urban canopy. We will also build capacity internally, to manage a tree giveaway program, coordinate volunteers to support the program, and improve our use of an equity lens in running the program and distributing trees to historically marginalized communities.

These goals closely mirror City of Bellevue goals around trees and the environment in both the Comprehensive Plan and the Environmental Stewardship Initiative. These plans have set the goals for 40% canopy, resident education on environmental issues, and addressing canopy loss on private property. High tree canopy provides a myriad of benefits including stormwater capture, air quality improvements, heat island reduction, habitat, aesthetics, better health outcomes, and acts as a natural solution for climate change.

Project Activities and Measurable Results*

List specific project activities to be completed with KCD grant funds and the associated outcomes or measurable results, and timeline.

This pilot program will follow a community-based marketing approach which allows us to develop the program in concert with community feedback. We will identify barriers to tree planting and preservation in Bellevue and develop or adapt our program structure to address community needs. From previous engagement actions, we expect barriers such as a perceived risk of danger or property damage, messiness and maintenance, views and sightlines, cultural/language barriers, lack of understanding about importance of trees, plant blindness, and lack of awareness of personal, quantifiable benefits trees bring to a community. With these barriers in mind, program development will continue to be refined in response to community feedback on education efforts and program structure.

KCD funding will primarily support the cost of materials and in-language education and outreach. Materials included are trees (4+ varieties with an average tree cost of \$50/tree based on estimates from 4 vendors), tree watering bags, mulch, outreach materials, and associated delivery costs. We will hire a consulting firm to assist us with multi-cultural outreach and education, including advertising, social media engagement, materials translation, etc. The City of Bellevue will match funds that support staff time, planting on public property, and volunteer time.

The primary activities of the program will include:

1. Program development (Jan – Feb)

- Identify barriers
- Develop messaging
- Develop outreach strategies
- Develop educational materials

Develop the draft program: studies in equity & best practices, internal coordination, external relationship building, goals, develop initial messaging, develop web outreach content.

2. Early Outreach & Engagement (Jan – Apr)

- Reach out to community groups
- Develop materials
- Training for Neighborhood Tree Ambassadors

The city will use an online platform to gather information about public desires, develop messaging strategies for different groups, develop web resource content, and provide early volunteer training.

3. Targeted Outreach and Engagement (Apr – Sept)

- In language outreach
- Advertising
- City-wide promotion
- Tree sign-up

The city and volunteers will promote the giveaway in different languages across target neighborhoods and the city and work with selected recipients who need assistance.

4. Tree distribution & planting (Sept – Oct – specific dates TBD)

We will order the trees and supplies and coordinate pickup and delivery with recipients.

5. Initial follow up (Oct-Dec)

We will remind recipients to plant their trees and where they can find resources and let them know they should expect follow up in the spring.

6. Long-term follow up & monitoring (May 2022 – onwards (after grant end))

Begin determining health and survivability and whether resident attitudes toward trees has changed.
Prepare for the 2022 giveaway

In preparation for this grant, we have already initiated best practices research and initial program design. Research involves talking to other organizations that have giveaway programs, internal department capacity and resource checks, identifying possible community partners, scientific papers on giveaway outcomes and best practices, and a study of equitability in tree planting initiatives. Over the winter we will focus on building internal and external partnerships, early community engagement, and developing educational content. Previous city projects have shown better engagement across diverse groups when communities are contacted early in the program and throughout the process.

Our partner organization, 300 Trees will be continuing their small tree giveaway program in spring of 2021. This partner giveaway program will help bring attention to local tree giveaways and will act as a form of outreach and education beyond what the city can offer alone. In addition to supporting this program, we will also ramp up engagement efforts on our own tree giveaway program. 300 Trees volunteers will also provide support for the city tree giveaway in the fall.

In addition to 300 Trees, the city's volunteer Neighborhood Tree Ambassador program participants will be invited to assist with giveaway actions. Activities will include educating residents about the giveaway program, the benefits of trees, and acting as a resource or intermediary for those with limited confidence or acceptance in government programs, limited English proficiency, etc. To protect our volunteers and potential recipients, these will be outdoor, no/low-contact, or online/telephone activities.

During the summer of 2021, residents will sign up to receive a tree, outreach will continue, and education will ramp up. Educational efforts include our webinar series of 3-4 episodes with surveys to measure knowledge gained. These webinars are part of our overall city outreach efforts and also support the tree giveaway program. Likely webinar topics include:

- 1) ecosystem services and local initiatives in urban tree canopy and ecology
- 2) tree codes and regulations in Bellevue
- 3) right tree, right place (highly recommended, possibly required)
- 4) basic tree care and planting (required for all recipients).

We will offer several live, virtual webinar times where recipients will have the opportunity for question and answer with tree experts. Once those dates have passed, webinars will be available for residents to refer to via the city website along with our other reference materials.

During autumn, we will take delivery of trees, distribute them to residents, and engage in follow up. Once we know who will be receiving trees, we will place the order(s) with our vendor and have the tree delivered to a city property where they will be stored until residents pick them up or they are delivered. Any leftover trees will be planted on city property or distributed to residents on a waiting list. We will attempt to document the location of giveaway trees, ensure they are planted, and ask recipients for feedback on their experience via a survey.

Results and Metrics

We expect to receive feedback on our program development as it happens through individual engagement, from our partner organizations, and through surveys. Our long-term plan to measure our results focuses on the following:

- Tree survival rates (sample group)

- Number of residents engaged (webinars, number of downloads, contacts)
- Knowledge gained from educational materials (surveys)
- Number of trees planted
- Number of applications
- Demographics of applicants

Given the goals to increase overall canopy cover, survival rates are an extremely important metric to track progress and long-term program success. Based on analysis of other tree giveaway programs and taking into account our current capacity, we have planned an approach to monitor a sample set of trees, as an indicator group to estimate overall survival. Through a free “tree health check” provided by the city’s Americorps Urban Forestry Specialist, residents will have the option to receive a tree check-up, which will allow us to gather data on tree health and survival. This voluntary approach will give us permission to be on private property without liability concerns and allows us to engage with recipients personally on their trees and the program.

In addition to tree survival, we will measure the number of residents we engage with through our webinar education series and trees given away (or the number of trees requested if demand outstrips supply). Increasing our canopy cover requires awareness and involvement from our residents, so increasing understanding around the benefits of trees, tree planting and preservation, and ecosystem services follows as an important metric for long-term success. We plan to track demand for giveaway trees and number of trees given away to show interest for the long-term program. These metrics will help us plan program expansion in subsequent years based on demand and will help us track program growth and community awareness year over year.

We will track downloads of our reference materials which will be publicly accessible. Our updated tree planting and care resources will be useful to everyone wanting to learn how to care for trees, not just tree giveaway recipients. Resources will give people access to answers to frequently asked questions about trees and will act as the primary tree information page from the city. References will include such topics as permitting, basic tree care, how to select a tree, tree benefits, and so on.

In combination, these metrics and activities will help us shape the future of the program in Bellevue. Our outreach efforts will be no or low contact this year due to COVID-19, but we look forward to furthering in-person engagement (such as tabling, community talks, trainings, tree tours, and one-on-one discussions) in subsequent years. In the future we hope to expand this program to give away 1000 trees a year, which will result in approximately 30,000 trees planted by 2050 and will help us make substantial progress toward our canopy goals.

Project Budget and Expenses*

Fill out and upload separate Application Budget Form also available on the KCD Member Jurisdiction Grant Program website. Budget must be detailed with footnotes, appropriate and reasonable, *meeting state auditor/GAAP guidelines*. Please do not use forms from previous applications. Please only upload the form linked above. Thank you!

2019-KCDMJG_budget_BellevueTrees.xlsx

Member Jurisdiction Authorization Letter

If you are a nonprofit organization seeking Member Jurisdiction funding, you must upload written authorization from the Member Jurisdiction to apply for funding. This can be in the form of a letter or scanned copy of an email.

Additional Attachments

Upload any photos or maps of your project here. Only one file will be accepted. Please combine multiple files into one if possible.

Natural Resource Improvement Actions- Criteria Checklist

Please **only** select "yes" below the action that your project **directly** addresses

Direct Improvement of Natural Resource Conditions*

To improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects (*examples include supporting private property owners with land stewardship, water quality, aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land*)

Does your project directly address this issue?

Yes

Education and Outreach*

To raise awareness, deepen knowledge, and change behaviors of residents, landowners, and other land managers and organizations to practice exemplary stewardship of natural resources (*examples include education about stormwater management; the value of farmland, local farms and food systems, shorelines, salmon habitat, forests and other ecosystems*)

Does your project directly address this issue?

Yes

Pilot and Demonstration Projects*

To test and/or improve concepts and/or approaches in natural resource management that can be replicated by others (*examples include low impact development or green infrastructure demonstration projects, development of new best management practices, distribution of local farm products, urban agriculture (e.g. farmers markets and backyard food production to promote or support social economic independence and healthy living); technological innovation for natural resource conservation*)

Does your project directly address this issue?

Yes

Capacity Building*

To enhance the ability of organizations, agencies, residential landowners and other land owners and managers to have knowledge, skills, tools, support systems and technical resources to implement exemplary best management practices and deliver natural resource management actions on the ground (*examples include urban agriculture development, assistance to and inclusion of private property owners, preservation, restoration, and/or expansion*)

of urban and/or rural agricultural lands, rural and urban forest lands, riparian restoration and stewardship on private and public lands)

Does your project directly address this issue?

Yes

Project Type*

Forestry, Urban

KCD Acknowledgement and Signature

By signing below, the applicant agrees to acknowledge King Conservation District funding by placing the KCD-provided logo on signs, materials, and documents produced as part of the above proposal. In addition, the applicant will notify KCD of public events and activities funded by the KCD.

*

I have read the above paragraph about acknowledging KCD and I will use the provided logo.

Authorized Applicant Electronic Signature*

Please enter your full name to sign and agree to the above.

Jennifer Ewing

Title

Environmental Stewardship Program Manager

Date*

12/04/2020

File Attachment Summary

Applicant File Uploads

- 2019-KCDMJG_budget_BellevueTrees.xlsx



Member Jurisdiction Grant Program

Grant Application Project Budget Form

*Promoting sustainable uses of natural resources
through responsible stewardship*

Project Name	Bellevue Tree Giveaway			
Applicant	City of Bellevue, Environmental Stewardship Program			
Contact	Jennifer Ewing, Environmental Stewardship Program Manager			
Mailing Address	450 110th Ave NE, Bellevue, WA 98004			
E-mail	JEwing@bellevuewa.gov	Project Start Date:	1/4/2021	
Phone	425-452-6129	Project End Date:	12/10/2021	
Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below				
Budget Item	KCD Funds	Other Funds	Other Funds	Total
		<i>(identify source and status of matching funds here ex. Rose Foundation - Pending)</i>	<i>(identify source and status of matching funds here ex. DON Small and Simple - Secured)</i>	
Salaries & Benefits		\$15,000	City budget	\$15,000
Travel/ Meals/ Mileage (for - volunteers, staff)		\$5,000	volunteer time, mileage, travel	\$5,000
				\$0
				\$0
				\$0
Office Supplies				\$0
				\$0
				\$0
Field Supplies	\$3,000			\$3,000
Contracted/ Professional Services	\$12,000			\$12,000
Permits				\$0
Other: <i>(trees)</i>	\$10,000			\$10,000
Other: <i>(watering bags)</i>	\$3,000			\$3,000
Other: <i>(mulch)</i>	\$2,000			\$2,000
Other: <i>(public property plantings)</i>		\$10,000	City budget	\$10,000
Other: <i>(volunteer time est.)</i>				\$0
TOTAL	\$30,000	\$30,000	\$0	\$60,000

Total Project Cost	\$60,000
Total Match	\$30,000
Amount of KCD Funding Requested	\$30,000

Match Percentage	50%
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Footnotes: Contracted materials include in-language, targeted outreach (translation, advertising, market research) and a possible arborist consultation. Field Supplies included delivery fees and any equipment the city does not already have available. Trees vary in price by age, size of tree, variety, season of purchase, etc. and tree prices range from \$20-\$150/tree. Watering bags in bulk cost \$20-25/ bag, mulch is calculated at .2 yards/tree - both watering bags and mulch are optional but we expect many recipients to opt in.

**King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: February 8th, 2021**

SUBJECT: AI 21- 013

- Motion to approve the Member Jurisdiction grant application from the City of Auburn for the 2021 Auburn International Farmers Market – Marketing and Demonstrations project

FISCAL IMPACT

- The applicant is requesting \$15,000 from 2019-2020 KCD-Member Jurisdiction funds

POLICY CONSIDERATION

- The proposal meets the following natural resource improvement actions which are criteria for funding from the grant program
 - Pilot and Demonstration Project

STAKEHOLDER INTERESTS

- Due to the restrictions of COVID, the city is requesting less this year based on the last years expenses.

BACKGROUND

- The grant subcommittee reviewed this application

EFFECTIVE DATE:

- If approved, this Motion becomes effective on the date of approval.

OPTIONS

- Vote in favor or not in favor of approving the consent agenda.
- Request that this item be removed from the consent agenda for discussion.

RECOMMENDATION

- The grant subcommittee recommends approval of this grant application.

MOTION

- Motion to approve the Member Jurisdiction grant application for \$15,000 from 2019-2020 KCD-Member Jurisdiction funds for the City of Auburn 2021 Auburn International Farmers Market – Marketing and Demonstrations project

Auburn International Farmers Market (AIFM) – Marketing & Demonstrations - 2021 Season

Member Jurisdiction Grant Program

Auburn

25 W Main St.
Auburn, WA 98001

O: 253-931-3000

Ms Amanda Valdez

Auburn Community and Event Center
910 Ninth Street SE
Auburn, WA 98002

avaldez@auburnwa.gov
O: 253-804-5049
M: 253-266-2726

Application Form

Summary Information

Project Title*

Auburn International Farmers Market (AIFM) – Marketing & Demonstrations - 2021 Season

Project Description - Short*

Provide a short, concise description of the project no more than two or three sentences.

Through an aggressive marketing campaign, virtual gardening, cooking, and healthy living demonstrations, plans to increase access to local farm products and healthy living practices to the South King County community.

Principal Partners (if any)

Washington State Farmers Market Association, Pacific Medical Center

Amount of KCD Funding Requested*

You will need to upload a detailed budget document before you submit your application. Please make sure the amount requested and total project cost amounts you list here match the amounts in the uploaded budget document.

\$15,000.00

Total Project Cost*

\$74,144.00

Total Matching Funds (optional)

\$59,144.00

Project Start Date*

01/01/2021

Project End Date*

12/31/2021

Close Date

Project Location*

Address, Parcel #, OR L&L Points, for site specific projects only.
If more than two locations, state "multiple" and explain.

1140 Auburn Way S, Les Gove Park, Auburn, WA 98002

Jurisdiction

If the applicant is not a city or jurisdiction, please type in the city or jurisdiction this project is located in.

Auburn

Is your project on public or private land?*

Public

State Legislative District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

47

King County District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

7

Narratives, Budget, & Attachments

Project Description - Detailed*

Provide a description of the project that summarizes what you will do, how you will do it, and why you will do it. Describe target audience, outcomes, objectives and general timelines.

The Auburn International Farmers Market (AIFM), will increase access to healthy, local farm products in the South King County community. Farmers will have increased opportunity to sell their products locally, reducing their use of fuel and packaging, and increasing the likelihood of good stewardship of local agricultural lands. Market customers will have the opportunity to learn about local food systems, use of local farm products and healthful practices in preparing locally sourced food. Additionally, the Market will provide

increased access to food assistance programs in 2021. The AIFM is open every Sunday, June 6 through September 19, providing a reliable and consistent source for farm products and virtual learning opportunities which will positively impact the purchasing and eating habits of our customers.

The Auburn International Farmers Market works with Market partners to access the expertise, support and assistance required to present a successful Farmers Market. AIFM will continue its partnerships in 2021, current Market partners include: Washington State Farmers Market Association, the Auburn Food Bank, Pacific Medical Centers, local businesses and non-profits. We will continue to seek additional support from the Farmers Market Coalition, Washington State University Food Sense, Tilth Alliance as well as support from surrounding Markets and their managers.

The AIFM considers our partnership with King Conservation District to be integral to our successful Market. In 2021, the Market seeks KCD Grant funding to help continue working with our education partners to provide the education and demonstration component of the Market as well as helping to fund market promotional efforts to ensure customers attend the market. Providing informational sessions and demonstrations is essential for consumers to learn about the importance of healthy, nutritional, farm fresh foods; sustainability; and the impact local farms have on the regional economy.

The Auburn International Farmers Market has two main target audiences: our customers - residents of South King County, and local farmers. The residents of South King County benefit from easy and dependable access to fresh local produce, education and food assistance programs. AIFM works with local farmers who rely on their businesses as their primary livelihood. The Market provides a local, consistent and reliable location to sell their products, benefitting not only the farmers, but the community as well. Farmers from around the state depend on farmers markets to maintain business and provide a return on their investment. This keeps local agriculture lands in production and strengthens the local economy. According to research conducted by Sustainable-Seattle, for every dollar spent at farmers markets, 62 cents is re-spent locally! In the AIFM 2020 season, Farm vendor sales reached over \$100,000. This is largely due to our relocation to an active park along a busy road, near residential housing, which increased visibility and access to the community.

Additionally, the Market plans to reach out to the approximately 24,000 clients who utilize the EBT benefit system for food access in Auburn. A portion of the grant from KCD will allow us to aggressively market our food assistance programs, EBT and SNAP Market Match, boosting market visibility and increasing local food access to thousands of residents. This marketing and promotion campaign will remind shoppers about the fresh and local product available at the Market and the value of shopping locally. AIFM will build on efforts invested in developing and operating the Market over the past twelve years, increasing the shopper/customer base among all citizens to create a sustainable and thriving market.

A portion of the King Conservation Funding in 2021, or an estimated \$12,000.00, will be used in a multi-pronged advertising campaign including a preseason postcard mailing to all Auburn households, paid advertising in various media publications, on-line sources, and other marketing and promotional materials that promote the Auburn International Farmers Market and the acceptance of SNAP benefits at the Market.

The remaining \$3,000.00 will be used for contract/professional services to provide different virtual or socially distanced demonstrations and educational programs that increase awareness on healthy living, gardening, and land use to the public. All expenses will outline the above expenditure categories, provide a general description of the service provided, the date of service, cost associated with service and the vendor. By submitting receipts and invoices, we will track all KCD funded purchases and contracts that will be paid for from the grant.

OUTCOMES/OBJECTIVES/TIMELINES

The AIFM will work with our Education partners:

- King County Health Department
- Washington State University Extension Programs

- Washington State Farmers Market Association
- Pacific Medical Center
- Healthy Auburn programs in the Parks Department
- Local gardening experts
- other agencies

The AIFM and its partners will work together to provide education on:

- local food sources and their uses
- access to local farm products
- at home gardening and sustainability
- the connection between food and health
- cooking demonstrations utilizing market bought products
- the connection between buying local farm products and improved economy, improved health, sustainability of our environment by reducing energy and transportation costs and good stewardship of agricultural land and natural resources

Project Activities and Measurable Results*

List specific project activities to be completed with KCD grant funds and the associated outcomes or measurable results, and timeline.

1. EDUCATION & DEMONSTRATION SESSIONS. Timeline: June 2021-September 2021

Activity: Coordinate with local professionals, non-profits, and businesses focused on health living, eating, and well-being to provide educational sessions and demonstrations to showcase how buying local helps improve the economy, health, our environment and improves local farmers opportunity to sell their farm fresh foods.

Deliverables: Virtual farming, gardening and cooking demonstrations, nutritionist information and demonstrations.

Outcomes: Increase and highlight the importance of fresh foods while also making recipes accessible and local. Educating shoppers on different uses of fresh and local products. Increased awareness and education of how to use farm fresh products purchased from farmers at the AIFM.

Measurables: number of views on videos

2.BEGINNING OF SEASON POSTCARD MAILING. Timeline: May/June 2021

Activity: Create season-opening postcard; mail to carrier routes surrounding the Market to announce the schedule of events during the season and highlight acceptance of SNAP benefits through EBT, and other food assistance programs, virtual demonstrations and location of AIFM.

Deliverables: Shopper count, SNAP customer count, SNAP transactions

Outcomes: increase shopper base, increase awareness of the AIFM its programs and educational demonstrations.

Measurables: number of postcards mailed, number of postcards presented at Market

3.MID-SEASON POSTCARD MAILING. Timeline: August 2021

Activity: Create mid-season postcard; mail to carrier routes surrounding the Market to announce the remaining events of the season and highlight acceptance of SNAP benefits through EBT, and other food assistance programs, virtual demonstrations and location of AIFM.

Deliverables: Shopper count, SNAP customer count, SNAP transactions

Outcomes: increase shopper base, increase awareness of the AIFM its programs and educational demonstrations.

Measurables: number of postcards mailed, number of postcards presented at Market

4. EBT & OTHER FOOD ASSISTANCE PROGRAMS MARKETING AND OUTREACH. Timeline: June 2021-September 2021

Activity: Create a marketing plan and advertising campaign to alert Auburn residents of the payment option at the Market. Conduct community outreach to agencies supporting SNAP clients.

Deliverables: Marketing plan, shopper counts, vendor sales from farmers, EBT transactions; community outreach contacts.

Outcomes: Increase in number of shoppers using EBT and other food assistance programs Improved access to healthy, affordable food in low-income communities; Improved knowledge about products and resources available at AIFM for SNAP recipients.

Measurables: Customer counts, vendor sales, EBT transactions

5. MARKETING AND OUTREACH. Timeline: January 2021-September 2021

Activity: Create signage, banners, an online marketing campaign including social media channels, press releases, and e-blasts, to advertise the Market and its importance to the community as an access point to fresh produce.

Deliverables: Marketing plan, shopper counts, farm vendor sales, EBT transactions; community outreach contacts.

Outcomes: Increase in number of shoppers, improved access to healthy, affordable food in low-income communities; improved knowledge about products and resources available at AIFM for SNAP recipients. Increase farmer vendor sales.

Measurables: Shopper counts, EBT transactions

6. ADVERTISING THROUGH AUBURN REPORTER. Timeline: June 2021-September 2021

Activity: Create a series of weekly advertisements in the local newspaper that showcase market events, demonstrations and educational sessions throughout the season.

Deliverables/Measurables: Shopper count

Outcomes: Promote the Market weekly to gain attendance and shoppers

7. TARGETED FACEBOOK ADVERTISING. Timeline: June 2021- September 2021.

Activity: Create a series of Facebook ads that promote different market events and track social media responses; market attendance patterns and vendor revenue in relation to ads run.

Deliverables: Use Facebook metrics to track online engagement

Outcomes: Increased presence on social media and increase awareness for shoppers in South King County about the AIFM.

Measurables: Number of engagements on Facebook, number of likes to Page

8. OTHER PAID ADVERTISING OPPORTUNITIES. Timeline: June 2020-September 2020

Activity: Investigate other paid advertising opportunities that may help bring shoppers to the Market during the season

Over the past twelve Market seasons, the AIFM has established effective lines of communication with farmers, other farmers markets, the Washington State Farmers Market Association, and the Tilth Alliance. In 2021 we will continue our work to build our shopper base.

In 2021, the AIFM plans to increase the market customer base via the use of the KCD Marketing and Promotional Grant request, thereby establishing a thriving market for the community, buyers and farmers. The increase of shoppers will stem from an aggressive marketing and promotion plan; a series of educational sessions and demonstrations that serve to inform shoppers about the benefits of buying local, farm fresh produce, healthy eating, sustainability practices, environmental awareness and providing a market for farmers to sell their agriculture products to improve their business base. Continuing to allow acceptance of SNAP benefits through EBT transactions will open the Market up to a broader customer base that desires to purchase farm fresh products.

The AIFM is a member of the Washington State Farmers Market Association, whose policy guidelines are that all farm products sold at state markets must be grown in Washington State. Farmers at the Market sell quality, fresh produce and the Market will ensure that local farmers are selling fresh picked produce for the

season. Vendors participating in the Market agree to comply with limited pesticide/chemical use; adherence to organic growing if and when possible; and water table conservation/protection farming practices.

In working with the agencies and associations that will provide educational sessions and demonstrations, the Market will create an environment that is fun and inviting for shoppers to learn about the importance of community farmers markets, healthy eating, sustainability, supporting local farmers and improving the economy by sustaining the agricultural opportunities for local Washington State Farmers. The sessions will be presented in an easy to understand, creative way that encourage customers to learn more, ask questions and change behavior through educational awareness.

The 2021 AIFM Marketing and Promotion Plan targets families, adults, seniors and youth within the region with the goal of building public awareness about the AIFM, creating awareness about accepting EBT and other food assistance programs, and attracting shoppers to the Market each week during the market season. Messaging and marketing for the AIFM will be created to support farmers and local agriculture; promote access to fresh, vitamin-rich produce; showcase access to greater diversity of produce and flowers; work to revitalize and support the community; promote the experience of a community-wide social event; promote a unique shopping experience; and reflect how customers enjoy music, entertainment and healthful demonstrations during the market season.

Lastly, the AIFM provides a local market outlet for shoppers in South King County. A nearby service without the rigors of travel and environmental waste.

The AIFM will submit the required reports to King Conservation District. The Market will use the following metrics to evaluate the performance of the advertising and educational/demonstration elements as they relate to shoppers at the AIFM:

1. Number of customers attending the Market.
2. Number of vendors (farmers) supplying the Market.
3. Accounting of weekly vendor sales.
4. Number of non-profit and other complimentary stall spaces provided.
5. Number of pounds of food donated to local Food Bank
6. EBT & Fresh Bucks transactions
7. Number of postcards returned to the Market
8. Facebook engagement, Facebook page likes, video views

Project Budget and Expenses*

Fill out and upload separate Application Budget Form also available on the KCD Member Jurisdiction Grant Program website. Budget must be detailed with footnotes, appropriate and reasonable, *meeting state auditor/GAAP guidelines. Please do not use forms from previous applications. Please only upload the form linked above. Thank you!*

21_KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx

Member Jurisdiction Authorization Letter

If you are a nonprofit organization seeking Member Jurisdiction funding, you must upload written authorization from the Member Jurisdiction to apply for funding. This can be in the form of a letter or scanned copy of an email.

Additional Attachments

Upload any photos or maps of your project here. Only one file will be accepted. Please combine multiple files into one if possible.

Natural Resource Improvement Actions- Criteria Checklist

Please **only** select "yes" below the action that your project **directly** addresses

Direct Improvement of Natural Resource Conditions*

To improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects (*examples include supporting private property owners with land stewardship, water quality, aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land*)

Does your project directly address this issue?

No

Education and Outreach*

To raise awareness, deepen knowledge, and change behaviors of residents, landowners, and other land managers and organizations to practice exemplary stewardship of natural resources (*examples include education about stormwater management; the value of farmland, local farms and food systems, shorelines, salmon habitat, forests and other ecosystems*)

Does your project directly address this issue?

No

Pilot and Demonstration Projects*

To test and/or improve concepts and/or approaches in natural resource management that can be replicated by others (*examples include low impact development or green infrastructure demonstration projects, development of new best management practices, distribution of local farm products, urban agriculture (e.g. farmers markets and backyard food production to promote or support social economic independence and healthy living); technological innovation for natural resource conservation*)

Does your project directly address this issue?

Yes

Capacity Building*

To enhance the ability of organizations, agencies, residential landowners and other land owners and managers to have knowledge, skills, tools, support systems and technical resources to implement exemplary best management practices and deliver natural resource management actions on the ground (*examples include urban agriculture development, assistance to and inclusion of private property owners, preservation, restoration, and/or expansion*)

of urban and/or rural agricultural lands, rural and urban forest lands, riparian restoration and stewardship on private and public lands)

Does your project directly address this issue?

No

Project Type*

Agriculture, Urban
Education

KCD Acknowledgement and Signature

By signing below, the applicant agrees to acknowledge King Conservation District funding by placing the KCD-provided logo on signs, materials, and documents produced as part of the above proposal. In addition, the applicant will notify KCD of public events and activities funded by the KCD.

*

I have read the above paragraph about acknowledging KCD and I will use the provided logo.

Authorized Applicant Electronic Signature*

Please enter your full name to sign and agree to the above.

Amanda Valdez

Title

Farmers Market & Events Coordinator

Date*

01/05/2021

File Attachment Summary

Applicant File Uploads

- 21_KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx



Member Jurisdiction Grant Program

Grant Application Project Budget Form

Promoting sustainable uses of natural resources through responsible stewardship

Project Name	Auburn International Farmers Market (AIFM) - Marketing & Demonstrations - 2021 season			
Applicant	Amanda Valdez			
Contact	Amanda Valdez			
Mailing Address	910 Ninth ST SE, Auburn, WA 98002			
E-mail	avaldez@auburnwa.gov	Project Start Date:	1/1/2021	
Phone	253-804-5049	Project End Date:	12/31/2021	
Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below				
Budget Item	KCD Funds	Other Funds	Other Funds	Total
		<i>City of Auburn funds</i>	<i>4Culture/Arts Commission Grant</i>	
Salaries & Benefits		\$43,494		\$43,494
Travel/ Meals/ Mileage (for - volunteers, staff)		\$1,000		\$1,000
Office Supplies		\$750		\$750
Field Supplies		\$400		\$400
Contracted/ Professional Services	\$3,000	\$3,000	\$1,500	\$7,500
Permits				\$0
Other: Temporary Wages		\$2,500		\$2,500
Other: Temporary Benefits		\$500		\$500
Other: Miscellaneous		\$2,000		\$2,000
Other: Communication		\$1,000		\$1,000
Other: Advertising	\$12,000	\$3,000		\$15,000
TOTAL	\$15,000	\$57,644	\$1,500	\$74,144

Total Project Cost	\$74,144
Total Match	\$59,144
Amount of KCD Funding Requested	\$15,000
Match Percentage	80%

Footnotes:

FINANCE

Document Number	Vendor	Date	Amount	
23183	A & L Western Agricultural Labs	1/11/2021	1,107.20	
23184	Advanced Irrigation Inc.	1/11/2021	958.09	
23185	Comcast Business	1/11/2021	237.28	
23186	Comcast Business - PA	1/11/2021	410.25	
23187	Democracy Live, Inc.	1/11/2021	41,222.50	
23188	Dept of Ecology	1/11/2021	76,395.83	35,367.93
23189	Health Care Authority	1/11/2021	32,789.30	
23190	Krystal Hedrick	1/11/2021	871.50	
23191	Integrated Computer Systems Support, Inc.	1/11/2021	15,023.79	
23192	King County	1/11/2021	42,939.58	
23193	Jeffery Loud	1/11/2021	1,125.00	
23194	McLendon Hardware	1/11/2021	43.99	
23195	Northwest Natural Resource Group	1/11/2021	5,000.00	
23196	Pacific Topsoils Inc.	1/11/2021	2,132.29	
23197	Brian C Raker	1/11/2021	1,498.00	
23198	Restoration Analytics & Design LLC	1/11/2021	350.00	
23199	Rani Souza	1/11/2021	150.00	
23200	Weed Warriors	1/11/2021	594.68	
23201	Zero Waste Washington	1/11/2021	29,544.34	
23202	ACF West Inc.	1/25/2021	2,067.00	1,899.42
23203	Ashley Allan	1/25/2021	157.76	
23204	Marinn Carpenter	1/25/2021	2,233.56	
23205	WEX Bank	1/25/2021	600.00	
23206	City of Kent	1/25/2021	55,242.39	
23207	City of Renton Utility Division	1/25/2021	38.63	
23208	Elizabeth Marie Fredrickson	1/25/2021	1,879.50	892.50
23209	Integrated Computer Systems Support, Inc.	1/25/2021	4,095.72	
23210	Yuliy Makhovitskiy	1/25/2021	10.30	
23211	McCaffrey Consulting LLC	1/25/2021	3,076.00	
23212	Deborah A Meisinger	1/25/2021	122.41	
23213	Kieran O'Donnell	1/25/2021	10.99	
23214	Pacific Topsoils Inc.	1/25/2021	63.00	
23215	Pitney Bowes Global Financial Services	1/25/2021	244.99	
23216	Natalie Quist	1/25/2021	1,409.31	
23217	Renton Office Park LLC	1/25/2021	32,586.36	
23218	Harvest Against Hunger	1/25/2021	38,716.65	
23219	Seattle Good Business Network	1/25/2021	27,551.50	
23220	Smartsheet Inc.	1/25/2021	7,847.93	
23221	Sno Valley Tilth	1/25/2021	216.00	
23222	Storm Lake Growers Inc.	1/25/2021	706.09	
23223	Summit Law Group, PLLC	1/25/2021	594.00	
23224	Tukwila Self-Storage	1/25/2021	466.00	
23225	Valtas Group Washington LLC	1/25/2021	14,210.00	
23226	WACD Plant Materials Center	1/25/2021	214.14	
23227	Washington Alarm, Inc	1/25/2021	329.99	
23228	Washington Water Trust	1/25/2021	1,923.44	
23229	Wild Fish Conservancy	1/25/2021	1,435.43	
Total Checks			450,442.71	

Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register
1000 - Cash (Checking Ops / BoA / x0408)
From 1/1/2021 through 1/31/2021

21-014

Document Number	Vendor	Date	Amount
00004097E5011	UPS	1/13/2021	6.90
00004097E5021	UPS	1/20/2021	43.29
012921-Navia	Navia Benefit Solutions	1/29/2021	545.00
4Q20LI	Dept of Labor & Industries	1/31/2021	<u>6,324.36</u>
	Total EFT		6,919.55
012121-BankFee	Bank of America	1/21/2021	140.00
012221-WireFee	Bank of America	1/22/2021	15.00
012521-WireFee	Bank of America	1/25/2021	15.00
012921-CkImFee	Bank of America	1/29/2021	<u>3.00</u>
	Total Bank Fees		173.00
2101 01	January 2021 Payroll	1/29/2021	125,379.48
012921-PRTaxes	QuickBooks Payroll Service	1/29/2021	46,431.16
013121-DRS	Dept of Retirement Systems	1/31/2021	38,873.53
013121-QBFees	QuickBooks Payroll Service	1/31/2021	<u>427.31</u>
	Total Payroll		211,111.48
	Report Total		668,646.74

NEW BUSINESS

King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: February 8, 2021

ACTION ITEM: 21-015

SUBJECT: KCD Regional Food System Program Grant Award Decision

Consider and make award decision on Regional Food System Program Grant funding. At the January 25th Grant Subcommittee (GSC) meeting, the GSC deliberated and forwarded the attached funding recommendations for KCD Board of Supervisors' consideration.

FISCAL IMPACT: Competitive grants are planned and budgeted for in the KCD-KC Inter Local Agreement (ILA) within the Regional Food System Program. Total funding for competitive grants is budgeted at \$300,000 per year for the term of the ILA. The attached recommendations total \$256,784, with remaining balance of \$43,216 to be carried over for the 2021 grant round.

POLICY CONSIDERATION: These funding recommendations are in line with Work Plan and budget decisions and Grant Subcommittee recommendations.

STAKEHOLDER INTERESTS:

- Staff and board members of King Conservation District
- Regional Food System Stakeholders
- King County Local Food Initiative (LFI) and Kitchen Cabinet
- Grant Applicants
- Community of reviewers (Working Group, technical reviewers)

BACKGROUND:

This is the final decision stage in a robust grant selection process.

Regional Food System Program Overview

In 2015, KCD established the Regional Food System Program based on the King County Kitchen Cabinet and engagement with a wide range of local food system advisors. The program offers annual competitive grants, and longer term sustained strategic investments, to support the Executive's LFI.

Major gaps in our region's food system were identified by the King County Kitchen Cabinet in 2014 and detailed in the LFI. More support is needed in the production, distribution, processing, and storage of locally raised farm products. Significant barriers to land, capital, equipment, and markets prevent new farmers from starting farms and existing farmers from scaling up to a sustainable level. Consumers need better information and connections to local farms, and low-income communities need improved access to healthy, local food.

King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: February 8, 2021

Viva Farms: Breaking Ground: Removing Barriers in Food Production through Tractor Training and Increased Farm Efficiency	\$20,000
Living Well Kent: Immigrant Farmer Business Development in Kent	\$20,000
Vashon Island Growers Association: Vashon-Maury Island Food Preservation Initiative	\$19,087
Snoqualmie Valley Watershed Improvement District (SVWID): Creating new irrigation water supply using Foster Pond	\$20,000
Seattle Good Business Network: Good Food Kitchens Local Procurement Expansion Pilot	\$20,000
Highline College: Immigrant and Refugee Agriculture Education Tuition Assistance	\$20,000
Forterra: Making Farmland More Affordable through Ecosystem Service Markets	\$18,100
Pacific Coast Harvest: Pacific Coast Harvest/Farmstand Local Foods Refrigerated Box Truck	\$20,000
Washington Water Trust: Expanding a Consumer Market that Incentivizes Dry Farming as a Sustainable and Resilient Practice for Producers	\$19,997
3rd Space LLC/tBUG: tBUG Food Forward	\$20,000
Total Grant Funds Requested:	\$256,784

EFFECTIVE DATE:

- Awards would be effective immediately. Note that next steps would be for staff to move to scope and budget contracting with awardees.

MOTION:

_____ Moved, _____ Seconded; Passed a motion to adopt the Grant Subcommittee recommendations for the Regional Food System Program Grant awards for 2020.

Regional Food System Program Competitive Grant Funding Recommendations

Full Proposal/Applicant	Average Score	Standard Deviation	Grant Request	Ranking Total
King County DNRP: Infrastructure Improvements on Sa	87.8	5.8	\$20,000	\$20,000
Feed The People: Building the BIPOC producer pipeline	87.0	2.4	\$19,600	\$39,600
Black Star Farmers; Basilica Bio; Black Farmers Collecti	81.8	2.3	\$20,000	\$59,600
Viva Farms: Breaking Ground: Removing Barriers in Foc	81.0	12.5	\$20,000	\$79,600
Living Well Kent: Immigrant Farmer Business Developpr	73.8	10.6	\$20,000	\$99,600
Vashon Island Growers Association: Vashon-Maury Isla	70.3	14.5	\$19,087	\$118,687
Snoqualmie Valley Watershed Improvement District (S'	68.8	12.9	\$20,000	\$138,687
Seattle Good Business Network: Good Food Kitchens L	66.3	8.3	\$20,000	\$158,687
Highline College: Immigrant and Refugee Agriculture E	63.5	12.7	\$20,000	\$178,687
Forterra: Making Farmland More Affordable through E	63.0	14.2	\$18,100	\$196,787
Pacific Coast Harvest: Pacific Coast Harvest/Farmstand	61.0	22.7	\$20,000	\$216,787
Washington Water Trust: Expanding a Consumer Mark	58.8	18.8	\$19,997	\$236,784
3rd Space LLC/tBUG: tBUG Food Forward	57.5	14.5	\$20,000	\$256,784

Regional Food System Program Competitive Grant Funding Recommendations - Project Descriptions

Applicant Organization	Project Title	Project Description
King County DNRP	Infrastructure Improvements on Sammamish River Farm	King County proposes to provide potable water and construct a wash/pack station on the 18-acre Sammamish River Farm (SRF), near Woodinville to enable farmers to grow and market higher value crops in a safe manner (e.g., GAP standards). Sammamish River Farm provides farmland and income for 15 farmers-of-color. King County recently completed several improvements on SRF, including increasing the amount of farmable acreage, improving security, upgrading the farm access road, securing legal rights to irrigation water and installing an irrigation system. All those improvements will enable farmers to grow produce and more valuable crops beginning in 2021. However, without access to potable water and suitable wash/pack infrastructure, farmers will not be able to maximize their business potential. We propose to extend the Woodinville Water District line onto SRF and construct a wash/pack station that can be shared among all farmers. Potable water will be used for the wash/pack station, plant starts and personal hygiene. All those uses are needed to ensure that farmers can grow higher value crops and operate in a safe, healthy manner. Farmers will help to design the wash/pack station, determine station location and will contribute to development of an infrastructure sharing agreement.
Feed the People	Building the BIPOC producer pipeline for food programs in Seattle's communities of color	In response to the inequities in access to local sustainable food both pre- and since COVID, this project seeks to develop the pipeline of BIPOC farmers serving Seattle's communities of color through culinary training programs, community kitchens, and restaurant dining. This proposal supports Feed The People (FTP)- a program of Chef Tarik Abdullah of the Seattle Kitchen Collective- to directly partner with farmers of color rooted in King County to grow, sell, prepare their local food and serve through FTP's youth-focused community programs. The project will source produce from at least two black-led farms (Black Star Farmers and the Black Farmers Collective in the city of Seattle), with the potential to source from other urban farms in King County operated by farmers of color, and will use it in FTP's culinary training program, community kitchen program, and pop up + food delivery program.
Black Star Farmers	Putting the Garden Under the Microscope	In the Seattle area, there is a lack of community based and BIPOC led, soil remediation education programming that centers community agency over land and soil. Black Star Farmers will partner with Basilica Bio and Black Farmers Collective to connect participants at community led, BIPOC operated farms and gardens in Seattle neighborhoods to an experience-based curriculum focused on bioremediation, soil conditions, and food sovereignty. This will act as a powerful tool for BIPOC farmers and community members working towards land sovereignty and food justice. Our programming will connect communities to their local farm through educational resources while increasing awareness and advocating for accessibility of remediation technologies. Our project will strengthen the health, diversity, and participation in the local food economy for BIPOC communities in Seattle.
Viva Farms	Breaking Ground: Removing Barriers in Food Production through Tractor Training and Increased Farm Efficiency	Viva Farms' "Breaking Ground" project proposes to remove barriers in food production and decrease start-up and expansion costs for beginning and socially-disadvantaged farmers. The project will purchase a tractor that is safe, reliable and adequate for VF King County farm business incubator, and provide OSHA compliant hands-on training and technical assistance (TA) to farmers in the incubator and Practicum in Sustainable Agriculture (PSA) program. Tractor access and training will reduce labor costs for beginning farmers by improving efficiency, improve crop viability and quality by reducing weed pressure and most importantly, free up time that can be used to invest in business health and growth strategies, like marketing and increased production.
Living Well Kent	Immigrant Farmer Business Development in Kent	This project will enhance King County's Regional Food System by supporting 5 immigrant farmers to launch commercial farm ventures by providing access to land, and supplies along with training, technical assistance, and business management support and by increasing the availability of healthy, culturally appropriate produce for low-income immigrant and refugee families in Kent.
Vashon Island Growers Association	Vashon-Maury Island Food Preservation Initiative	Vashon-Maury Island is home to numerous farms and backyard growers. Our local food economy focuses on increasing access to local, healthy food. Vashon-Maury Island currently does not have infrastructure in place to adequately preserve food so that it may be distributed to our community, particularly to our community members in need. This project will create the necessary infrastructure for large scale food preservation and processing while strengthening already existing community partnerships.

Regional Food System Program Competitive Grant Funding Recommendations - Project Descriptions

Applicant Organization	Project Title	Project Description
Snoqualmie Valley Watershed Improvement District	Creating new irrigation water supply using Foster Pond	Funding will be used to purchase equipment and perform sitework needed to turn Foster Pond on the Snoqualmie Springs Farm into an irrigation water source. We intend to replace the existing non-functional outflow device with a water-level control structure to enable closure of the outflow device and store water in the Pond to withdraw for on-site irrigation. The storage pond design is complete, and the preliminary water right permit was issued by Ecology on June 11, 2020. Construction can be scheduled for summer 2021. The Tulalip Tribes have provided written support of the project. This will provide at least 30 acre-feet of new, permanent irrigation water supply, which will serve an average of six mixed-vegetable farm operations.
Seattle Good Business Network	Good Food Kitchens Local Procurement Expansion Pilot	Good Food Kitchens, established in 2020, is a food assistance, economic development, and local food investment program of Seattle Good Business Network that provides funding to restaurants within King County to prepare meals for those in need. The purpose of this pilot is to create a procurement requirement that expands and qualifies sourcing from local farms and producers, with a goal of building long-term regional supply chain relationships and expanding the King County agricultural wholesale market to restaurants. We will spotlight the Good Food Kitchens farm-to-restaurant supply chain with a promotional campaign in conjunction with Spring 2021 Seattle Restaurant Week and its established media partners, educating consumers about the connection between local producers and restaurants.
Highline College	Immigrant and Refugee Agriculture Education Tuition Assistance	From our partnerships with South King County community organizations, and from our work with the County, our program has discovered that there are several individuals from the Congolese, Senegalese, Sudanese, Kenyan, Nigerian, Somali, and Ethiopian communities who have expressed a strong interest in formal agriculture education, but face significant barriers to entry. One of the most prominent barriers being tuition costs. In the era of COVID, this barrier is greater than ever. With the recent land access projects being led by community organizations and the local government, this grant would provide timely tuition assistance for what could likely be a surge of new South King County farmers. \$15,000 of this grant would go to scholarships for immigrant/refugee students, and \$5,000 would be used to supplement the Program Manager's salary during a time of college-wide budget cuts.
Forterra	Making Farmland More Affordable through Ecosystem Service Markets	Due in large part to the low availability and high cost of small-scale farmland in King County, socially disadvantaged farmers—including many immigrant and refugee farmers—face significant barriers to establishing farm businesses. Forterra seeks to address financial barriers to farmland ownership by researching opportunities for ecosystem services to generate supplemental funding, financing, contracting, or land valuation opportunities that offset the high cost of land in King County. We will explore opportunities to monetize these services through carbon credit programs, water quality trading, mitigation banking, and other mechanisms, and explore whether policy and regulatory changes could impact farmland valuation. In the short term, we expect this research to primarily benefit landowning entities such as local governments, land trust organizations, and farming organizations by increasing understanding of and capacity for incorporating ecosystem services into farmland valuation. In the long term, we anticipate this project will benefit farmers in King County by making land ownership more affordable through the creation of new revenue streams.
Pacific Coast Harvest	Pacific Coast Harvest/Farmstand Local Foods Refrigerated Box Truck	Pacific Coast Harvest, alongside its warehouse partner Farmstand Local Foods, provides sales outlets for over twenty-five King County farmers and producers. Our refrigerated box truck "Frank" is the key to infrastructure key that allows us to maintain quality and food safety for vegetables, fruits, dairy, and meats when we do a pickup route from mini-aggregation centers on farmer land throughout King County. "Frank" has been enduring some issues during this 2020 season and needs a replacement.

Regional Food System Program Competitive Grant Funding Recommendations - Project Descriptions

Applicant Organization	Project Title	Project Description
Washington Water Trust	Expanding a Consumer Market that Incentivizes Dry Farming as a Sustainable and Resilient Practice for Producers	Agriculture is the largest user of freshwater in Washington state. In basins like the Sammamish, water availability-both water right and physical supply-hinders agricultural production and expansion, particularly to new farmers. The practice of dry farming expands land in production while restoring health to our depleted waters, soils and environment. Yet, a barrier to wider adoption of dry farming is understanding the profitability compared to irrigated agriculture. This proposal builds on a pilot which will identify best practices as well as the profitability drivers of dry farming on three Sammamish farms. Dry farming can offer diversified financial benefits: water conservation payments, reduced labor costs, and increased market value for sustainable practices and higher quality. This proposal seeks to expand consumer awareness and raise the market value of dry farmed goods as a sustainable, climate resilient, and high quality products. The project would engage strategic consumer communities to build demand: chefs, CSA members, and farmer's markets. Dry farming can bring equitable agricultural sector access for marginalized communities, disadvantaged in obtaining water rights. Dry farming alleviates the need for millions of gallons per day currently withdrawn from rivers, and provides opportunities for farmers and agricultural land without access to water or water rights.
tBUG / 3rd Space LLC	tBUG Food Forward	The Bellevue Urban Garden (tBUG) is a 2.7 acre farm operating in the City of Bellevue, within the Lake Hills Greenbelt. The farm serves to inspire and educate the community on the benefits and ways to grow nutritious food, provide experiences and inspiration to kids, teens, and families by becoming involved in food solutions, and to allow families to experience the relationship between healthy soil, nutritious food, and wellbeing for our bodies, community and the earth. Adding a Rough Cut Mower, a Walk-Behind Tiller, a Chipper/Shredder and additional hand tools and supplies to our infrastructure will allow tBUG us to open up 1 additional acre for food production in 2021 and add programming to enroll at least 1000 local tweens and teens to learn soil preparation, techniques, how to grow a variety of nutritious foods, and participate in giving back to our vulnerable and underserved community. This will double the land currently planted in fresh produce, increasing food distribution to those in need, and bringing the next generation into the solution.

UNFINISHED BUSINESS

**King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: February 8, 2021**

ACTION ITEM: 21-016**SUBJECT:**

A motion to approve the scope of work for the *Urban Tree and Forest Canopy Cover Toolkit Phase II Grant* (also referred to as *Trees & Stormwater Phase 3 Strategic Initiative*) and authorize the Board Chair to sign the associated grant agreement.

FISCAL IMPACT

The grant will provide funding to implement Phase 3 of the Strategic Initiative titled *Urban Tree & Forest Canopy Cover Toolkit* (also referred to as *Trees & Stormwater Phase 3*). The grant agreement-associated scope of work includes activities supported by KCD Strategic Partnerships, Engagement and Urban Forest Stewardship staff, contractors, and the Puget Sound Conservation Districts Better Ground Initiative. All activities associated with the project are fully funded by the grant.

POLICY CONSIDERATION

Since 2014, KCD has worked to increase KCD and PSCD capacity to scale up urban and rural forest stewardship priorities and enhance understanding and practical application of the role of trees and forest cover in mitigating stormwater runoff volumes. This effort first received financial support in 2016 with a US EPA NEP grant and a USDA FS LSR grant. Subsequent awards by the USDA FS LSR program in 2020 and now the US EPA NEP in 2021 continue to support development and deployment of tools and resources to better equip leaders and managers to steward and enhance urban and rural tree and forest canopy cover for stormwater management co-benefits.

STAKEHOLDER INTERESTS

- KCD member jurisdictions
- Puget Sound Conservation Districts
- Other Puget Sound region jurisdictions
- Stakeholders party to Phase 1 of the *Urban Tree Canopy & Forest Cover Toolkit Strategic Initiative*
- Other regional stakeholders addressing tree and forest canopy cover conservation and stormwater management

King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: February 8, 2021

BACKGROUND

Overview of the KCD Trees & Stormwater Strategic Initiative

The Trees and Stormwater Strategic Initiative brings together local and regional partners to explore the value of Puget Sound urban tree and forest canopy cover in abating stormwater runoff and improve our practice-based management of trees and forest resources for stormwater runoff mitigation co-benefits. Funding for this Initiative has been provided by the US EPA National Estuaries Program through the WA Department of Ecology and Stormwater Strategic Initiative Advisory Team, and the USDA Forest Service through the WA Department of Natural Resources.

The goals of the Initiative are 1) Test iTree Hydro and WWHM to assess stormwater management benefits of Puget Sound urban tree canopy; 2) After iTree Hydro is tested, evaluate and verify the models for local use; 3) collaborate with the urban forestry and stormwater management communities to integrate use of the tools and associated resources by presenting at regional summits and conferences to introduce and educate on use of the tools and facilitating work sessions to support use and integration of the tools into jurisdiction stormwater abatement and urban forestry programs; and 4) develop, launch and market a web-based toolkit of trees and stormwater management resources.

Overview of Phase 3 of the KCD Trees & Stormwater Strategic Initiative

Phase 3 of the *Trees & Stormwater Initiative* will complete the full scope of work of the *Urban Tree & Forest Canopy Cover Toolkit Initiative* originally included in the PSP 2016 Action Agenda and the PSP 2018 Action Agenda. The purpose of Phase 3 of the Initiative is to develop, launch and market web-based tools and resources through a regionally accessible toolkit on trees and stormwater management. The toolkit will be strategically marketed to KCD member jurisdiction, PSCDs and other regional stakeholders. Additionally, Phase 3 will deploy the toolkit in collaboration with the PSCD Caucus Better Ground web-based platform.

EFFECTIVE DATE:

The Motion becomes effective upon adoption

OPTIONS

KCD Board could approve the scope of work and authorize the Chair to sign the Grant Agreement without additional Board engagement. If additional Board engagement is desired, the next opportunity to discuss the Scope of Work and Grant Agreement be March 8, 2021

**King Conservation District Board of Supervisors Meeting
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RECOMMENDATION

Staff recommends approval of the motion

MOTION

_____ Moved, _____ Seconded; Passed unanimously a motion to approve the scope of work for the *Urban Tree & Forest Canopy Cover Toolkit Phase II Grant* (also referred to as *Trees & Stormwater Phase 3*) and authorizing the Board Chair to sign the associated grant Agreement.

STATEMENT OF WORK

Urban Tree and Forest Canopy Cover Toolkit Phase II

Project Tracking number (NTA ID): NTA 2018-0967

Sub-recipient: King Conservation District

Sub-recipient Contact: Brandy Reed, brandy.reed@kingcd.org, (425) 282-1924, 800 SW 39TH Street, Suite 150, Renton WA 98057

Stormwater Strategic Initiative (SI) Grant Program Representative: Justin Donahue

Effective Date: January 1, 2021

Expiration Date December 31, 2022

Not to exceed: \$150,000

Tracking information:

NTA number:	2018-0967
STORET ID (if applicable)	N/A
Strategic Initiative	Stormwater
Selected by SIAT or LIO?	SIAT
Vital sign links:	Freshwater Quality
Implementation Strategy alignment:	B-IBI
LIO geographies:	Puget Sound Wide
Amount of dollars leveraged?	\$0.00
Number of positions supported?	6 positions, ~30% FTE

The following Statement of Work is based on the recipient's Near-Term Action (NTA) proposal, which is referenced in the 2018 Puget Sound Action Agenda.

OVERVIEW

Project overview, based on your NTA proposal divided into a short and long description.

Project Short Description

This project will develop a gap-filling resource Toolkit for Puget Sound communities that supports enhancement of urban forests for stormwater management, habitat restoration and diversity, equity and inclusion co-benefits. The project will expand on NTA 2016-0343 by further elevating the role of urban forests on reducing stormwater runoff. The Toolkit will include previously developed and new resources, including those from NTA 2016-0343, and will be shared throughout the Puget Sound.

Project Long Description (No more than 4,000 characters)

NTA 2018-0967, the Urban Tree and Forest Canopy Cover Toolkit Phase II project, will develop a web-based Toolkit for Puget Sound communities to improve stormwater management, restore habitat, and address equity disparities in tree canopy cover. The project expands on the work of NTA 2016-0343 which tested and verified iTree Hydro and the Western Washington Hydrology Model at four spatial scales in four municipalities (Tacoma, Kent, Kirkland, Snohomish). Testing and verification determined the most appropriate applications of these models and the project-generated resources will be used to inform future investment in urban forestry and



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stormwater practices in the boundary of the municipalities and across the Puget Sound region. Project-generated resources include a treatment of the testing and evaluation methods and results include a technical report and a Handbook to promote collaboration across urban forestry and stormwater professional sectors.

This project will bring together a diverse range of community stakeholders who will collaborate to inform the compilation and marketing of tools and resources for use by urban forestry and stormwater managers on enhancing urban tree canopy to address multiple natural resource management priorities. The project will be coordinated by a team of staff and consultants from the Puget Sound conservation community with significant local experience in urban forestry program development, jurisdiction services and stakeholder engagement and communications. Stakeholders from Phase I of the project will be invited to participate in Phase II, and Phase I deliverables will be a keystone in the Toolkit.

The primary focus of the project is to identify a framework, core content areas and overarching key messages for a web-based Toolkit in collaboration with community stakeholders, develop and launch the Toolkit, and market it Puget Sound-wide. The Toolkit will be an integrated compendium of extant tools and resources with some new content (resources and video) developed to address select content gaps. The Toolkit will be organized to promote collaboration among urban forest and stormwater managers for community investment and betterment, and will provide select research and data, guidance resources, model ordinances and code templates, and other samples to support collaboration.

The project will be implemented by 1) engaging stakeholders who will inform development of the Toolkit, 2) documenting the strategy for design and development of the Toolkit, 3) developing and launching the Toolkit in association with the Puget Sound Conservation District's Better Ground initiative and web site, and 4) directly marketing the Toolkit to jurisdictions and other stakeholders through communications collateral about the project, including guidance on accessing the Toolkit. The anticipated outcome of the project is a fully developed web-based Toolkit that provides tools and resources to help urban forest and stormwater managers collaborate on identifying and implementing community investment programs that enhance urban forests for stormwater management, habitat restoration and diversity, equity and inclusion co-benefits.

GOALS & MEASURABLE OBJECTIVES

The Goal of the Urban Tree and Forest Canopy Cover Toolkit project is to elevate the role of urban forests on addressing stormwater management, habitat restoration and diversity, equity and inclusion (DE&I) priorities. Project objectives include:

- Develop a web-based Toolkit for Puget Sound jurisdictions to support strategic enhancement of urban forests to address stormwater management, habitat restoration and DE&I priorities
- Engage jurisdiction urban forestry and stormwater management program staff in development of the Toolkit
- Market the Toolkit by distributing a communications resource that provides an overview of the Toolkit and guidance on accessing it

TASKS & DELIVERABLES

King Conservation District (hereafter referred to as the RECIPIENT) will manage all aspects of the project including execute sub-contracts; manage sub-contractors; project invoicing and fiscal management; and draft deliverables for review. The RECIPIENT will email all deliverables and invoices to the Stormwater SI Grant Program Representative. The following are the tasks, deliverables, and deadlines associated with this sub-award:

►► TASK 1. Project Development

This task must be completed before initiating any other work under this sub-award. Work completed on other tasks prior to completion of Task 1 may be ineligible for reimbursement.

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1.1 DETAILED PROJECT PLAN (DPP)

The RECIPIENT will prepare a detailed project outline and timeline to describe project expectations and outcomes. The detailed project plan will also identify how the objectives of the project will be evaluated, including quantifiable performance measures and targets. As part of developing the detailed project plan, [RECIPIENT organization] staff will meet with their Stormwater SI Grant Program Representative to discuss the project goals, tasks, timeline, and shared workload. Stormwater SI staff will have the opportunity to provide input on the plan and establish mutual expectations.

The RECIPIENT should provide relevant spatial data for their project and this should be identified in the detailed project plan. The RECIPIENT should consult with Stormwater SI staff and spatial analysts where appropriate to determine the spatial data, associated metadata, and data storage location that are relevant for the project. Project coordinates (latitude, longitude) should be submitted in decimal degrees.

1.2 QUALITY ASSURANCE PROJECT PLAN (QAPP) DEVELOPMENT

Per EPA sub-award terms and conditions, if the project collects or analyzes environmental data or models environmental conditions, the sub-recipient must submit a Quality Assurance Project Plan (QAPP) to the Washington State Department of Ecology's NEP Quality Coordinator (NEP QC) using EPA's NEP guidance for QAPPs. See <https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>. If a QAPP is required, the sub-recipient will work with the NEP QC to develop and approve the QAPP. If a QAPP is needed, some products created under this agreement will be subject to review by the NEP QC. Work with the NEP QC to determine requirements.

Work related to collecting environmental data may not begin until either the QAPP is completed and approved or the NEP QC determines that a QAPP is not required.

1.3 EFFECTIVENESS CONSULTATION

The RECIPIENT will have the option to consult via telephone once a year with the Puget Sound Partnership (PSP) effectiveness team regarding project metrics being tracked (30 minutes). PSP effectiveness team will then provide an analysis approach for the NTA, about a paragraph per project, and will provide results of the effectiveness analysis to the Stormwater Strategic Initiative Advisory Team. The Stormwater SI grant program representative will send an email to put the RECIPIENT in contact with the PSP effectiveness team.

Task Number	Deliverable	Estimated Cost	Target Completion Date
1.1	Detailed project plan (DPP) and timeline uploaded to EAGL.	\$1,540	April 15, 2021
1.2	QAPP submitted to QC and once approved by NEP QC upload to EAGL.	\$513	April 15, 2021
1.3	Effectiveness consultation	\$577	December 31, 2020 October 15, 2021 October 15, 2022

TOTAL ESTIMATED COST FOR TASK 1: \$2,630

►► TASK 2. Project Administration/Management

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This task describes the data collection and reporting requirements associated with this sub-award.

2.1 PROJECT FACTSHEET

The RECIPIENT will create a project factsheet (using provided template) and submit it in MS Word with the first quarterly progress report. These will be made publically available.

2.2 QUARTERLY PROGRESS REPORTS/PAYMENT REQUESTS (PRPR)

The reporting period is synced to inform the Grant Program's EPA reporting schedule; therefore, it is critical that the RECIPIENT upload these reports to the Grant Program according to the following schedule. The RECIPIENT will upload all quarterly progress reports and payment requests (PRPR) to EAGL. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to:

- A description of the work completed in the reporting period, including total spending by the project sponsor and any partners and any completed deliverables.
- The status and completion date for the project activities and near-term deliverables.
- Description of any problem or circumstances affecting the completion date, scope of work, or costs.
- Evidence of satisfactory completion of all the reporting requirements relevant to the reporting period (see below 2.2.1, 2.2.2, 2.2.3).

First Reporting Period:	January 1 – March 31	Report due by April 15
Second Reporting Period:	April 1 – June 30	Report due by July 15*
Third Reporting Period:	July 1 – September 30	Report due by October 15
Fourth Reporting Period:	October 1 – December 31	Report due by January 15

The Final Report (2.3) replaces the Quarterly report in the final quarter of the grant.

*State fiscal year closeout. Please ensure all invoices for work performed through June 30 are submitted by July 15.

Reporting requirements:

2.2.1 EPA FEATS REPORTING

Complete semi-annual FEATS (*Financial and Ecosystem Accounting Tracking System*) progress reports, as well as a final FEATS report. The final FEATS report, reflecting the final project billing, will be provided by the RECIPIENT during project closeout, within 60 days of the expiration of the grant, and will describe the entire project, highlighting project outcomes and discussing lessons learned.

FEATS Reporting Periods:	
April 1 – September 30	Report due by October 15
October 1 – March 31	Report due by April 15
Draft final FEATS report completed by:	Report due by December 31, 2022

2.2.2 PUGET SOUND PARTNERSHIP NTA REPORTING

NTA owners are required to report on the following:

- Implementation status of their actions on a semiannual basis
- Financial status of their actions on an annual basis

NTA progress reporting completed twice annually (spring & fall)

NTA financial reporting completed annually (summer)

2.2.3 WATER QUALITY EXCHANGE (WQX) DATA REPORTING (IF NEEDED)

WQX refers to an electronic data system for water quality monitoring data developed by EPA. If the RECIPIENT collects any physical, chemical or environmental data (e.g. dissolved oxygen, water temperature, salinity, turbidity, pH, phosphorous,

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total nitrogen, E. coli or Enterococci, and other biological and habitat data), then WQX reporting will be required. Data for an entire calendar year (Jan 1 – Dec. 31) should be submitted annually. To assist in tracking in WQX, name your project as follows: NEP_201X_(insert organization name); the unique project ID needs to be 35 characters or less. More information about WQX, including tutorials, can be found at <https://www.epa.gov/waterdata/water-quality-data-wqx>.

WQX reporting completed by: December 31, 20XX

December 31, 20XX

As EPA grantees, all recipients, regardless of affiliation, are required to upload data to WQX. If the project generates data that cannot be uploaded to WQX, RECIPIENT may propose alternative data reporting and storage plans, in consultation with the Strategic Initiative lead and the NEP QC. If the RECIPIENT's grant is administered by the Washington State Department of Ecology, data must also be uploaded to Ecology's Environmental Information Management (EIM) system.

2.3 FINAL PROJECT REPORT

A final report will be written by the RECIPIENT that describes the methods, results, lessons learned and recommendations for future work. The final report will include analyses of [insert description here]. The final report will evaluate the success of achieving the performance measures identified in the detailed project plan. Included with the final project report will be an updated Project Factsheet (see 2.1).

Task Number	Deliverable	Estimated Cost	Target Completion Date
2.1	Project Factsheet	\$770	April 15, 2021
2.2	Quarterly progress reports	\$5,520	April 15, 2021 July 15, 2021 October 15, 2021 January 15, 2022 April 15, 2022 July 15, 2022 October 15, 2022
2.3	Final report including Final FEATS and updated factsheet Draft Final	\$3,016	Draft - November 25, 2022 Final - December 30, 2022

TOTAL ESTIMATED COST FOR TASK 2: \$9,306

TASK 3. Toolkit Design & Development

This task describes the meetings, design and build out of the Urban Tree & Forest Canopy Cover Toolkit.

STAKEHOLDER ENGAGEMENT

The RECIPIENT will convene stakeholder engagement round tables to inform the design of the toolkit. At least 2 round tables will be convened and up to 4 stakeholder engagement meetings facilitated throughout the project. Stakeholders will be identified by the

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RECIPIENT who will canvass the 22 partners who participated in NTA 2016-0343 for their recommendations and will canvas other urban forestry and stormwater managers for their recommendations.

3.2 TOOLKIT DESIGN

The RECIPIENT will design a framework for the toolkit, including web-platform concept with content sections and associated resources and supporting materials. The Toolkit will be an compendium of extant and new tools and resources to support and promote enhancement of urban forests for stormwater management, habitat restoration and DE&I co-benefits. The Toolkit will provide select research and data, guidance resources, model ordinances and code templates, and other samples to support collaboration. The Toolkit design will be sent for review and feedback by stakeholders, and ECOLOGY. The RECIPIENT will revise and finalize the toolkit design based upon review.

3.3 TOOLKIT DEVELOPMENT

The RECIPIENT will develop a web-based platform for Toolkit engagement. The platform will be integrated with the Puget Sound Conservation District's Better Ground web page (<https://betterground.org/>) and have a unique domain address to drive traffic directly to the Urban Tree & Forest Canopy Cover Toolkit.

3.4 UNIQUE CONTENT DEVELOPMENT (RESOURCES AND VIDEO)

The RECIPIENT will develop unique content for distribution through the Toolkit. The RECIPIENT will develop at least 2 and up 4 new resources and at least 1 and up to 2 videos. The RECIPIENT will ensure all content produced includes the EPA Funding Language.

Task Number	Deliverable	Estimated Cost	Target Completion Date
3.1	Upload to EAGL, agenda and meeting notes from each round table and stakeholder engagement meeting	\$8,191	December 31, 2021
3.2	Draft Toolkit framework uploaded to EAGL and sent to ECOLOGY PM for Review Final toolkit framework uploaded to EAGL	\$24,909	April 30, 2022
3.3	Memo on Toolkit build-out, including links to platform (unique domain and betterground.org) uploaded to EAGL	\$12,354	November 25, 2022
3.4	Copies of content developed uploaded to EAGL	\$78,484	November 25, 2022

TOTAL ESTIMATED COST FOR TASK 3: \$123,938

TASK 4. Broader Impacts and Communication

This task describes the communication of the project.

4.1 PUGET SOUND-WIDE CITY OUTREACH

PUGET SOUND

National Estuary Program

The RECIPIENT will develop an information sheet on the Toolkit for distribution to every city in Puget Sound. The information sheet will include an overview of the toolkit along with key messages and will provide direction of accessing the Toolkit. The RECIPIENT will mail and/or email the information sheet to all urban forestry and stormwater program leads or Public Works leads.

Task Number	Deliverable	Estimated Cost	Target Completion Date
4.1	Information Sheet with copy uploaded to EAGL	\$14,126	December 31, 2022

TOTAL ESTIMATED COST FOR TASK 4: \$14,126

Total Grant Amount:	\$150,000
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»» PROJECT BUDGET

Please report the total budget for this project: by task (first table) and by object (second table). Both tables are necessary given the multiple reports that will have to be completed throughout the project.

Urban Tree and Forest Canopy Cover Toolkit			
TASKS (Divide total project budget by task)	TOTAL PROJECT COST	**TOTAL ELIGIBLE COST (TEC)	TOTAL GRANT AMOUNT
1- Project Development	\$2,630	\$0	\$2,630
2- Project Administration/Management	\$9,306	\$0	\$9,306
3 - Toolkit Design & Development	\$123,938	\$0	\$123,938
4 - Broader Impacts and Communication	\$14,126	\$0	\$14,126
5 -	\$0	\$0	\$0
6 -	\$0	\$0	\$0
7 -	\$0	\$0	\$0
TOTAL	\$150,000	\$0	\$150,000
** The DEPARTMENT's Fiscal Office will track to the Total Eligible Cost.			

Project budget by Item (will be used mainly for FEATS reports)

PUGET SOUND

National Estuary Program

Item (Divide total project budget by item)	TOTAL PROJECT COST	**TOTAL ELIGIBLE COST (TEC)	TOTAL GRANT AMOUNT
Personnel	\$33,486.23	\$0	\$33,486.23
Fringe Benefits	\$9,567.49	\$0	\$9,567.49
Travel	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$2,070.86	\$0	\$2,070.86
Contracts	\$100,779.95	\$0	\$100,779.95
Other	\$0	\$0	\$0
Total Direct Charges	\$145,904.33	\$0	\$145,904.33
Indirect Charges	\$4,095.67	\$0	\$4,095.67
TOTAL	\$150,000	\$0	\$150,000