

**KING CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING**

**May 10<sup>th</sup>, 2021**

**4:00 PM to 5:00 PM– via Teleconference Only**

**Zoom Link:** <https://zoom.us/j/91524408429>

**Call In Number: (253) 215-8782**

**Meeting ID: 915 2440 8429**

**Meeting Agenda**

---

**Call to Order**

**1. Preliminary Matters:**

**4:00 PM – 4:05 PM**

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

**2. Consent Agenda:**

**4:05 PM – 4:10 PM**

Items listed below will be enacted by one motion. If separate discussion is desired on an item, that may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Board Member
---

a) Board Minutes

- 1. 4/12 Regular BOS Meeting
- 2. 4/26 Grant Subcommittee Meeting

b) LIP Applications

- 1. AI 21-031: Charles Mapali and Lori Brown – Riparian Forest Buffer – Redmond

c) Member Jurisdiction Grant Applications

- 1. AI 21-032: City of Normandy Park - Community Forester Stewardship Program - Saavedra
- 2. AI 21-033: White River Valley Museum – 2021 Support for Farm Programs and Projects - Saavedra
- 3. AI 21-034: City of Shoreline – Green Shoreline Partnership 2021 - Saavedra

**3. Public Comment**

**4:10 PM – 4:15 PM**

**4. Finance**

**4:15 PM – 4:20 PM**

- a) AI 21-035: a motion to approve check number 23295 through 23359 for a total of \$428,301.08; non-payroll EFTs totaling \$2,359.47; Bank Fees of \$48.00; Void Check of \$0.00; and March 2021 Payroll for \$222,876.81 – Souza

**5. Unfinished Business:**

**4:20 PM – 4:25 PM**

- a) Review / Approve King CD / Snohomish CD Interlocal Agreement for Area Forester Pilot Program Services – Reed

**KING CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
May 10<sup>th</sup>, 2021  
4:00 PM to 5:00 PM– via Teleconference Only**

**Zoom Link:** <https://zoom.us/j/91524408429>

**Call In Number: (253) 215-8782**

**Meeting ID: 915 2440 8429**

Meeting Agenda

---

**6. New Business:**

**4:25 PM – 5:00 PM**

- a) Executive Director Report - Setel
- b) Elections Sub-Committee Update – Haugen
- c) AI 21-036: Approval of Agricultural Drainage funds to be spent from the Working Lands Initiative funding – Stockton
- d) AI 21-037: Consideration of Removing Prevailing Wages from KCD's Small Public Works Contracting Policy – Stockton

**7. Executive Session:**

**5:00 PM – 5:30 PM**

- a) Collective Bargaining RCW 42.30.140, Sub (4)a

# Consent Agenda

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

April 12th, 2021

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

**Guests Present:** Jean Fike - WSCC; Sarah Montgomery; Alan Chapman - WACD; Cynthia Krass;  
Patricia McCowan - Third Sector; Randy Brinson - Third Sector; Erin Erickson - Snoqualmie  
Valley Watershed Improvement District

**Staff Present:** Lorna Miss; Mark Dostal; Liz Clark; Cynthia Setel; Jessica Saavedra; Laura  
Redmond; Mary Embleton; Brandy Reed; Deirdre Grace; Carrie King; Liz Stockton; Nikki Wolf;  
Alex Martinsons

**Preliminary Matters:**

Chairman Mosby called meeting to order at 4:04 PM. All attendees introduced themselves. Mosby  
asked for additions or corrections to the current agenda. There were none.

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

**Public Comment: None**

**Consent Agenda:**

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

a) Board Minutes –

1. 3/8 Regular BOS meeting
2. 3/9 Executive Director Search Committee Meeting
3. 3/22 Finance Sub-Committee Meeting
4. 3/22 Grant Sub-Committee Meeting
5. 3/23 Special BOS Meeting
6. 3/30 Special BOS Meeting

b) LIP Applications –

1. AI:21-028 Witold Szczepaniak - Forest Health Management – Redmond

c) Member Jurisdiction Grant Applications-

1. AI: 21-029 City of Mercer Island-Luther Burbank Park South Shoreline Restoration -  
Saavedra
2. AI: 21-030 Anchor QEA Seahurst Park Phase 2 Post Construction Eelgrass Survey 2021 –

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

Page 2 of 3  
Board of Supervisors Meeting Minutes  
April 12, 2021

Saavedra

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

**Unfinished Business:**

- a) Mark Dostal discussed the 2021 BOS Election Results
- b) Mark Dostal discussed the 2021 KCD Plant Sale, giving all details
- c) The Board decided to pause the Executive Director search for one month.
- d) Liz Stockton gave an update on the Agricultural Drainage Project.

**New Business:**

- a) Executive Director Cynthia Setel gave a report discussing the Easter weekend KCD nursery arson. Brandy Reed gave more information on the nursery in general. Cynthia also discussed the Equity work with Board, staff, and advisory committee.
- b) Patricia McCowan and Randy Brinson from Third Sector Company discussed how they will help implement future board development.

**Executive Session.**

Mosby indicated that the Board would be moving into an Executive Session for the purpose of discussing litigation and potential legal risk (per RCW 42.30.110(1)(i)). Mosby stated that the topics would last approximately 30 minutes, unless extended. The Board moved into an executive session at 5:15 PM using a separate teleconference line. The Board requested 15 more minutes at 5:45 PM. The Board Requested 10 more minutes at 6:00 P.M. The Board meeting was reconvened by Mosby at 6:10 PM. No decisions, actions, or motions were made following the session.

There was no more business before the Board.

**Haugen moved; Porter seconded passed unanimously a motion to adjourn the meeting at 6:11PM.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Summary of Motions**

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

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

**Haugen moved; Porter seconded passed unanimously a motion to adjourn the meeting at 6:11PM.**

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

April 26<sup>th</sup>, 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, Cynthia Setel

5 **Preliminary Matters:**

6 Meeting called to order at 3:05 pm by Burr Mosby.

7 Mosby moved, Haugen seconded, unanimously passed a motion to adopt the agenda as  
8 presented.

9 Applications

10 Mosby moved, Haugen seconded, unanimously passed a motion to recommend the Member  
11 Jurisdiction grant application from City of Normandy Park for the Community Forester  
12 Stewardship Program for approval at the next Board of Supervisors meeting.

13 Haugen moved, Mosby seconded, unanimously passed a motion to recommend the Member  
14 Jurisdiction grant application from White River Valley Museum for the 2021 Support for  
15 Farm Programs and Projects for approval at the next Board of Supervisors meeting.

16 Haugen moved, Mosby seconded, unanimously passed a motion to recommend the Member  
17 Jurisdiction grant application from City of Shoreline for the Green Shoreline Partnership  
18 2021project for approval at the next Board of Supervisors meeting.

19 Amendments

20 Haugen approved the amendment request from City of Kent for the Urban Natural Area  
21 Management Plan Phase 1 &2 cancelling the grant and returning the entire grant amount of  
22 \$143,700 to KCD-Kent Member Jurisdiction funds.

23 Close outs

24 Haugen approved the close out of the Town of Beaux Arts Village Academy Path Native  
25 Plant Restoration grant agreement.

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

April 26<sup>th</sup>, 2021

26 Haugen moved, Mosby seconded, unanimously passed a motion to close the City of Kent –  
27 Downey Farmstead grant agreement.

28 Haugen moved; Mosby seconded unanimously passed a motion to adjourn the meeting at  
29 3:55 pm

30

31

32 \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

33

Summary of Motions

34

See above



King Conservation District Landowner Incentive Program  
2021 February Awards

BUDGET SUMMARY	
Total- Cost-share Budget	\$506,300.00
Total- Cost-share Awarded	\$103,199.98
2021 Awards	\$58,126.70
April Award Cycle	\$45,073.28
Cost-share Budget Remaining	\$403,100.02
Funds Available to Reallocate	\$648.45
Adjusted Balance Available for FY 2021	\$403,748.47

COST SHARE AWARD DETAIL- April Cycle									
Last Name	First Name	Best Management Practice	Award Amount	Completion Date	Acres	Feet	Plants	Qty	
Szczepaniak	Witold	Forest Health Management	\$ 15,886.88	12/31/2024	7.50		460		
Rengo	Matt	Buffer Fence	\$ 7,200.00	5/1/2022		800			
Meehan	Michael	Riparian Forest Buffer	\$ 3,916.40	6/30/2022	0.15	100	163		
Wais	Morgan	Riparian Forest Buffer	\$ 4,057.40	6/30/2022	0.14	100	247		
Manzer	Paul & Heather	Riparian Forest Buffer	\$ 3,816.40	6/30/2022	0.10	100	160		
Todd	Amanda	Riparian Forest Buffer	\$ 6,262.20	5/1/2022	0.15	95	266		
McCarthy	Jessica and Ryan	Heavy Use Protection Area	\$ 1,505.00	5/1/2022					
Irish	Rachelle and Jason	Heavy Use Protection Area	\$ 2,254.00	5/1/2022					
Irish	Rachelle and Jason	Roof Runoff Structure	\$ 175.00	5/1/2022		50			
Total			\$45,073.28		8.04	1245.00	1296		

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	2	\$ 648.45
Cancelled	0	\$ -
	2	\$ 648.45



2016-08 - Hitchin – Forest Health Management – Inspection



2020-04 - Rinehart – Subsurface Drain – Installation

**King Conservation District Board of Supervisors Meeting 05/10/2021  
Agenda Action Briefing/Report AI 21-031**

**SUBJECT:**

Approve KCD Landowner Incentive Program cost-share application from Charles Mapili and Lori Brown, for a Riparian Forest Buffer, in the amount of \$11,627.50.

**FISCAL IMPACT**

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

2021 LIP Cost-share Available	<b>\$403,748.47</b>
Current Request	<b>\$11,627.50</b>
Balance Remaining	<b>\$392,120.97</b>

**POLICY CONSIDERATION**

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

**STAKEHOLDER INTERESTS**

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

**BACKGROUND**

Charles Mapili and Lori Brown own a single family residential parcel along Gypsy Creek (WRIA 8) in Renton. Gypsy Creek bisects the parcel and then flows southwest roughly 600 feet until its confluence with May Creek. The WA Department of Ecology does not list water quality information for Gypsy Creek, but May Creek has category 5-303(d) listings for bioassessment, temperature, and bacteria between the mouth of the creek and its confluence with Gypsy Creek. The project area has large infestations of Himalayan blackberry and reed canarygrass, as well as smaller infestations of English ivy, holly, and laurel.

The project will enhance 34,900 square feet of riparian area along 560 linear feet of Gypsy Creek shoreline. The restored buffer will be an average of 100-150 ft wide on the north side of the creek and 35 ft wide on the south side of the creek. Approximately 1,693 trees and shrubs and groundcover will be planted.

**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 Chris Mapili and Lori Brown, for a Riparian Forest Buffer, in the amount of \$11,627.50.

**MOTION**

**King Conservation District Board of Supervisors Meeting 05/10/2021**  
**Agenda Action Briefing/Report AI 21-031**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Passed a motion to Approve KCD Landowner Incentive Program cost-share application from Chris Mapili and Lori Brown, for a Riparian Forest Buffer, in the amount of \$11,627.50.

# KING CONSERVATION DISTRICT (KCD) LANDOWNER INCENTIVE PROGRAM APPLICATION

## Aquatic Area Enhancement Project

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

Applicant Name: Charles Mapili and Lorj Brown		Farm/Business Name: N/A	
Mailing Address: 2316 NE 31st St Renton, WA 98056		Project Address: 2316 NE 31st St Renton, WA 98056	
Phone (home): 425-919-2020		Phone (work/mobile): 425-890-1404 (Lori)	
Email Address: camapili@comcast.net		KCD Staff:  Ashley Allan	
Parcel #(s): 3345100081	<input checked="" type="checkbox"/> Incorporated <input type="checkbox"/> Unincorporated	Total Farm/Land Acreage: 2.61	<input checked="" type="checkbox"/> T.A. <input type="checkbox"/> Farm Plan <input type="checkbox"/> Forest Plan
Is email an acceptable primary form of communication?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to be added to our newsletter list?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### Section 2. Project Information

Best Management Practice (BMP): Riparian Forest Buffer
Project Completion Date (month and year): May 2021 <del>2021</del> 2022
<p><b>Current Site Conditions</b> (Provide a brief summary of resource management problem addressed by BMP: note streams, wetlands, and steep slopes near or within the project area):</p> <p>The project is located along Gypsy Creek (WRIA 8) on a 2.61 acre single family residential parcel in the City of Renton. Gypsy Creek bisects the parcel and then flows southwest roughly 600 feet (partially through a culvert) until its confluence with May Creek. The WA Department of Ecology does not list water quality information for Gypsy Creek, but May Creek has category 5-303(d) listings for bioassessment, temperature, and bacteria between the mouth of the creek and its confluence with Gypsy Creek. A small tributary on the property appears to have naturally occurring iron-oxidizing bacteria present, but this does not indicate a water quality issue. The project area has large infestations of Himalayan blackberry and reed canarygrass, as well as smaller infestations of English ivy, holly, and laurel.</p>
<p><b>Project Details</b> (Provide a brief summary of the project. Include acres treated, linear feet of stream enhanced, length of fence, types and numbers of plants, etc.):</p> <p>The project will enhance 34,900 square feet of riparian area along 560 linear feet of Gypsy Creek shoreline. The restored buffer will be an average of 100-150 ft wide on the north side of the creek and 35 ft wide on the south side of the creek. The following invasive species will be controlled through an integrated pest management approach following King County Noxious Weed Best Management Practices: English ivy, Himalayan blackberry, holly, laurel, and reed canarygrass. Native species to be planted include: western red cedar, grand fir, Douglas-fir, western hemlock, red osier dogwood, pacific ninebark, peafruited rose, salmonberry, sitka willow, red elderberry, vine maple, beaked hazelnut, oceanspray, tall Oregon grape, osoberry, mock orange, red flowering currant, nootka rose, thimbleberry, snowberry, evergreen huckleberry, low Oregon grape, sword fern, slough sedge, sawbeak sedge, and small-fruited bulrush.</p>
<p><b>Maintenance Plan:</b></p> <p>King CD will maintain the project for 3-5 growing seasons. Activities will include control of invasive species and replanting if survivorship falls below 80%. The landowner is responsible for maintaining the project and providing photos for the remaining 10-12 years of the practice. Photos must be submitted by 9/1 of each year.</p>

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

WSDA and DOE - Aquatic Herbicide Application Permit  
City of Renton - Certificate of Exemption

Photos: KCD Resource Planner must submit before photos 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)

KCD will plan and install the Best Management Practice (BMP) on behalf of the Applicant. A detail of the project budget with line items for planning, installation, maintenance and cost-share ratios are attached as Exhibit A. Upon BMP installation, KCD will invoice the Applicant for the Applicant Cost-share listed in the following table. Applicant cost-share is due 30 days after receipt of a KCD invoice.

Program Cost-share	Cost-share Ratio	Amount
King CD Landowner Incentive Program	40%	\$ 11,627.50
King CD Aquatic Area Enhancement Program	50%	\$ 14,534.38
Washington State Conservation Commission	—%	\$ 0.00
Other (specify) -	—%	\$ 0.00
Other (specify) -	—%	\$ 0.00
Applicant Cost-share	10%	\$ 2,906.87
TOTAL	100%	\$ 29,068.75

## 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.

A. 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 coordinate and conduct maintenance and replanting for the first three years of the lifetime of the BMP. After that, KCD will work with the Applicant to verify proper maintenance of the installed BMP. Verification of maintenance includes a combination of site visits with KCD staff members who will take photos of the project, and annual photo documentation submitted by the applicant for the lifetime listed in Section 6A.
- ☒ 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 authorize KCD to secure the applicable local, state and federal permits and to install the BMP on my behalf, and I agree to work cooperatively with KCD to obtain these permits.                      (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 or agents which may occur during the course of KCD's performance of the installation of the BMP provided 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.                      (Initial Here)

I understand that LIP cost-share is contingent upon installing the BMP to the minimum standard planned by KCD, and that KCD will verify and photo document standard compliance through its coordination of BMP installation.                      (Initial Here)

I understand that in cases where I become the recipient of a KCD LIP cost-share reimbursement there may be federal tax liability associated with the reimbursement. When this occurs, KCD will issue a 1099-G for reimbursements made through the LIP. I understand that KCD cannot provide advice with respect to the tax liability associated with LIP cost-share reimbursements.                      (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 cost-share reimbursements received through this Agreement. In the event litigation is commenced by KCD to recover a refund of any cost-share reimbursements received through this Agreement, attorney's fees and costs incurred by the prevailing party in such action 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. MM (Initial Here)

I understand that I will no longer be eligible for KCD cost-share funds if one or more of the following occurs: MM (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 two cost-share contracts awarded through the KCD Landowner Incentive Program.  
e. I deny KCD staff access to my property to verify BMP maintenance.

I understand KCD will provide two signs, an LIP sign and aquatic area buffer sign, free of charge, and I agree that: MM (Initial Here)

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

Charles Mapili

4/22/2021

Signature of applicant

Date

Signature of Landowner (if applicant if Lessee)

Date

FOR KCD OFFICE USE

SK

04/30/2021

Approved for Award (KCD LIP Coordinator)

Date

Approved for Funding (KCD Management)

Date

LIP ID:





4/5/2021

## Mapili-Brown Project Budget

Project Manager: Ashley Allan

Landowner(s): Charles Mapili & Lori Brown

**Project Summary:** The project will enhance 34,900 sq. ft. of riparian area along 560 linear shoreline feet of Gypsy Creek. Enhancement activities will include invasive weed control followed by the installation and establishment of native tree, shrub, and groundcover species.

	Days/Units/Hours	Cost Per	Subtotals	KCD Urban Funds (50%)	KCD LIP (40%)	Landowner funds (10%)
<b>Crew Days (Cost Share)</b>						
WCC Days: Site Prep	4	\$ 1,650.00	\$ 6,600.00			
WCC Days: Planting	7	\$ 1,650.00	\$ 11,550.00			
WCC Days: Mulching	1	\$ 1,650.00	\$ 1,650.00			
			\$ 19,800.00	\$ 9,900.00	\$ 7,920.00	\$ 1,980.00
<b>Materials (Cost Share)</b>						
Plants - 1-gallon pots	148	\$ 5.50	\$ 814.00			
Plants - 1/2-gallon pots	140	\$ 4.50	\$ 630.00			
Plants - Bareroots	1405	\$ 1.75	\$ 2,458.75			
Mulch Delivery Fee	1	\$ 270.00	\$ 270.00			
Pacific Topsoils Blower Truck Mulch Installation (per cubic yard)	48	\$ 51.00	\$ 2,448.00			
Pacific Topsoils Blower Truck Extra Hose (30')	4	\$ 22.00	\$ 88.00			
Cardboard Sheets (44" x 56")	500	\$ 1.10	\$ 550.00			
Straw Bales	8	\$ 15.00	\$ 120.00			
Plant Protection - 18" Protex Pro/Gro Blue Tubes	1420	\$ 1.00	\$ 1,420.00			
3/8" x 3' Bamboo Stakes (bundle of 500)	3	\$ 70.00	\$ 210.00			
5'x100' Conifer Deer Fencing (per roll)	1	\$ 110.00	\$ 110.00			
5 ft. T-Posts	30	\$ 5.00	\$ 150.00			
			\$ 9,268.75	\$ 4,634.38	\$ 3,707.50	\$ 926.87
<b>Installation Total Estimate</b>				\$ 14,534.38	\$ 11,627.50	\$ 2,906.87
<b>Landowner Cost Share Max</b>						
			\$ 2,906.87			
<b>KCD Staff Time (Non Cost Share)</b>						
Ashley Planning	30	\$ 48.00	\$ 1,440.00			
Ashley Implementation	40	\$ 48.00	\$ 1,920.00			
			\$ 3,360.00	\$ 3,360.00		
<b>3 Year Maintenance Estimate (Non Cost Share)</b>						
Crew Days in field:	6	\$ 1,400.00	\$ 8,400.00			
Project Management	20	\$ 48.00	\$ 960.00			
Materials (mulch, replanting)			\$ 200.00			
			\$ 9,560.00	\$ 9,560.00		
<b>Project Total Estimate (Installation and Maintenance)</b>						
			\$ 41,988.75			



# JOB SHEET

## Aquatic Area Buffer Planting- Riparian Forest Buffer

Landowner: Charles Mapili and Lori Brown	Lifetime of Practice: 15 years
--	--------------------------------

Purpose (check all that apply)	
<input checked="" type="checkbox"/> Create shade to lower or maintain water temperatures to improve habitat for aquatic organisms	<input type="checkbox"/> Improve forest health reducing the potential of damage from pests and moisture stress
<input checked="" type="checkbox"/> Create or improve riparian habitat and provide a source of detritus and large woody debris	<input checked="" type="checkbox"/> Restore natural riparian plant communities
<input checked="" type="checkbox"/> Reduce excess amounts of pollutants in surface runoff and reduce excess nutrients and chemicals in shallow groundwater flow	<input checked="" type="checkbox"/> Improve wildlife habitat
<input type="checkbox"/> Reduce pesticide drift entering water body	<input checked="" type="checkbox"/> Increase carbon storage in vegetation and soils, and increase biomass in soils

**Current Site Conditions** *Provide a summary of the resource management problems addressed by the BMP. Also note any other current conditions pertinent to the project (slopes, erosion, flow, drainage)*

The project is located along Gypsy Creek (WRIA 8) on a 2.61 acre single family residential parcel in the City of Renton. Gypsy Creek bisects the parcel and then flows southwest roughly 600 feet (partially through a culvert) until its confluence with May Creek. The WA Department of Ecology does not list water quality information for Gypsy Creek, but May Creek has category 5-303(d) listings for bioassessment, temperature, and bacteria between the mouth of the creek and its confluence with Gypsy Creek. A small tributary on the property appears to have naturally occurring iron-oxidizing bacteria present, but this does not indicate a water quality issue. The project area has large infestations of Himalayan blackberry and reed canarygrass, as well as smaller infestations of English ivy, holly, and laurel.

**Riparian Forest Buffer Practice and Details** *Provide the following:*

- 1) a basic description of the proposed planting area
- 2) calculate and record the square footage (acreage) of the planting area, the number of trees and shrubs to be planted, the linear footage of stream enhanced, the average and minimum width of the buffer:
- 3) list any native plant species currently existing on site
- 4) list native trees and shrubs selected for the project
- 5) please attach your proposed planting plan

**1) & 2)** The project will enhance 34,900 square feet of riparian forest buffer along 560 linear feet of Gypsy Creek shoreline. The restored buffer will be an average of 100-150 ft wide on the north side of the creek and 35 ft wide on the south side of the creek. A total of 1,693 native trees, shrubs, and groundcovers will be installed.

**3)** Western red cedar, red alder, big leaf maple, willow, beaked hazelnut, salmonberry, evergreen huckleberry, sword fern.

**4)** Western red cedar, grand fir, Douglas-fir, western hemlock, red osier dogwood, pacific ninebark, peafruted rose, salmonberry, sitka willow, red elderberry, vine maple, beaked hazelnut, oceanspray, tall Oregon grape, osoberry, mock orange, red flowering currant, nootka rose, thimbleberry, snowberry, evergreen huckleberry, low Oregon grape, sword fern, slough sedge, sawbeak sedge, small-fruited bulrush.

5) Planting plan attached.

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

Washington State Department of Ecology and Washington State Department of Agriculture - Aquatic Noxious Weed General Permit - Permit #: WAG993000

City of Renton - Certificate of Exemption – To be obtained

**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.

King Conservation District, the contractor, will plant ½, 1, and/or 2 gallon potted material and bareroot material sourced from the Puget Sound region. If additional plant material is purchased to augment the initial planting, that material can be bareroot, plug, live stake, or potted nursery stock.

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

*Weed Control Prescriptions:*

Himalayan & Evergreen Blackberry Control –

- *Manual Control (secondary method prescribed for project installation and maintenance):* Blackberry canes will be cut to 1 foot in height and then the roots will be dug out. While labor intensive, thorough removal of blackberry roots in this manner can reduce the blackberry population and cover in the prepared area by 90 – 95%. Re-growth will be monitored in the growing seasons following project installation.
- *Chemical Control (primary method prescribed for project installation and maintenance):* Foliar spray applications will be made to mature blackberry. Foliar spot spray applications may be made to control blackberry re-growth in the growing seasons following project installation. Applications shall be made in accordance with best management practices. Applications shall abide by all local and state codes. For more information, please consult a KCD planner and King County Noxious Weed Control Program Best Management Practices.

English Ivy Control –

- *Manual Control (prescribed for project installation and maintenance):*
  - 1) Ivy vines and roots will be hand pulled. Flowering or fruiting portions within reach will be bagged for removal from the site. All cut stems/roots shall be removed from soil contact and composted. If composting any material on site, cardboard or branches shall be used to create a raised platform.
  - 2) Vertical ivy on trees will be controlled by girdling. Ivy vines will be cut at shoulder height and removed from the base of trees in order to eliminate nutrient transport from the roots of ground ivy to the leaves and stems growing into the canopy of the tree. Removed vine and root fragments will be composted.

Reed Canarygrass Control –

- *Manual Control (prescribed for project installation and maintenance):* Over the first 3-5 years, reed canarygrass will be stomped down to reduce competition for light.
- *Cultural Control:* Shading is highly effective in suppressing reed canary grass stands over time. Native trees and shrubs will be densely planted within reed canarygrass infestations.
- *Chemical Control (prescribed for project installation and maintenance):* Applications shall be made in accordance with best management practices. Applications shall abide by all local and state codes. For more information, please consult a KCD planner and King County Noxious Weed Control Program Best Management Practices.

#### Holly & Laurel Control-

- *Manual Control (prescribed for project installation and maintenance):* Only applicable for control of small plants. Small plants and their roots will be dug up when the soil is moist. Regular checks will be made to monitor for re-growth.
- *Chemical Control (prescribed for project installation and maintenance):* Large plants will be injected with herbicide pellets. Applications shall be made in accordance with best management practices. Applications shall abide by all local and state codes. For more information, please consult a KCD planner and King County Noxious Weed Control Program Best Management Practices.

#### **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 will be stored in a cool location and well-watered prior to planting. Bareroot plants will be held in the source refrigerated facility as long as possible prior to planting. After removal from the temperature controlled environment, bareroot stock will be heeled-in to a soil bed or mulch pile until it is planted.

#### **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 will be shovel planted to the same depth that the plant grew in the pot. Plants will be well-watered prior to planting. The hole for the container material will be twice the size of the plant's pot. The hole will be backfilled with native soil.

Bareroot Inventory: Bare root seedlings will 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, the planting location will be prepared by removing all grass sod within a 1.5-foot diameter circle. The hole for the bareroot plant will be dug in the center of this cleared circle.

Live Stake Inventory: Live Stakes and whips will be installed using a planting bar. Stakes and whips will be 3 to 4 feet long and a minimum of ½ inch in diameter. Stakes will be stored in a bucket of water until planted. Care will be taken so buds face up in the bucket.

##### *2) Plant Protection Prescription:*

Tree Protectors (for sites where deer/elk browse is anticipated): Wire fencing, approximately 3 feet in diameter and 5 feet high, will be installed around newly planted western red cedar to protect them from deer browse. Wood stakes or t-posts will be woven through or secured to the fencing and installed firmly into the soil.

**Plant Protectors (for sites where small mammal herbivory is anticipated):** Plant protectors will be installed around plants and secured closed. The bottom of the protective tube will be flush with the soil and held in place with bamboo woven through the tube and installed firmly into the soil.

**3) Erosion Control Prescription:**

**Straw:** Straw, mulch, arborist chips, and other materials are effective at preventing soil erosion as new plantings establish. Following site preparation for planting, a thick layer of straw will be applied to exposed soils on sloped areas to help prevent the formation of rills.

**4) Mulching/Lawn Conversion Prescription:**

**Sheet Mulching:** Following plant installation, a biodegradable cardboard or burlap barrier will be placed between plants in zone 1 and mulch will be applied over the barrier to a depth of 3-4 inches.

**Fencing** *Is fencing going to be installed? If so, what type, who will install it and when?*

No fencing will be installed.

**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.*

**King CD will maintain the project for 3-5 growing seasons. Maintenance activities will include control of invasive species and replanting if survivorship falls below 80%. The landowner is responsible for maintaining the project and providing photo documentation of practice maintenance for the remaining 10-12 years of the practice. Photos must be submitted by September 1<sup>st</sup> of each year.**

Treatments will be inspected periodically so proper function is maintained and resource damage is minimized. Inspections will include 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.

Dead or dying trees and shrubs will be replaced and competing vegetation will be controlled to support successful establishment. Large dead and dying trees will be kept for cavity nesting wildlife and bird species and as a source of downed wood in the understory and in adjacent or interior aquatic habitats.

If droughty soils and hot growing conditions are anticipated, supplemental watering will be 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 summer months (July through October). Watering a minimum of once every two weeks during the dry summer will promote greater rates of survival. Watering once per week is preferable.

Treatment areas will be monitored for re-growth of non-native/invasive species and will be controlled accordingly. Weed control techniques prescribed in the Site Preparation section of this document will be utilized. Species to monitor include of English ivy, Himalayan blackberry, holly, laurel, reed canarygrass, and any other listed King County noxious weeds.

All plant protection materials, as well as any other non-biodegradable materials, installed on-site will be removed within the 3-5 year project maintenance window.

**Additional Specifications and Notes:**











## Legend

- Gypsy Creek
- Proposed Project Area

## Planting Zones

- Zone 1 - 2,600 sq. ft.
- Zone 2 - 4,200 sq. ft.
- Zone 3 - 12,800 sq. ft.
- Zone 4 - 5,650 sq. ft.
- Zone 5 - 3,500 sq. ft.
- Zone 6 - 5,450 sq. ft.
- Zone 7 - 700 sq. ft.



## Mapili & Brown Riparian Enhancement Plan

2316 NE 31st St Renton, WA 98056  
Parcel # 3345100081

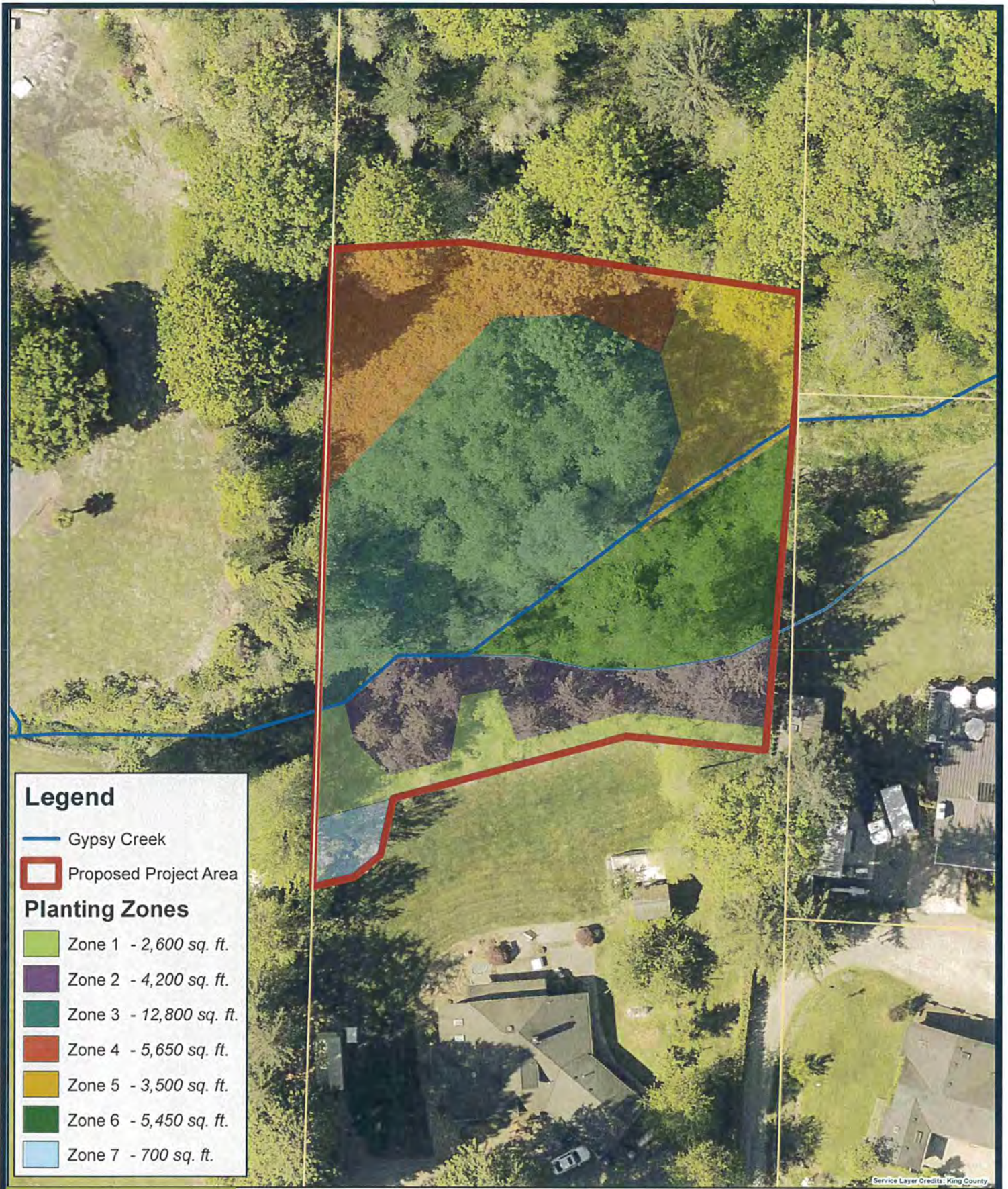


100 50 0 100 Feet

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.

Planner: Ashley Allan  
Copyright ©2019 King Conservation District





## Legend

- Gypsy Creek
- Proposed Project Area

## Planting Zones

- Zone 1 - 2,600 sq. ft.
- Zone 2 - 4,200 sq. ft.
- Zone 3 - 12,800 sq. ft.
- Zone 4 - 5,650 sq. ft.
- Zone 5 - 3,500 sq. ft.
- Zone 6 - 5,450 sq. ft.
- Zone 7 - 700 sq. ft.



## Mapili & Brown Riparian Enhancement Plan 2316 NE 31st St Renton, WA 98056 Parcel # 3345100081



40 20 0 40  
Feet 1:568

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.

Planner: Ashley Allan  
Copyright ©2019 King Conservation District





# Mapili-Brown Planting Plan

Project Manager: Ashley Allan

Landowner(s): Charles Mapili & Lori Brown

Project Summary: The project will enhance 34,000 sq. ft. of riparian area along 560 linear shoreline feet of Gypsy Creek. Enhancement activities will include invasive weed control followed by the installation and establishment of native tree, shrub, and groundcover species.

Targets		
Trees 18'oc	Shrubs 4'oc	Emergents 2'oc
0	146	0
0	131	0
28	532	0
16	302	0
10	187	0
10	194	0
0	0	67

Zone 1:	Total Area (sq. ft.):	2600	90% Plantable Area (sq. ft.):	2340	Description: Area between northern edge of lawn and ~15 year old conifer planting. Fruit trees and ornamental shrubs present. Area receives full sun. Soil is dry to moist.
Zone 2:	Total Area (sq. ft.):	4200	50% Plantable Area (sq. ft.):	2100	Description: Area within ~15 year old conifer planting. Full to partial shade. Soil is dry to moist.
Zone 3:	Total Area (sq. ft.):	12800	70% Plantable Area (sq. ft.):	8960	Description: Area contains a red alder stand with Himalayan blackberry and minor English ivy infestations in the understory. Some native rose, salmonberry, beaked hazelnut, and western red cedar saplings also present in the understory. The southwestern end of the zone has a short, steep slope down to the creek. Overall, the area receives partial sun and the soil is dry to moist.
Zone 4:	Total Area (sq. ft.):	5650	90% Plantable Area (sq. ft.):	5085	Description: Gradually sloped area with dense infestation of Himalayan blackberry. Some large big leaf maples along the northern edge, as well as a western red cedar sapling. Area receives full to partial sun and has dry soils.
Zone 5:	Total Area (sq. ft.):	3500	90% Plantable Area (sq. ft.):	3150	Description: Sloped hillside with dense infestation of reed canarygrass and Himalayan blackberry along the periphery. Soils are moist to dry.
Zone 6:	Total Area (sq. ft.):	5450	80% Plantable Area (sq. ft.):	3270	Description: Relatively flat area between creek and another tributary. Densely vegetated with a mix of native salmonberry and red alder, as well as invasive Himalayan blackberry and reed canarygrass. Area receives full to partial sun and soil is moist.
Zone 7:	Total Area (sq. ft.):	700	80% Plantable Area (sq. ft.):	420	Description: Ponded area with infestations of reed canarygrass and a mature holly. Area receives full sun and soil is wet to moist.

	Species (Latin Name)	Species (Common Name)	Total	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Moisture, Sunlight	Size	Source	Spacing
Trees - Preference/Tolerance for Wetter Conditions														
	<i>Thuja plicata</i>	Western Red Cedar	13	0	0	6	0	2	5	0	wet/moist, full shade/part sun	1 gal	TBD	18'oc
Trees - Preference/Tolerance for Drier Conditions														
	<i>Abies grandis</i>	Grand Fir	20	0	0	10	5	5	0	0	moist/dry, part shade/full sun	1 gal	TBD	18'oc
	<i>Pseudotsuga menziesii</i>	Douglas-Fir	15	0	0	5	10	0	0	0	moist/dry, sun/shade	1 gal	TBD	18'oc
	<i>Tsuga heterophylla</i>	Western Hemlock	15	0	0	7	0	3	5	0	moist, part shade/full sun	1 gal	TBD	18'oc
	Trees Total		63	0	0	28	15	10	10	0				
Shrubs - Preference/Tolerance for Wetter Conditions														
	<i>Cornus sericea</i>	Red Osier Dogwood	110	10	10	50	0	20	20	0	wet/moist, part shade/full sun	bareroot	TBD	4'oc
	<i>Physocarpus capitatus</i>	Pacific Ninebark	5	0	0	0	0	0	0	5	wet/moist, full sun	bareroot	TBD	4'oc
	<i>Rosa pisocarpa</i>	Peafruited Rose	30	10	0	0	0	0	20	0	moist, full sun	bareroot	TBD	4'oc
	<i>Rubus spectabilis</i>	Salmonberry	120	0	0	40	30	30	20	0	wet/moist, part shade/part sun	bareroot	TBD	4'oc
	<i>Salix sitchensis</i>	Sitka Willow	50	0	0	30	0	10	10	0	wet, full sun	bareroot	TBD	4'oc
	<i>Sambucus racemosa</i>	Red Elderberry	50	0	0	30	0	0	20	0	moist, shade/part sun	bareroot	TBD	4'oc
Shrubs - Preference/Tolerance for Drier Conditions														
	<i>Acer circinalatum</i>	Vine Maple	50	5	10	20	0	5	10	0	moist, part shade/part sun	bareroot	TBD	4'oc
	<i>Corylus cornuta</i>	Beaked Hazelnut	40	0	0	20	20	0	0	0	moist/dry, part shade/part sun	bareroot	TBD	4'oc
	<i>Holodiscus discolor</i>	Oceanspray	100	10	5	40	20	20	5	0	dry/moist, part shade/part sun	bareroot	TBD	4'oc
	<i>Mahonia aquifolium</i>	Tall Oregon Grape	100	10	0	40	30	0	20	0	dry/moist, part shade/full sun	bareroot	TBD	4'oc
	<i>Oenothera cerasiformis</i>	Osoberry	100	0	20	40	20	0	20	0	moist, shade/part sun	bareroot	TBD	4'oc
	<i>Philadelphus lewisii</i>	Mock Orange	80	20	0	30	30	0	0	0	moist, part shade/part sun	bareroot	TBD	4'oc
	<i>Ribes sanguineum</i>	Red Flowering Currant	90	20	0	30	30	10	0	0	dry/moist, part shade/full sun	bareroot	TBD	4'oc
	<i>Rosa nutkana</i>	Nootka Rose	110	0	0	40	40	30	0	0	moist/dry, full sun	bareroot	TBD	4'oc
	<i>Rubus parviflorus</i>	Thimbleberry	170	20	0	60	40	30	20	0	moist, full sun, some shade	bareroot	TBD	4'oc
	<i>Symphoricarpos albus</i>	Snowberry	200	40	0	60	40	30	30	0	moist/dry, part shade/full sun	bareroot	TBD	4'oc
	<i>Vaccinium ovatum</i>	Evergreen Huckleberry	15	0	15	0	0	0	0	0	dry/moist, shade/part sun	1 gal	TBD	4'oc
	Shrubs Total		1420	145	60	530	300	185	195	5				
	Groundcovers													
	<i>Mahonia nervosa</i>	Low Oregon Grape	30	0	30	0	0	0	0	0	dry/moist, shade/part sun	1 gal	TBD	4'oc
	<i>Polystichum munitum</i>	Sword Fern	40	0	40	0	0	0	0	0	moist, full shade/part sun	1 gal	TBD	4'oc
Groundcover Total		70	0	70	0	0	0	0	0					
Emergents														
	<i>Carex obnupta</i>	Slough Sedge	60	0	30	0	0	0	0	30	SF/PS, part shade/full sun, emergent zone	1/2 gal	TBD	2-3'oc
	<i>Carex stipata</i>	Sawbeak Sedge	20	0	0	0	0	0	0	20	full to partial sun, emergent zone	1/2 gal	TBD	2-3'oc
	<i>Scirpus microcarpus</i>	Small-Fruited Bulrush	60	0	40	0	0	0	0	20	SF/SS, part shade/full sun, wet meadow	1/2 gal	TBD	2-3'oc
	Groundcover Total		140	0	70	0	0	0	0	70				
	Grand Total		1693	145	200	558	315	195	205	75				



4/13/2021

## Mapili-Brown Project Timeline and Description

**Project Manager:** Ashley Allan

**Landowner:** Charles Mapili and Lori Brown

**Project Location:** 2316 NE 31st St  
Renton, WA 98056  
Parcel # 3345100081

### Landowner and KCD Objectives:

To improve the riparian habitat and water quality of Gypsy Creek through removal and control of invasive species followed by the installation and establishment of native plants.

### Project Summary:

The project will enhance 34,900 sq. ft. of riparian area along 560 linear shoreline feet of Gypsy Creek. Enhancement activities will include invasive weed control followed by the installation and establishment of native tree, shrub, and groundcover species. KCD will install the project and maintain it for a minimum of 3 growing seasons following installation. The landowner(s) will then maintain the project for the remaining years of the project's 15-year design life.

### Other Considerations:

**No Heavy Equipment:** No heavy equipment will be utilized during the installation of this project. All work will be completed by hand or with light hand-held equipment.

**Limited Disturbance:** Soil will only be disturbed to remove invasive species roots or to plant bareroots or 1/2-2 gal container stock of native species. No trees will be removed or killed.

**Location of Work:** No work will be performed within the Ordinary High Water Mark of the creek.

Zone	Area (sq. ft.)	Season/Year	Description of Activities
Zones 1-7	34,900	Summer/Fall 2021	<b>Site Preparation –</b> King Conservation District (KCD) crews will remove and control invasive species present. Species to control include: Himalayan blackberry, English ivy, laurel, holly, and reed canarygrass. Crews will use an integrated pest management (IPM) approach in accordance with King County Noxious Weed Control Program's Best Management Practices. Control techniques will involve manual, mechanical, and chemical methods. All herbicide formulations will be aquatic approved and will be limited to the following active ingredients of triclopyr, imazapyr, or glyphosate. Herbicides will be applied by a WSDA Licensed Operator with an Aquatic Endorsement. Operators will follow label rates and instructions and will abide by all local, state, and federal codes. During site preparation, it is intended that Himalayan blackberry will receive a foliar spray application. Once dead, blackberry canes will be cut. Any lingering living blackberry will be dug out. Reed canarygrass will also receive a foliar spray application. Mature holly and laurel will be injected with herbicide shells. English ivy and small holly and laurel saplings will be manually removed.
Zone 3	12,800	Fall 2021	<b>Erosion Control –</b> Exposed soils on the short, steep slope in zone 3 will receive an application of straw to help prevent rills from forming.
Zones 1-6	34,200	Winter/Spring 2022	<b>Planting –</b> KCD crews will install native plant species found on the attached planting plan. Planting will occur following site preparation. Plant stock will be potted and bareroot material. Supplemental live stake material may be used. On average, plants will be installed 4 feet on center. Trees will be installed 18 feet from pre-existing trees and planted trees. A plastic plant protector tube will be installed around all plants to help protect them from rabbit browse. Plant protector tubes will be secured in place with a biodegradable bamboo stake and removed after 3-5 growing seasons once the plants have established. ~5 ft tall wire cages will be installed around all cedar trees to protect them from deer browse. Wire cages will be secured in place with two 5 ft t-posts and removed after the trees have established. Wetland emergent plants in zone 7 will not require plant protector tubes.

Zone 1	2,600 sq. ft.	Winter/Spring 2022	<b>Mulching –</b> Sheet mulching: Following plant installation, a biodegradable cardboard or burlap barrier will be placed between plants in zone 1 and mulch will be applied over the barrier to a depth of 3-4 inches.
Zones 1-7	34,900	Summers 2022-2024	<b>Maintenance &amp; Monitoring –</b> KCD staff and crews will maintain and monitor the plantings for a minimum of 3 consecutive growing seasons following installation. Maintenance will involve control of invasive species in accordance with King County Noxious Weed Control Program's Best Management Practices. Plants will be maintained and replanted as needed to achieve at least 80% survivorship. If 80% survivorship is achieved after 3 growing seasons, the landowner will take over project monitoring and maintenance for the remaining years of the 15 year project agreement.



## Pre-Installation Site Photos

Project Manager: Ashley Allan  
Landowners: Charles Mapili and Lori Brown  
Project Location: 2316 NE 31st St Renton, WA 98056  
Parcel # 3345100081



Image 1. Panorama taken from west end of Zone 1 facing east.



Image 2. Taken from west end of Zone 1 facing east.



Image 3. Taken from south side of creek facing north. Photo captures short, steep slope on south end of Zone 3.



Image 4. Taken above culvert on west side of project facing east.



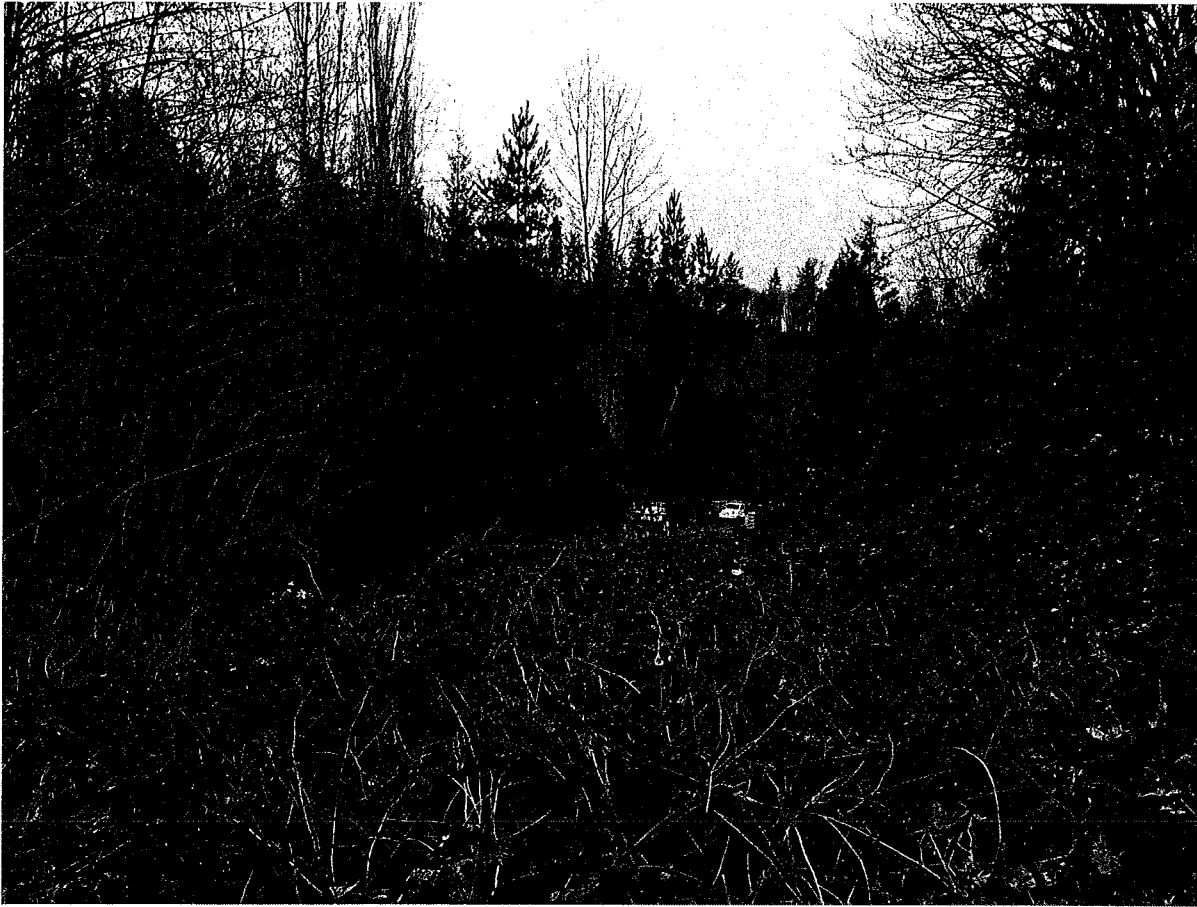


Image 5. Taken from northeast end of Zone 4 facing west.



Image 6. Taken from north end of Zone 5 facing south.



Image 7. Taken from south end of Zone 5 facing west.



Image 8. Taken from northeast end of Zone 2 facing west. Photo captures Gypsy Creek tributary, which has iron oxidizing bacteria present.

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: May 10<sup>th</sup>, 2021**

**SUBJECT: AI: 21-032**

- Motion to approve the Member Jurisdiction grant application from the City of Normandy Park for the Community Forester Stewardship Program

**FISCAL IMPACT**

- The applicant is requesting \$38,000 from KCD-Normandy Park Member Jurisdiction returned and 2012-2019 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 of Normandy Park began this program with the assistance of KCD's Urban Forestry program

**BACKGROUND**

- The grant subcommittee reviewed this application and was pleased to learn how KCD has assisted the city so far.

**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 \$38,000 from KCD-Normandy Park Member Jurisdiction returned and 2012-2019 funds for the City of Normandy Park Community Forester Stewardship Program

## City of Normandy Park Community Forester Stewardship Program

---

*Member Jurisdiction Grant Program*

### ***Normandy Park***

---

801 SW 174th St  
Normandy Park, WA 98166

### ***Mary Anderson***

---

[manderson@normandyparkwa.gov](mailto:manderson@normandyparkwa.gov)



# Application Form

---

## *Summary Information*

---

### **Project Title\***

City of Normandy Park Community Forester Stewardship Program

### **Project Description - Short\***

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

To continue the successful City of Normandy Park Community Forester Stewardship Program from October 2021 through May 2023 by providing services in Community Forester steward training, and community volunteer recruitment, training, and coordination

### **Principal Partners (if any)**

City of Normandy Park, King Conservation District, Restoration Analytics & Design LLC

### **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.

\$38,000.00

### **Total Project Cost\***

\$38,000.00

### **Total Matching Funds (optional)**

\$0.00

### **Project Start Date\***

10/01/2021

### **Project End Date\***

03/31/2023

## Close Date

### Project Location\*

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

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

Marine View Park, 20935 Marine View Dr. SW, Normandy Park 98166, Parcel 0722049037

### Jurisdiction

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

Normandy Park

### 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.

33

### 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.

5

## *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.

RAD ecologists will design, coordinate, and implement an ecological restoration workshop series for all interested Community Forester stewards that will be offered in conjunction with restoration work parties at Marine View Park in Normandy Park. There will be 18 work party – workshops, beginning in October 2021 and finishing in March 2023. Not only will the work party/workshops be interesting, but they will prove to be socially engaging and allow a platform from which stewards can form bonds and community ties with each



other. The workshop educational content will be tied directly to restoration techniques and concepts, and other interesting and novel topics to engage stewards with their environmental work in the parks, their communities, and each other.

### 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.

- Work party metrics: number of volunteers in attendance and hours committed
- Workshop metrics
- Number of Community Foresters in attendance
- Title, Presenter(s), Topic(s) of Workshop
- Area of invasive vegetation cleared
- Native plants installed and quantity
- Maps of where work has occurred

### 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!*

RAD-proposal-to-City-of-Normandy-Park-submit-04-09-2021.docx

### 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.

amanda leon

## **Title**

Parks and Recreation Director

## **Date\***

04/11/2021

## File Attachment Summary

---

### ***Applicant File Uploads***

- RAD-proposal-to-City-of-Normandy-Park-submit-04-09-2021.docx



# ECOLOGICAL RESTORATION THROUGH STEWARDSHIP AND COMMUNITY ENGAGEMENT

A Proposal of Services Prepared for the  
City of Normandy Park | Department of Recreation and Community Services  
October 2021 – March 2023

Submitted by



RAD champions the stewardship of our environment through ecological restoration.



Prepared by

JOY WOOD, M.S.  
CERTIFIED ECOLOGICAL RESTORATION PRACTITIONER AND STEWARDSHIP SPECIALIST

09 April 2020

[JOY@RESTORATIONAD.COM](mailto:JOY@RESTORATIONAD.COM) | (206) 963-5704 | [WEBSITE](#) | [FACEBOOK](#) | [LINKEDIN](#)

## **INTRODUCTION**

Restoration Analytics & Design LLC (RAD) is a fully licensed, bonded, and insured team of enthusiastic, experienced leaders who specialize in ecological restoration through stewardship and community engagement. We offer expert services in all aspects of restoration stewardship coordination including community volunteer and steward education, engagement, outreach, recruitment, management, and retention. In addition, we possess the training, education, expertise, and experience to navigate challenging ecological decisions in regard to site management using the best available science and best management practices, whether in environmentally critical areas or not, on local scales with watershed and regional scale impacts.

Positive changes on local scales impact conditions on landscape scales, and environmental stewardship is vital to our ability to prevail through the climate precipice upon which the world now stands. RAD ensures collaborative volunteer work party practices, and maintains the importance of education and cohesion as key elements to the success of any steward – community ecological restoration program.

---

## **PROPOSED SCOPE OF SERVICES**

Joy Wood, dba Restoration Analytics & Design LLC (RAD) proposes to continue to facilitate the successful City of Normandy Park Community Forester Stewardship Program from October 2021 through March 2023 by providing services in Community Forester steward training, and community volunteer recruitment, training, and coordination. RAD team members will recruit and coordinate volunteers from the community to engage with stewards at work parties. RAD will enthusiastically recruit volunteers, and even future stewards at community events and meetings, and by other methods. RAD team members will manage efforts to communicate appreciation with work party volunteers, perform other modes of retention and outreach, and work on-site with municipal Community Forester stewards to develop a basic restoration management plan. RAD team members will reach out to volunteers of all ages, abilities, and socio-economic backgrounds, and will ensure that everyone feels welcome and appreciated at work parties. As a Certified Ecological Restoration Practitioner by the Society for Ecological Restoration (SER), Joy Wood and other RAD team members will ensure that ecological restoration is accomplished by means deemed scientifically valuable by the Society for Ecological Restoration (SER).

---

## **STEWARDSHIP EDUCATION AND COMMUNITY ENGAGEMENT**

RAD ecologists will design, coordinate, and implement an ecological restoration workshop series for all interested Community Forester stewards that will be offered in conjunction with restoration work parties. There will be 18 work party – workshops, beginning in October 2021 and finishing in March 2023. Not only will the work party/workshops be interesting, but they will prove to be socially engaging and allow a platform from which stewards can form bonds and community ties with each other. The workshop educational content will be tied directly to restoration techniques and concepts, and other interesting and novel topics to engage stewards with their environmental work in the parks, their communities, and each other. See Exhibits A and B for topics and timelines, respectively.

RAD will utilize a variety of ways to recruit community volunteers and future stewards; including community events and meetings, social media, fliers, and volunteer recruiting websites. We will manage efforts to communicate appreciation with stewards and work party community volunteers. RAD team members will provide support to the stewards to ensure the success of all work parties and to optimize steward and volunteer retention. We will track and report all volunteer hours contributed to the program. The RAD ecologist will work on-site with municipal Community Forester stewards to develop a restoration management plan for design, implementation, and on-going maintenance and monitoring that will guide adaptive management decisions, to be implemented throughout 2021 and into 2023, outlined in Exhibit C. RAD proposes working with Community Foresters regularly on a weekday as to have a better chance of engaging with local Normandy Park schools.

## EXHIBIT A: TRUE AND POTENTIAL WORKSHOP TOPICS

Topics covered in 2019-2020	
	Bare Root Plant Choices
	Baseline Ecological Evaluation
	Computer Restoration Resources
	Develop Native Plant Orders for Fall Installation
	Drought Stressors and How To Deal with It
	Ecological Evaluation
	Follow-up Ecological Evaluation
	Introduction to Restoration Ecology
	Invasive Species-and-Site Specific Best Management Practices
	Live Stakes Propagation and Installation
	Maintenance, Monitoring, and Adaptive Management Planning
	Native Plant Identification
	Native Plant Uses in Restoration
	Plant Placement and Staging
	Planting Techniques for Restoration
Potential Topics for 2021-2023	
	Computer Restoration Resources cont'd
	Develop Native Plant Orders for Fall Installation
	Ecological Restoration Best Management Practices
	Follow-up Ecological Evaluation
	Forests and Our Health
	Hazard Trees
	Herbicide Techniques and When to Use Them
	Importance of Site Maintenance and Stewardship
	Maintenance, Monitoring, and Adaptive Management Planning
	Overview of Normany Park Tree Ordinance
	Plant Care
	Pruning for Trails Maintenance
	Resistance and Resilience - Planting for Diversity
	Restoration for Pollinators and Other Wildlife
	Rules and Regulations - Permits and Necessity
	Soils!
	Soils cont'd
	Techniques for Managing Larger Work Parties
	Urban Forestry
	Volunteer Diversity, Recruitment, and Retention



## EXHIBIT B: TIMELINE

Timeline	
2021	October
	November
	December
2022	January
	February
	March
	April
	May
	June
	July
	August
	September
	October
	November
	December
2023	January
	February
	March

---

**EXHIBIT C: SCOPE OF WORK DELIVERABLES AND PROGRAM COSTS**

Category	Deliverables	Service Costs
Steward Support	RAD will mentor Community Foresters (stewards) via email, phone, and in-person for ecological guidance, work party advice, and general support as needed; liaison communications as needed between City and stewards.	\$ 2,700.00
Engagement	Develop content for, teach, and recruit guest speakers for educational workshops directly related to restoration ecology through stewardship with community engagement. Also will develop strategies and support work parties. Work parties and workshops in conjunction.	\$28,800.00
Administration	Monthly invoices to Normandy Park including list of scope tasks accomplished.	--
	Quarterly reporting to Normandy Park and KCD regarding work party and educational workshop metrics, steward restoration progress, other items as appropriate.	\$ 2,700.00
	Final report on program accomplishments and challenges, and recommendations going forward due 09/30/2022.	\$ 1,800.00
Total:		\$36,000.00
Plant Material:		\$ 2,000.00
Grand Total:		\$ 38,000.00

## CONSULTANT EXPERIENCE AND SUMMARY

RAD currently facilitates stewardship programs funded by the King Conservation District in the Cities of Normandy Park and Shoreline. RAD also facilitates a stewardship program in the City of Sammamish through the Washington Native Plant Society, and previous cities for this particular program in Seattle, Mercer Island, Kirkland, Kenmore, and SeaTac.

Restoration Analytics & Design LLC is a certified Washington State Office of Minority & Women's Business Enterprises (OMWBE), and would be honored to continue as the contract consultant for the City of Normandy Park, Department of Recreation and Community Services. The requirements for this position are a good match with the experience and expertise of the RAD Team, our passion for ecological restoration through stewardship and community engagement, and our mission to ***champion the stewardship of our environment through ecological restoration***. We would appreciate the opportunity to meet with you to learn more about the forest stewardship program needs of the City of Normandy Park, and to discuss our qualifications further. Thank you for reviewing these materials, and we look forward to hearing from you.



**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: May 10<sup>th</sup>, 2021**

**SUBJECT: AI: 21-033**

Motion to approve the Member Jurisdiction grant application from the White River Valley Museum for 2021 Support for Farm Programs and Projects

**FISCAL IMPACT**

- The applicant is requesting \$15,133 from 2020-2021 KCD-Auburn 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

**STAKEHOLDER INTERESTS**

- KCD has invested approximately \$139,000 in education and farm management best practices at Mary Olson Farm since 2010.

**BACKGROUND**

- The City of Auburn owns Mary Olson Farm, where this grant takes place. They wholeheartedly support this organization utilizing the funds for ongoing educational programming and the implementation of best management practices on the farm grounds as a demonstration to the public. The farm is open to the public on weekends and draws crowds (during normal years) for its festivals. The grant subcommittee reviewed this application and is pleased to recommend it for funding.

**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 \$15,133 from KCD-Auburn Member Jurisdiction 2020-2021 funds for the White River Valley Museum 2021 Support for Farm Programs and Projects.



## 2021 Support for Farm Programs and Projects

---

### *Member Jurisdiction Grant Program*

### ***White River Valley Museum***

---

Rachael McAlister  
918 H Street SE  
Auburn, WA 98002

O: 253-288-7437

### ***Rachael McAlister***

---

[rmcalister@auburnwa.gov](mailto:rmcalister@auburnwa.gov)

# Application Form

---

## *Summary Information*

---

### **Project Title\***

2021 Support for Farm Programs and Projects

### **Project Description - Short\***

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

The Mary Olson Farm is seeking continued support for its programming including: open hours and fieldtrip support, invasive species removal and plantings, and improvements to its historic chicken coop.

### **Principal Partners (if any)**

City of Auburn and the Environmental Science 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.

\$15,113.00

### **Total Project Cost\***

\$43,332.00

### **Total Matching Funds (optional)**

\$28,219.00

### **Project Start Date\***

05/05/2021

### **Project End Date\***

02/28/2022

## Close Date

### Project Location\*

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

28728 Green River Road  
Kent, WA  
98030

### 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 Farm respectfully seeks funding to continue Farm improvements in the garden and natural landscape and to provide support for summer open hours and fall fieldtrips.



**Landscape Work** – The Farm is in a continual process of invasive removal around its stream and hillsides. With generous funding from the KCD and the help of habitat restoration specialists we have been able to make great progress over the last several years. We want to continue this work, seeking funding to monitor those areas that have been cleared and planted and to continue to tackle the issues of Italian Arum, English Holly and Himalayan Blackberry around the property. In particular this year we will be clearing out large swaths of blackberry surrounding the Farm's South meadow, the pasture wellhead, and the orchard fences.

**Summer Open Hours** – Each summer the Farm is open for free each weekend. Families, seniors and even couples on dates visit every Saturday and Sunday. During these summer open hours guests roam the site learning about history, farming, composting and more. They are able to bring a picnic and seek shade under one of the orchard's apple trees; finding respite from busy urban life in the Farm's natural beauty. In 2020 our Farm open hours were more important than ever – bring a safe place for folks to engage with nature and history while socially distancing. We anticipate the Farm being a very popular location for recreation again in the summer of 2021.

Our open weekends are made possible through KCD support of a paid summer host at the Farm and support of the Farm's social media promotions and marketing. The summer host is vital to allowing guests on the Farm and KCD's subsidization of this position allows the Farm to continue to be free for all. The host ensures that the property and the guests are safe and secure as well as providing guests up-close and personal encounters with the Farm's resident donkeys, chickens, and cow. The social media marketing is how we connect the property with new audiences. For the last several years we have used Facebook and now also Instagram promoted posts to get the word out about the Farm. It has proven to be the most successful way to target new audiences with past guests directly referencing the social posts as how they heard about the Farm!

**Fall Fieldtrips** – Our favorite way to connect the Farm to the public is via our fieldtrip program. On "Food on the Farm" fieldtrips area first grade students learn all about where food comes from and about animals and farming through hands-on activities. In 2020 we were unable to connect our students to the Farm in-person and instead made a series of videos for teachers to share with students. If we are unable to have students at the Farm in fall of 2021 we will work to either provide a virtual option or an in-class presentation in lieu of our traditional fieldtrips.

2021 will mark the fourth year of our Sea to Stream program for eighth grade students. With help from KCD, The Muckleshoot Indian Tribe, and the Environmental Science Center we created a robust and exciting environmental learning opportunity for area students. Last year due to COVID 19 we were only able to bring this program to around 500 students in a virtual format. If we are unable to see students in person we will continue to bring the program to them virtually and seek to expand our capacity.

**Chicken Coop Restoration** – On Farm fieldtrips one of the highlights for students is meeting our chickens. At the chicken coop students learn about where meat and eggs come from, how a farmer cares for chickens. For the last few years our chicken coop has been victim to several mink incursions. To safely house our flock we need to update the chicken yard replacing rotting wood and insufficient metal fencing. Because the Farm is a King County landmark and the coop is a building of significance the process of updating the yard will be done in a way to retain the same look and feel of the current chicken coop. Construction will be in line with the Secretary of the Interior's Standards for the Treatment of Historic Properties and a Certificate of Appropriateness from King County will be obtained for the project.

## 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.

**Blackberry Knock-down, Invasive Monitoring, and Planting \$5522** –An initial cutting down of the larger stands of blackberry along the fence lines in the apple orchard as well as the south meadow will occur. All



canes will be cut-up on site and left to decompose. Roughly 6-8 weeks later the regrowth of cut stands will receive an herbicide treatment. A late season cutting down will be included as well. There will be ivy removal from a handful of trees around the creek. Holly trees will be treated with either a EZ-Ject lance herbicide pellet inserted into the cambium layer or will be pulled up, cut into pieces and scattered to allow for decomposition. English ivy will be removed from any trees on the property as well as around the base of the tree (life rings). Arum populations will be targeted throughout the property. Areas will be monitored for regrowth during maintenance period and treated accordingly. There will be an installation of 75 shrubs along the creek between the area of the historical smokehouse and the large maple to the south. Project will include the removal of current non-native plants within this area.

Summer Open Hours and Marketing Support \$2250 – Funding from KCD will be used to support the hourly wages for the Farm's summer open hours host. Farm open hours are from 11am – 4pm every Saturday and Sunday June 19 – August 29, 2021. To encourage visitorship and promote the property, regularly scheduled Facebook and Instagram promoted posts will be purchased beginning mid-June through mid-August 2021.

Farm Fieldtrip Support \$2500 – Our Farm fieldtrip program begins in September and ends in December 2021. Support though KCD will be used to off-set the costs of running this program for over 3000 students, free of charge in 2021. If we are unable to see students in-person this funding will be used to support either in-class or virtual fieldtrip presentations.

Chicken Coop Restoration \$4841 – Our contractors will remove and replace rotten areas in support framework around chicken yard and install new 1/2" mesh galvanized hardware cloth fencing around perimeter to roofline. They will also secure base to prevent critter access and install a hidden plate metal barrier base around perimeter of chicken house to match existing chicken yard barrier. The cost for this work is \$4341. The Museum will apply for a Certificate of Appropriateness from King County to complete this project with an estimated cost of \$500. Pending weather and contractor availability we hope this project will be completed in early summer, and if not then in early fall 2021.

## 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-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.

2021 City letter of support.doc

## 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.

Farm Program Pictures.docx

## 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?

No

### 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\*

Agriculture, Urban  
Education  
Forestry, Urban  
Shorelines, 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.

Rachael McAlister

### Title

Museum and Farm Director

### Date\*

04/05/2021



## File Attachment Summary

---

### ***Applicant File Uploads***

- 2019-KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx
- 2021 City letter of support.doc
- Farm Program Pictures.docx





## Member Jurisdiction Grant Program

### Grant Application Project Budget Form

*Promoting sustainable uses of natural resources  
through responsible stewardship*

Project Name	2021 Support for Farm Programs and Projects			
Applicant	White River Valley Museum and Mary Olson Farm			
Contact	Rachael McAlister			
Mailing Address	918 H Street SE, Auburn, WA 98002			
E-mail	<a href="mailto:rmcalister@auburnwa.gov">rmcalister@auburnwa.gov</a>	Project Start Date:	May-21	
Phone	253-288-7437	Project End Date:	Dec-21	
<b>Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below</b>				
Budget Item	KCD Funds	Other Funds	Other Funds	Total
		<i>City of Auburn and WRVM - Secured</i>	<i>Environmental Science Center - Pending</i>	
Salaries & Benefits	\$0	\$13,101	\$0	\$13,101
Travel/ Meals/ Mileage (for - volunteers, staff)	\$0	\$80	\$0	\$80
				\$0
				\$0
				\$0
Office Supplies	\$0	\$0	\$0	\$0
				\$0
				\$0
Field Supplies	\$0	\$0	\$0	\$0
Contracted/ Professional Services	\$11,613	\$4,038	\$10,500	\$26,151
Permits	\$500	\$0	\$0	\$500
Facebook Promotion	\$500	\$500	\$0	\$1,000
Fieldtrip Sponsorship	\$2,500	\$0	\$0	\$2,500
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
<b>TOTAL</b>	<b>\$15,113</b>	<b>\$17,719</b>	<b>\$10,500</b>	<b>\$43,332</b>

Total Project Cost	\$43,332
Total Match	\$28,219
Amount of KCD Funding Requested	\$15,113
Match Percentage	65%

FOOTNOTES:

PROJECT	KCD Request	City	Volunteers	WRVM
<b>Salaries</b>				
Project manager, 2 weeks fte	\$	3,200		
Curator of Ed, 3 weeks fte	\$	3,600		
Ed Assistant, 3 weeks pte	\$	1,575		
Ed Intern, 2 weeks pte	\$	675		
Volunteer tour guides, 120 hours @ \$25.43		\$	3,051	
Sea to Stream Native Educators			\$	1,000
<b>Contracted Services</b>				
chicken coop restoration	\$ 4,341			
summer host/interpreter	\$ 1,750	\$ 1,750	\$ 2,288	
Habitat Restoration	\$ 5,522			
Sea to Stream Naturalists, 600 hours @ \$17.50				
<b>Permits</b>				
King County Certificate of Appr	\$ 500			
<b>Promotion/Travel</b>				
promoted Facebook Posts	\$ 500	\$ 500		
mileage, 8 miles x 20 trips x \$.50		\$ 80		
fieldtrip sponsor	\$ 2,500			

Environmental Science Center

\$ 10,500

---

April 5, 2021

Jessica Saavedra  
King Conservation District  
1107 SW Grady Way, Suite 130  
Renton, WA 98057

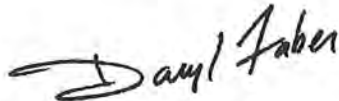
Dear Ms. Saavedra and Grant Panelists,

It is my pleasure to write this letter of support for a Jurisdictional Grant application put forth by the White River Valley Museum. The Museum, which is a non-profit corporation, manages the Mary Olson Farm, a park that provides a unique and beautiful space for environmental learning, history and recreation for students, residents, and tourists alike.

Over the last decade many wonderful projects at the Farm have been funded by KCD. Your support for the Farm's ongoing landscape rehabilitation helps us be great stewards of this beautiful property – ensuring it will be enjoyed by generations to come. KCD has also been instrumental in our amazing fieldtrip program and projects like compost bins and garden beds. These projects have a direct and lasting affect on the community and we could not have accomplished them without you.

KCD has been a strong and reliable partner of the City of Auburn and the Mary Olson Farm and we greatly appreciate your ongoing support as we continue to preserve, protect and educate.

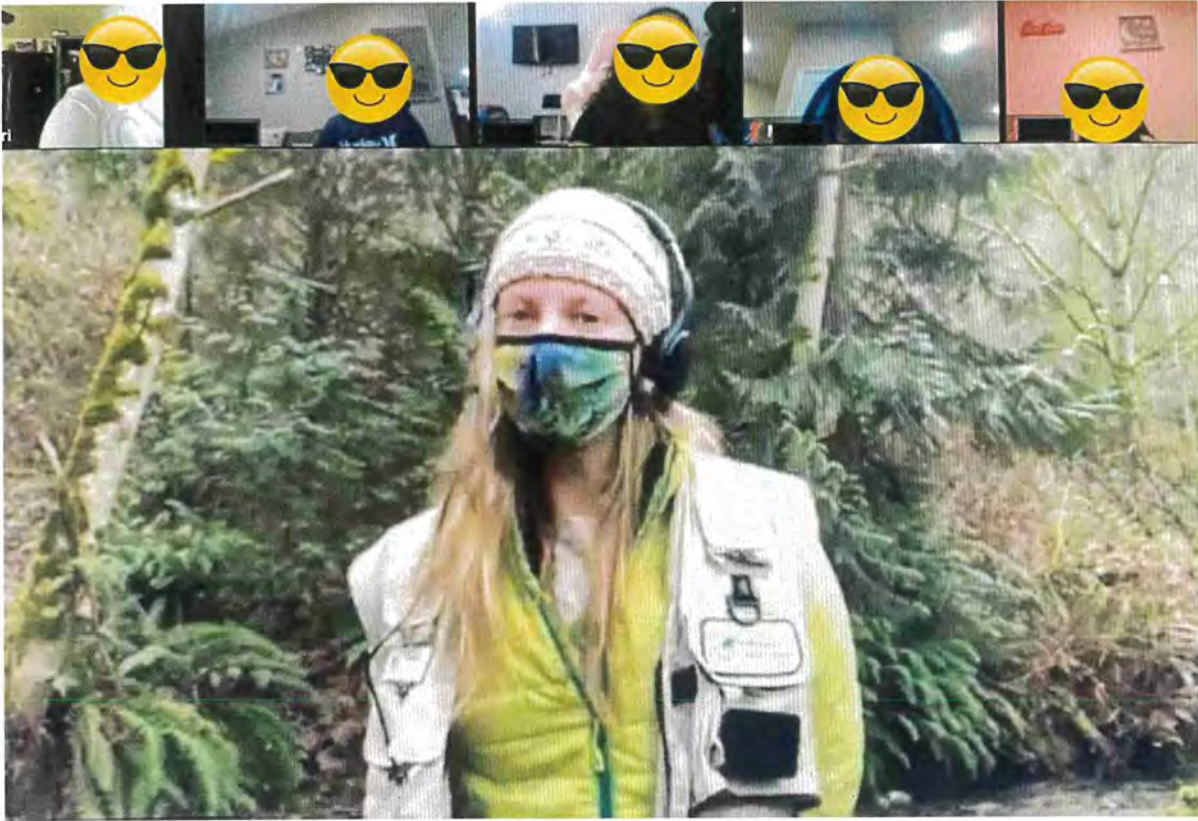
Sincerely,



Daryl Faber  
Director of Parks, Arts and Recreation  
City of Auburn



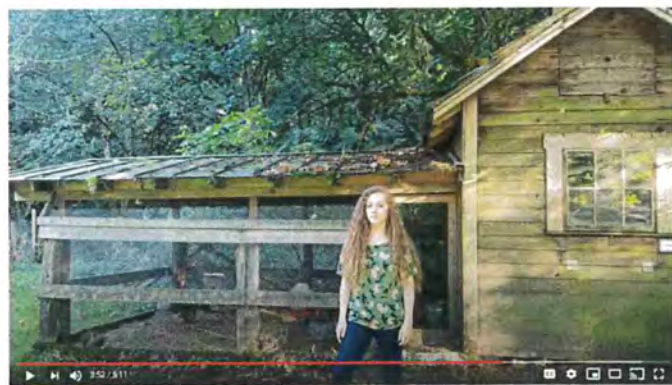
## Learning at the Farm – We went Virtual in 2020



**virtual farm field trip  
resources are now  
available! please click  
here to email a request for  
access to this content.**

We have created a series of five short videos about the Mary Olson Farm focusing on the site's history, animals at the farm, the orchard, the barn and weaving shed, and a tour of the farm house. These are designed for lower elementary aged students and align best with first grade learning standards. We have also created several online interactive activities to practice things like vocabulary learned in the videos. Videos are provided through a YouTube link, and all interactives are powered by Google. Check out some stills from the videos and use the link above to email us for free access to these resources!

Access to this content is free thanks to support from the



Animals at the Mary Olson Farm





We are hoping to show students salmon in Olson stream this fall!



The Chicken Coop needs a little TLC so the ladies can greet their fans.



**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: May 10<sup>th</sup>, 2021**

**SUBJECT: AI: 21-034**

- Motion to approve the Member Jurisdiction grant application from the City of Shoreline for the 2021 Green Shoreline Partnership project

**FISCAL IMPACT**

- The applicant is requesting \$58,100 from 2018-2020 KCD-Shoreline 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

**STAKEHOLDER INTERESTS**

- The City of Shoreline has partnered with KCD on many levels. In addition to grants, we've provided recommendations for work at Richmond Beach Park, funding for park steward development in several parks and we're offering crew-based services to the city.

**BACKGROUND**

- The grant subcommittee reviewed this application and did not have any questions.

**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 \$58,100 from KCD-Shoreline Member Jurisdiction 2018-2020 funds for the City of Shoreline Green Shoreline Partnership 2021



## Green Shoreline Partnership 2021

---

### *Member Jurisdiction Grant Program*

#### ***Shoreline***

---

Susana Villamarin  
17500 Midvale Avenue North  
Shoreline, WA 98133-4921

svillamarin@shorelinewa.gov  
O: 206-801-2603

#### ***Joseph Callaghan***

---

jcallaghan@shorelinewa.gov  
O: 206-801-2615

# Application Form

---

## *Summary Information*

---

### **Project Title\***

Green Shoreline Partnership 2021

### **Project Description - Short\***

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

Manage the Green Shoreline Partnership including supporting and recruiting Forest Stewards, hosting volunteer opportunities, promoting to the general public, creating educational resources and workshops, and continuing restoration at identified parks

### **Principal Partners (if any)**

Green Shoreline Partnership

### **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.

\$58,100.00

### **Total Project Cost\***

\$77,750.00

### **Total Matching Funds (optional)**

\$19,650.00

### **Project Start Date\***

04/01/2021

### **Project End Date\***

05/01/2022

## 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 locations -  
Ballinger Open Space  
Boeing Creek Park  
Brugger's Bog Park  
Hamlin Park  
Paramount Open Space  
Richmond Beach Saltwater Park  
Shoreview Park  
South Woods  
Twin Ponds Park  
Actual addresses provided upon request

### Jurisdiction

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

Shoreline

### 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.

32

### 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.

1



## ***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.

In 2019, the Green Shoreline Partnership was formally created through support from the City of Shoreline and additional partners to build upon existing forest restoration efforts to establish a city-wide community-based stewardship program to support long-term restoration and maintenance of Shoreline's parks and natural areas. Shoreline joined Seattle, Tacoma, Snoqualmie, Kent, Redmond, Kirkland, Everett, Puyallup, Tukwila, Issaquah, Burien, SeaTac, and Des Moines as members of the Green Cities Network. These 14 Green Cities in the Puget Sound region span three counties (King, Pierce, and Snohomish), collectively serve a population of more than 3 million people and aim to restore and steward more than 13,000 acres of land. As part of this robust network of resources and expertise, the Green Shoreline Partnership will contribute toward a livable and healthy region.

The Green Shoreline Partnership has an overall mission to preserve, restore, and maintain Shoreline's forested parklands and natural areas with their many benefits, while at the same time educating and engaging the community to support the city in caring for these spaces. Specifically, the Partnership anticipates that from 2019-2039, the following outcomes will occur:

1. All 240 of Shoreline's public forested and natural area parklands enrolled in restoration and active maintenance by 2038.
2. A restoration program with the capacity for long term stewardship of forested parks and natural areas; increased public awareness of—and engagement in— protecting, restoring, and maintaining healthy habitats.
3. A robust Green Shoreline steward program, with at least one steward in each natural area park and dedicated staff to recruit, train, and retain volunteer stewardship leaders.
4. A successful volunteer program that engages a diverse community of individuals and families, schools, businesses, and nonprofit organizations.
5. Protection of critical forest and natural areas that provide important ecological and public benefits.
6. Sustainable funding, operations, and field staff resources to accomplish long-term restoration objectives.

For the Green Shoreline Partnership's mission to succeed and for its vision and desired outcomes to become a reality, certain goals must be achieved during the next 20 years. Eight goals, along with measurable benchmarks were developed based on current habitat conditions, current capacity to support restoration efforts, and the experience of other partnerships in the Green Cities Network. These 8 goals include:

1. Identify priority sites for restoration and active management of already existing urban forest, and work to replace aging canopy cover in those areas by developing stewardship plans for priority sites.
2. Host community events that foster the use, enjoyment of, and connection with Shoreline's forested parks and natural areas in ways that are relevant to its diverse community, and encourage stewardship, connection, and education.
3. Recruit, retain, and support volunteers in meaningful restoration and enhancement projects in local parks and throughout the city.
4. Support and maintain a stewardship program that empowers a growing number of dedicated participants to take a leadership role in restoration of the city's parks and community forest.
5. Identify areas where skilled field crews are necessary, and work collaboratively as a Partnership to fund, support, and complete that work.
6. Build collaborative and equitable working relationships among government agencies, nonprofits, schools, and other community partners.
7. Establish resources to sustain the program for the long term.
8. Celebrate the Partnership's accomplishments.

Funding will help to maintain the progress of the Green Shoreline Partnership as a whole, and will be dedicated to activities that will expand upon the eight goals listed above. City staff and consultants will provide project oversight for the Green Shoreline Partnership, with a focus on tracking and reporting restoration activities conducted in parks by community volunteers and Forest Stewards. Tracking volunteer occurrences, volunteer hours, and restoration activities will be conducted primarily through an online portal and database, called CEDAR, created in 2020 by Forterra via funding support from the City of Shoreline. City



staff and consultants will also help to promote the Green Shoreline Partnership as a local opportunity for Shoreline residents to support healthy forests in their community; offering both on-the-ground opportunities for residents to engage in restoration activities at their local parks, as well as educational opportunities and restoration resources provided through workshops, social media, and monthly newsletters. Three workshops focused on forest restoration topics will be offered to both Forest Stewards and the general public to learn more about the functions and importance of our urban forests. Creating social media posts, updating the Green Shoreline website, developing educational guides, and sending monthly newsletters will serve as a means to share Partnership updates, promote volunteer events, highlight program partners, and educate the community on native plants, wildlife, and forest restoration best management practices.

In the spring, a Forest Steward Orientation will be provided to the public for any residents interested in stewarding a Green Shoreline site by conducting on-the-ground forest restoration practices and hosting public volunteer events. The focus of this orientation will be to onboard new Forest Stewards to the program, with a hope of attracting interested Stewards for Green Shoreline sites that currently do not have an active Forest Steward presence. The Forest Steward Orientation will also serve as a way to promote the Green Shoreline Partnership and to garner public interest in getting involved with the Partnership, either as a formal Forest Steward, or as a regular volunteer. Support for all new and existing Forest Stewards will be provided by City staff and consultants to provide mentorship and guide restoration activities within parks. Regular communication from staff and consultants, in-person site visits, and work party support will be provided to all Forest Stewards, along with an annual appreciation event to celebrate all Forest Stewards and their contributions made to the Green Shoreline Partnership. City staff and consultants will enthusiastically recruit volunteers to take part in Green Shoreline events, with a focus on reaching Shoreline residents of all ages, abilities, and socioeconomic backgrounds to take part and feel welcome at Green Shoreline events. Outreach and event promotion will be conducted throughout the year to engage new volunteers and interest in the Green Shoreline Partnership.

An annual meeting inviting all formal Green Shoreline partners will be held as a means to review the Green Shoreline 20-Year Forest Management Plan and its goals and benchmarks, to discuss annual work plans for all partners, and to streamline restoration activities happening at Green Shoreline sites. Additional communication will be provided to partners as a means of staying connected to the overall Green Shoreline program, and efforts will be made in order to recruit new partners to the program, which may include additional nonprofits, government agencies, schools, or community groups. This effort will help to diversify partner involvement, while also including current partners so that they are better aware of how their work contributes to overall Green Shoreline goals.

Forest restoration activities will be conducted at all active Green Shoreline sites by staff, Forest Stewards, and volunteers, which will include removal of invasive species, installing native plants, and maintaining plantings through watering and mulching. Support will be provided by the City of Shoreline and consultants in order to purchase native plants, mulch, and additional tools and supplies needed for supporting successful forest restoration projects, and as a means to maintain and build upon already established restoration work. Signage will also be printed and placed at active Green Shoreline sites as a means to recognize the restoration work in progress, to promote the Green Shoreline Partnership, and to list opportunities for residents to get involved. Signage will provide an in-person opportunity for park users to learn about the Green Shoreline Partnership and will help to eliminate barriers for residents to only learn about the program through virtual means (such as social media).

## **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. Grant Management and Project Oversight (February to December)
  - City Staff to manage consultant contract, procurement of tools and supplies, provide a single final progress report to be submitted at the end for reimbursement.
  - Consultant to provide ecological guidance during adaptive management planning, process and coordinate tool and materials requests through the CEDAR database, track community volunteer hours and

occurrences, coordinate further volunteer and steward recruitment, and develop and coordinate continuing education workshops for all Green Shoreline stewards

2. Educational Workshops Metrics Reporting (May to December)

- Provide names and affiliations of attendees
- Include topics covered
- Provide guest speakers' names and affiliation

3. Green Shoreline Steward Orientation and Onboarding (May-December)

- Host one public orientation for all interested Green Shoreline Stewards
- Onboard new stewards with a focus on recruiting Stewards in parks where there currently is no

Steward presence

- Provide background checks for any newly identified Green Shoreline Stewards

4. Green Shoreline Steward Support (February to December)

- Support Stewards via email, phone, and in-person
- Act as liaison between stewards and City personnel
- Provide ecological guidance, mentorship, work party advice, and general stewardship support as

needed

- Report quarterly on restoration work progress summaries and volunteer participation
- Host an annual Forest Steward appreciation event
- Send monthly emails to all Stewards including program updates as well as restoration resources and

educational opportunities

- Print Forest Steward Field Guides for current and new Stewards

5. Green Shoreline Partner Meeting (April to December)

- Host one annual meeting convening all Green Shoreline partners to discuss annual work plans and to

review the Green Shoreline 20-Year Forest Management Plan goals and benchmarks

- Send regular program updates and resources as needed to all Green Shoreline partners
- Explore potential new partnerships to be included in the Green Shoreline Partnership

6. Community Volunteers (March to December)

- Track volunteer participation and growth from recruitment methods

7. Website, Social Media, and Newsletter Management (February to December)

- Post weekly to dedicated Green Shoreline social media sites, including Facebook and Instagram
- Update content on Green Shoreline webpage as needed
- Create and post educational resources to the Green Shoreline website for Forest Steward and

community members

- Send monthly newsletters to all Green Shoreline subscribers

8. Purchase and install native plants (February to December)

- Continue restoration in all parks mentioned above, maintain previous restoration areas of work with

invasive removal and watering protocols

- Develop adaptive management plans as needed
- Prepare sites as above for further plant installation in the fall
- Report details of above parameters

9. Purchase and apply mulch at restoration sites (February to December)

- Support plant health and survival, moderate watering protocol needs, control regrowth of invasive

vegetation

10. Purchase tools and gloves for volunteer events (April to December)

- Purchase any additional tools needed to conduct best management practices at sites and to support

Forest Steward efforts

- Purchase additional gloves for volunteers to utilize at events

11. Site Signage (March to December)

- Print and install "Future Healthy Forest" signs at all active Green Shoreline restoration sites
- Include information on how community members can participate in work parties

## 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!*

2021 KCD Appl 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.

Project Maps, Exhibit A & Exhibit B.pdf

## 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?

No

### 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\*

Education  
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.

Joseph P Callaghan



**Title**

Senior Maintenance Worker - Urban Forestry

**Date\***

04/05/2021

## File Attachment Summary

---

### *Applicant File Uploads*

- 2021 KCD Appl Budget Form.xlsx
- Project Maps, Exhibit A & Exhibit B.pdf



## Member Jurisdiction Grant Program

### Grant Application Project Budget Form

Promoting sustainable uses of natural resources through responsible stewardship

Project Name	2021 Habitat Restoration		
Applicant	City of Shoreline		
Contact	Joseph Callaghan		
Mailing Address	17500 Midvale Ave. N, Shoreline, WA 98133		
E-mail	jcallaghan@shorelinewa.gov	Project Start Date:	4/1/2021
Phone	(206) 801-2615	Project End Date:	12/31/2021

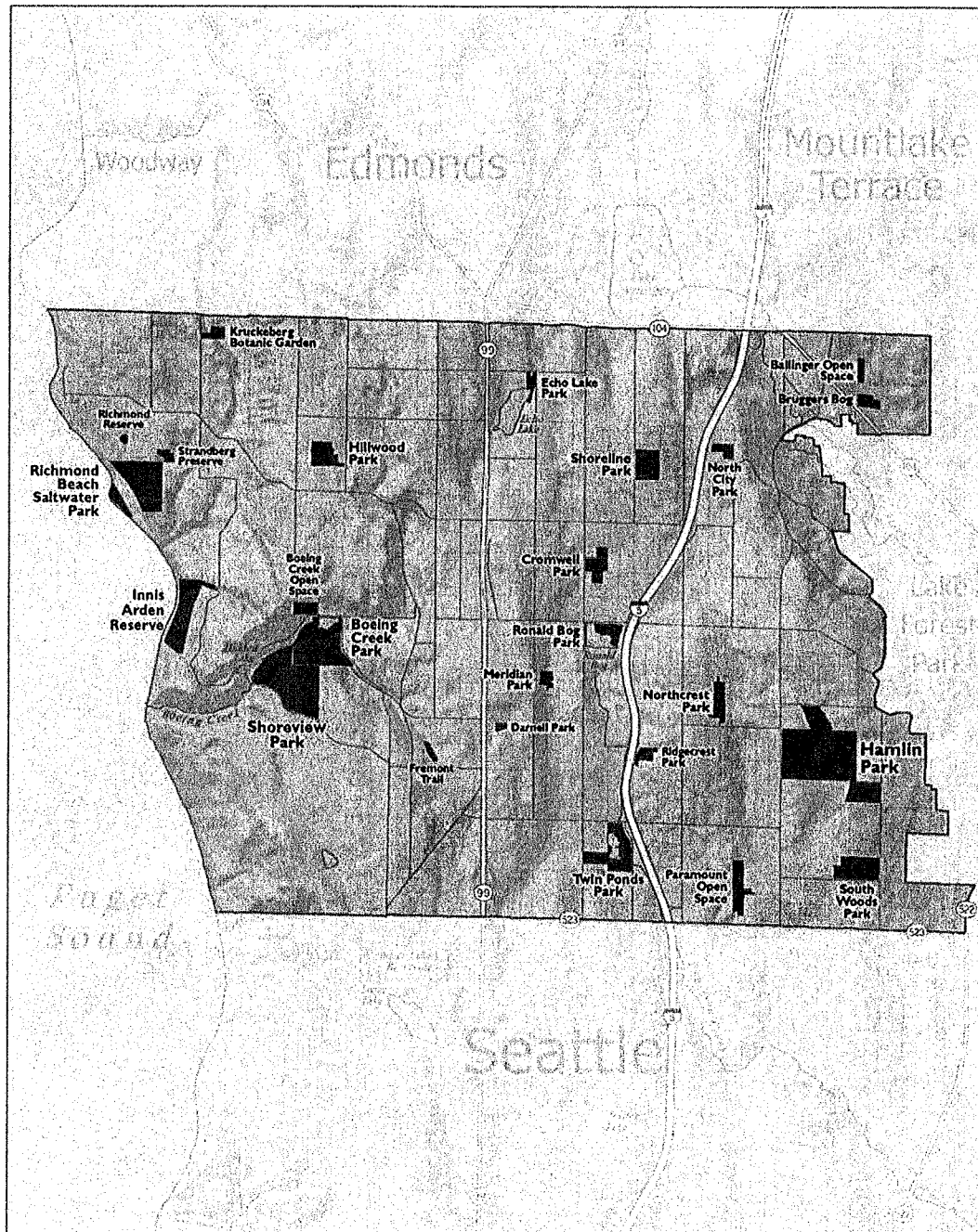
**Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below**

Budget Item	KCD Funds	Volunteer Match	City Match	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	\$100		\$9,650	\$9,750
Volunteer Community		\$10,000		\$10,000
Native Plants	\$3,000			\$3,000
Field Supplies	\$5,000			\$5,000
Contracted/ Professional Services	\$50,000			\$50,000
<b>TOTAL</b>	<b>\$58,100</b>	<b>\$10,000</b>	<b>\$9,650</b>	<b>\$77,750</b>

Total Project Cost	<b>\$77,750</b>
Total Match	<b>\$19,650</b>
Amount of KCD Funding Requested	<b>\$58,100</b>
Match Percentage	<b>25%</b>

Footnotes: Please see  
 Exhibit A - 2021 Forterra Scope of Work  
 Exhibit B - 2021 Supplies and Tools Budget

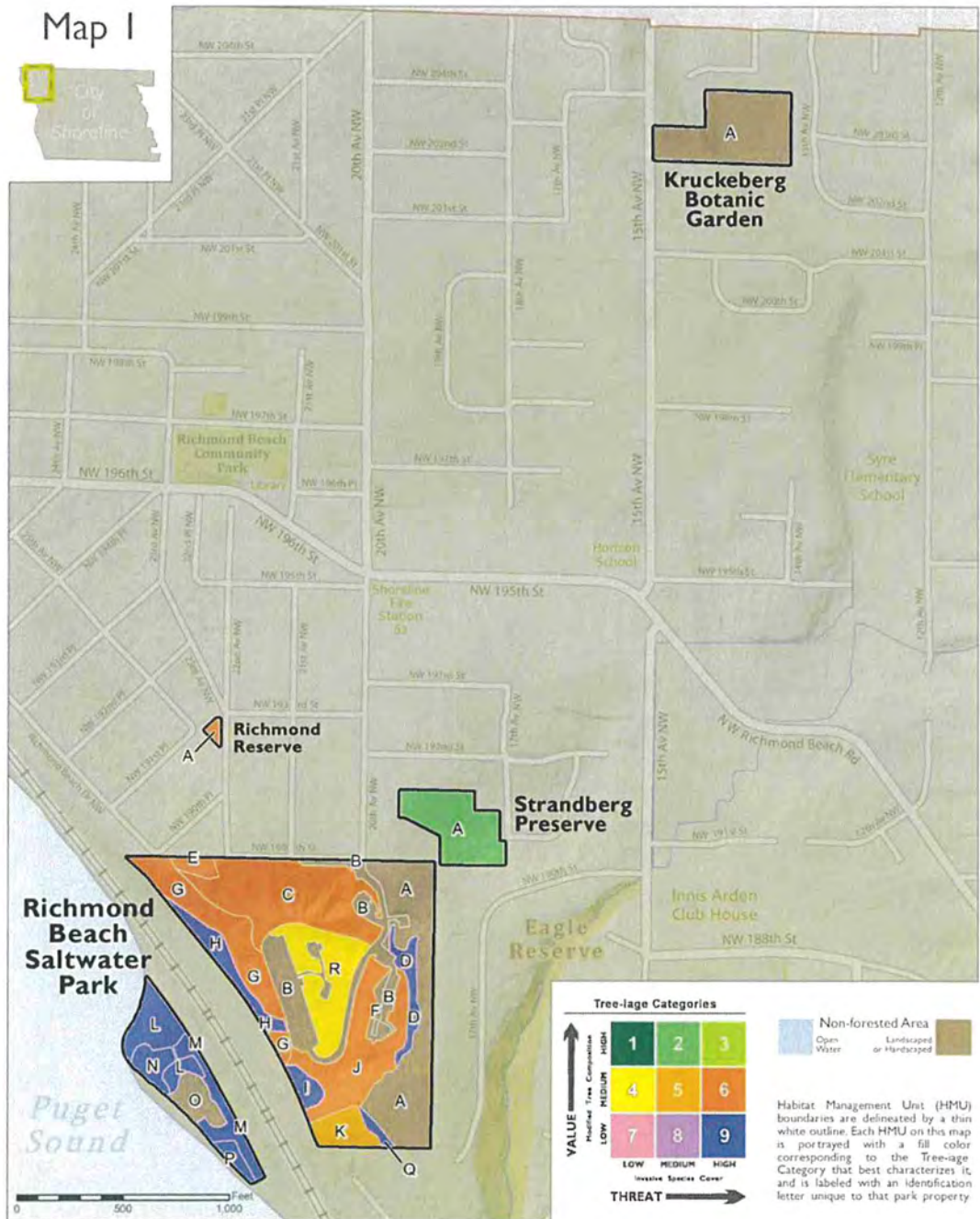
## Overview Map of All Green Shoreline Partnership Sites



Map created by FORTERRA in partnership with the City of Shoreline



SAMPLE MAP - ALL MAPS PROVIDED HAVE NOT BEEN INCLUDED IN THIS PACKET



# FORTERRA



## 2021 - 2022 Scope of Work

Green Shoreline Partnership

Presented to City of Shoreline

By Forterra

March 2021



## I. INTRODUCTION

In 2019, thanks to funding from the City of Shoreline, the Nature Conservancy, and Forterra, the Green Shoreline Partnership was established to build upon past and existing efforts from the City, community members and several active non-profit organizations, to formalize a coordinated city-wide stewardship program. The Green City Partnerships is a regional model led by Forterra, currently working with 14 Puget Sound cities. These Green Cities are dedicated to restoring and caring for our regions urban forests. Shoreline joined Everett, Kent, Kirkland, Puyallup, Redmond, Seattle, Snoqualmie, Tacoma, Tukwila, SeaTac, Burien, Des Moines and Issaquah as a Green City Partnership with Forterra. With a focus on regional sustainability, Forterra has been securing and caring for keystone places around Washington for thirty years.

During the first year of the Partnership, Forterra worked with American Forest Management to conduct a forest health assessment of Shoreline's forested parks and natural areas, which led to the creation of the Green Shoreline 20-Year Forest Management Plan. This 20-Year Plan highlights goals and objectives for restoring all 240 acres of Shoreline's forested parks and natural areas, and will be utilized as a tool for partners and City officials to plan and manage Shoreline's urban forest restoration work into the future. Also within 2019, the Green Shoreline Partnership hosted a multitude of volunteer events, led by the Green Shoreline Stewards, as well as Forterra, removed acres of invasive weeds, planted hundreds of native trees, shrubs, and groundcovers, and hosted the first-ever Green Shoreline Day which brought together 100 community members to plant the future forest of Shoreline.

In 2020, leverage from Forterra as well as funding from both The Nature Conservancy and the City of Shoreline, allowed Forterra to finalize and print the 20-Year Forest Management Plan, continue general outreach to engage the community in the Partnership via social media, e-newsletters, and website updates, and create a centralized database and event calendar, called CEDAR, for tracking restoration work and volunteer attendance for the Partnership. Forterra hosted a virtual week of forest-based activities, Green Shoreline Days, to educate community members on the importance of urban forests, and also created a large range of resources to support and educate Green Shoreline Forest Stewards as well as Shoreline residents.

### **Links to Green Shoreline Resources created by Forterra:**

- *20 Year Forest Management Plan:* [https://forterra.org/wp-content/uploads/2020/11/Green\\_Shoreline\\_20\\_Year\\_Plan.pdf](https://forterra.org/wp-content/uploads/2020/11/Green_Shoreline_20_Year_Plan.pdf)
- *Forest Steward Resources Webpage* (includes Green Shoreline branded materials for diving deeper into learning about forest restoration best management practices, educational materials on the Green Shoreline Partnership to use as volunteer recruitment tools, as well as park-specific maps): <https://forterra.org/subpage/green-shoreline-steward-resources>
- *Dedicated Green Shoreline Social Media Sites:* <https://www.facebook.com/greenshoreline>
  - o <https://www.instagram.com/greenshoreline/>

The following scope of work includes tasks and deliverables that will allow Forterra to guide the Green Shoreline Partnership through 2021 and 2022, with a focus on supporting the Forest Steward program, conducting volunteer outreach and recruitment, providing staff support for large work parties, maintaining tracking and reporting for the Partnership, and providing general administrative and program support. These tasks and deliverables will allow Forterra to serve as the primary point of contact for the Green Shoreline Partnership, helping to streamline activities and to guide the Partnership in reaching goals and benchmarks laid out in the 20-Year Forest Management Plan. It's important to note that all of the following deliverables will be addressed in coordination with Washington State Safe Start Phases and restrictions due to the impacts of COVID-19.

## **II. CITY CONTRACT SCOPE OF WORK**

### **Green Shoreline Partnership Program Implementation Support**

#### **Task One: Forest Steward Training and Support**

The Forest Steward program serves as the framework for community-based volunteer engagement. Forest Stewards are recruited, trained and then assume responsibility to lead other volunteers and restoration activities in specific Green Shoreline sites. Comprehensive support and growth of the Forest Steward program helps ensure the long-term success of the Green Shoreline Partnership. During 2021-2022, supporting and growing the Forest Steward program will remain a top priority of our volunteer efforts. Helping new volunteers step into a Forest Steward role will involve training in Green Shoreline best practices, providing mentorship opportunities with current Stewards, and creating training workshops and other resources. We will also continue to take opportunities to show our appreciation for our most dedicated volunteers at an annual event, and throughout the year in less formal ways.

##### **Task One Deliverables**

- Coordinate and implement one Forest Steward Orientation annually, including event logistics, preparation, set up, correspond with potential stewards, presentation and training
- Focus on recruitment of at least two new Forest Stewards per year to the Green Shoreline Partnership, with a focus on placing stewards at Green Shoreline sites that do not currently have any support
- Serve as the main contact for current and new Forest Stewards:
  - Respond to questions and troubleshoot problems
  - Provide ecological guidance, mentorships, work party advice, and general stewardship support as needed
  - Collect and track upcoming Forest Steward events and tool/materials requests via the CEDAR database
  - Coordinate and communicate FS activities and needs with City staff
  - Send monthly emails to all Stewards including program updates as well as restoration resources and educational opportunities
- Coordinate three workshops annually open to Forest Stewards and the public, topics TBD (native plant ID, plant stock and planting techniques, ethnobotany, live-staking, restoration and gardening for wildlife, etc.)
- Create and update Forest Steward resources, including finalizing an official Green Shoreline Forest Steward Field Guide
- Host an annual Forest Steward appreciation event (tour, training, picnic, dinner, other activity TBD)

#### **Task Two: Volunteer and Forest Steward Recruitment and Retention**

Outreach, recruitment, and promotion of the Green Shoreline Partnership allows the program to maintain a presence in the community and increase the visibility and brand. The volunteer program in 2021-2022 will maintain existing relationships and build new contacts within the community, especially with schools and organizations that support BIPOC communities. The program will continue to promote Forest Steward volunteer events and opportunities for people to move into a Forest Steward role.

##### **Task Two Deliverables**

- Promote Green Shoreline at local outreach events or presentations to stakeholder groups
- Seek out new strategic opportunities to develop new relationships within the community



- Manage dedicated Green Shoreline website and social media accounts, with focus on posting weekly to social media accounts
- Post all events on Green Shoreline's CEDAR calendar
- Utilize other local event calendars and social media to promote large events
- Update and manage volunteer and supporters email list
- Email volunteer list monthly with upcoming event information, Partnership news, educational resources, and native plant highlights
- Answer inquiries from the public regarding Green Shoreline

### **Task Three: Work Party Support**

In addition to recruiting a network of Forest Stewards and volunteers, supporting work parties is critical to the success of the Green Shoreline Partnership, diversifying participation and assuring the smooth and effective involvement of volunteers. The Green Shoreline Partnership has been and will continue to consider the impacts of COVID-19 on our ability to host volunteer events, and will only be hosting public volunteer events when conditions are safe for our staff, Forest Stewards, and volunteers. Responsibilities under this deliverable may have to be adjusted depending on impacts of COVID-19.

#### **Task Three Deliverables**

- Develop and staff work parties for groups such as corporations and schools
- Process event requests through CEDAR, coordinate with event leads and City staff

### **Task Four: Tracking and Reporting**

This aspect of the Green Shoreline Partnership provides a measure of the progress toward meeting both annual and 20-year goals, as well as providing important information for adapting restoration strategies and volunteer recruitment. A new database program called CEDAR was created in 2020, which serves as a central point for collecting all volunteer and restoration data for the Partnership, and also serves as an online calendar where volunteers can actively sign-up for events. Forterra will continue to maintain and facilitate the use of CEDAR for the Green Shoreline Partnership in 2021-2022.

#### **Task Four Deliverables**

- Provide database training for staff and Forest Stewards
- Collect and process documentation for all restoration work by volunteers and crews
- Maintain CEDAR database, including approval of volunteer events and work log data
- Provide program reports to the City of Shoreline as needed
- Create annual report for the Partnership

### **Task Five: Administration and General Program Coordination**

A key part of the successful implementation of the Green Shoreline Partnership is the function of the Partnership itself, coordinated by Forterra and City of Shoreline staff as the Management Team. This team works closely to effectively move programming forward, make decisions, and allocate resources.

#### **Task Five Deliverables**

- Adminstrate program to stay on task and within budget, submitting monthly invoices

- Schedule and/or attend, as needed, program coordination meetings with City of Shoreline staff, partners, and Stewards
- Host one annual meeting convening all Green Shoreline partners to discuss annual work plans and to review the Green Shoreline 20-Year Forest Management Plan goals and benchmarks
- Coordinate with City of Shoreline to provide annual work plans, program reporting, and end of year annual one-page report on Partnership achievements
- Review 20-Year Forest Management Plan and annual benchmarks

*Any and all proprietary processes, methods, information or concepts created or utilized by Service Provider that do not include any specific information relative to City or City's proprietary information shall be and remain the sole and exclusive property of Service Provider. In addition, City shall remove Service Provider's name and any appearance of authorship from any and all materials (including, without limitation, copies, modifications, and derivative works) related to any work product or other deliverable provided by Service Provider to City that is not in the complete original form as delivered by Service Provider, except as approved by Service Provider.*

### III. FORTERRA LEVERAGE/MATCH

#### Green Cities Network

Forterra provides a unique role, connecting the Green City Partnerships to enhance and advance volunteer-based urban forest restoration. Forterra convenes and facilitates the Green Cities Network connecting partner cities to each other and to relevant resources, ideas, and information. Forterra has been successful in bringing additional resources to the Green City Partnership in the form of grants, donations, and intern support. Although successful procurement of grants and donations cannot be fully forecasted, Forterra will seek opportunities to leverage this contract with additional resources such as:

- **Additional Program Support:** Beyond the scope of work, including additional support for outreach, volunteer tracking, event support, etc.
- **Network Communication:** Access to Green Cities Network listserv hosted and maintained by Forterra with news and announcements relevant to Green Cities work such as, upcoming trainings, webinars, conferences, grants, and new research.
- **Network Focus Groups:** Opportunities to participate in Green Cities quarterly focus groups and Annual Summit.
- **In-Kind Donations:** Donations, such as refreshments for events like Green Shoreline Day, and/or photographers to cover events.
- **Green Cities Outreach and Publicity:** Regional press release highlighting work of all Green Cities. Coordinate outreach booth or presentation at regional events.
- **Grant Pursuit:** Forterra may pursue grants for additional supplemental funding to further the goals of the Green Shoreline Partnership. All activities to be in coordination with City of Shoreline staff.

#### IV. PRIMARY CONTRACT PERSONEL

**Nicole Marcotte, Green Cities Project Manager**, works on a variety of projects as part of Forterra's Green Cities team. She specializes in volunteer management and overseeing large volunteer events, and serves as the Forterra lead staff for the Green Shoreline Partnership. She has worked on Green City Partnerships in Seattle, Tukwila, Everett, and Redmond, and is a former EarthCorps Corps Member and Washington Conservation Corps Individual Placement. Nicole holds a B.A. in Environmental Studies from St. Michael's College in Vermont.

**Joanna Nelson de Flores, Restoration & Stewardship Managing Director**, leads Forterra's Restoration and Stewardship Department, which includes the Green Cities Program. Joanna was among the founding staff members of the Green Seattle Partnership and is now at the helm of a growing program that supports 15 active partnerships with cities in the Puget Sound. She has an intimate understanding of how the partnerships work, from high-level strategic planning to the on-the-ground support for volunteers and forest restoration projects. She specializes in coordinating restoration project logistics, building good partner relationships with City staff, community leaders, and organizations, and managing tracking systems to measure program success. Joanna has a B.S. in Natural Resource and Wildlife Science and has over 17 years of experience implementing and managing community-based restoration projects.

**Christopher Walter, Geospatial Director**, created and leads Forterra's geospatial program to support conservation planning and acquisitions, policy analysis, land management and restoration, public relations, fundraising and education. In his nineteenth year working in the conservation GIS field, his expertise covers cartography and information design, spatial analysis and modeling, databases, and project management. Christopher earned an M.S. in Environmental Policy Analysis from the University of Charleston and a B.S. in Conservation Ecology from Purdue University.

## V. 2021 – 2022 BUDGET

Green Shoreline Program Area	Rate/Hour	Jan - Dec 2021		Jan – Dec 2022		Total
		Hours/ Quantity	Cost	Hours/ Quantity	Cost	
Forest Steward Program						
Green Cities Project Manager	\$115	140	\$16,100	140	\$16,100	\$32,200
Volunteer Recruitment and Retention						
Green Cities Project Associate	\$50	46	\$2,300	46	\$2,300	\$4,600
Green Cities Project Manager	\$115	100	\$11,500	100	\$11,500	\$23,000
Work Party Support						
Green Cities Project Associate	\$50	30	\$1,500	30	\$1,500	\$3,000
Green Cities Project Manager	\$115	20	\$2,300	20	\$2,300	\$4,600
Tracking and Reporting						
Green Cities Project Manager	\$115	50	\$5,750	50	\$5,750	\$11,500
Green Cities Director	\$150	5	\$750	5	\$750	\$1,500
Geospatial Director	\$150	5	\$750	5	\$750	\$1,500
Management Team Support						
Green Cities Project Manager	\$115	50	\$5,750	50	\$5,750	\$11,500
Program Support						
Volunteer event supplies	\$30	4	\$120	4	\$120	\$240
Forest Steward supplies - materials and appreciation event supplies	\$1,500	1	\$1,500	1	\$1,500	\$3,000
Data portal creation and hosting fees	\$75	12	\$900	12	\$900	\$1,800
E-newsletter hosting fees	\$15	12	\$180	12	\$180	\$360
Travel reimbursement	\$600	1	\$600	1	\$600	\$1,200
Total			\$50,000		\$50,000	\$100,000



## Supplies and Tools Budget for 2021 Habitat Restoration

Exhibit B

Description	#	Cost per	Total cost
Arborist mulch <sup>1</sup>	200 Yards	\$10.00	\$2,500.00
Native plants <sup>2</sup>	750	\$4.00	\$3,000.00
Restoration signage <sup>3</sup>	10	\$50.00	\$500.00
Miscellaneous Supplies <sup>4</sup>			\$1,000.00
Extra Small Atlas Work Gloves (12 pairs per pack)	1	\$45.00	\$45.00
Small Atlas Work Gloves (12 pairs per pack)	2	\$37.00	\$74.00
Medium Atlas Work Gloves (12 pairs per pack)	2	\$37.00	\$74.00
Large Atlas Work Gloves (12 pairs per pack)	2	\$37.00	\$74.00
Extra Large Atlas Work Gloves (12 pairs per pack)	2	\$37.00	\$74.00
Shovels - Razor-Back PowerEdge 48 in wood handle digging shovel	10	\$20.00	\$200.00
Youth Shovels - Craftsman digging shovel 10.75 in wood handle	10	\$11.00	\$110.00
Loppers - Fiskars 21.5 in steel bypass loppers	5	\$20.00	\$100.00
Hand Tillers - Ames hoe/cultivator combo with wood handle	10	\$12.00	\$120.00
Hand Pruners - Fiskars 5.5 in bypass pruner	5	\$13.00	\$65.00
Tarps - 8ft x 6ft heavy duty tarp	3	\$8.00	\$24.00
Buckets - 5 gl bucket with handle	10	\$4.00	\$40.00
<b>Totals</b>			<b>\$8,000.00</b>

### Notes:

- 1 - 200 yards @ \$10/yard plus delivery fees
- 2 - 750 native plants @ \$4/plant to be parsed out and installed at active restoration sites
- 3 - Provided by City of Shoreline
- 4 - Printing Forest Steward Field Guides, Educational Resources
- 5 - Tools and Gloves needed to support Forest Stewards and Volunteers

Provided by Forterra

# Finance

Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register  
1000 - Cash (Checking Ops / BoA / x0408)  
From 3/1/2021 through 3/31/2021

AI 21-035

Document Number	Vendor	Date	Amount
23295	A & L Western Agricultural Labs	3/8/2021	2,072.80
23296	Dan Borba	3/8/2021	400.00
23297	Marinn Carpenter	3/8/2021	1,999.76
23298	WEX Bank	3/8/2021	141.87
23299	City of Renton Utility Division	3/8/2021	45.20
23300	Comcast Business	3/8/2021	237.55
23301	Comcast Business - PA	3/8/2021	410.25
23302	Dept of Ecology	3/8/2021	60,660.83
23303	Duwamish Longhouse & Cultural Center	3/8/2021	1,408.91
23304	Firetrail Nursery	3/8/2021	13,575.00
23305	Fourth Corner Nurseries	3/8/2021	1,900.69
23306	HY Woods, LLC	3/8/2021	1,061.25
23307	Inslee Best Doezie & Ryder P.S.	3/8/2021	8,335.50
23308	Integrated Computer Systems Support, Inc.	3/8/2021	333.10
23309	King County	3/8/2021	3,452.00
23310	Michael Lasecki	3/8/2021	44.80
23311	Mathewsons Auto & Tire	3/8/2021	18.69
23312	McLendon Hardware	3/8/2021	225.22
23313	Megan Weldon	3/8/2021	280.28
23314	Lorna Lee Miss	3/8/2021	1,760.00
23315	Mountain Mist	3/8/2021	65.95
23316	National Construction Rentals	3/8/2021	162.95
23317	N.A.T.S. Nursery	3/8/2021	9,857.25
23318	Kieran O'Donnell	3/8/2021	15.36
23319	Pitney Bowes Global Financial Services	3/8/2021	245.18
23320	Natalie Quist	3/8/2021	1,177.47
23321	Silvaseed Company	3/8/2021	844.99
23322	Rani Souza	3/8/2021	150.00
23323	Stewardship Partners	3/8/2021	1,000.00
23324	Storm Lake Growers Inc.	3/8/2021	595.59
23325	Summit Law Group, PLLC	3/8/2021	368.50
23326	T-Mobile USA, Inc.	3/8/2021	1,233.78
23327	Terra Tech	3/8/2021	1,157.64
23328	Timberline Silvics	3/8/2021	2,127.00
23329	U.S. Bank Equipment Finance	3/8/2021	3,120.11
23330	US Bank VISA	3/8/2021	4,956.37
23331	Young Women Empowered	3/8/2021	18,646.17
23332	Third Sector Company	3/9/2021	8,000.00
23333	Health Care Authority	3/9/2021	30,908.15
23334	A & L Western Agricultural Labs	3/22/2021	1,038.80
23335	Association of Washington Cities	3/22/2021	500.00
23336	Caroline Boschetto	3/22/2021	16.80
23337	Marinn Carpenter	3/22/2021	2,356.48
23338	Cedar Grove Compost	3/22/2021	275.26
23339	Food Empowerment Education Sustainability Team	3/22/2021	70,000.00
23340	Fourth Corner Nurseries	3/22/2021	4,068.47
23341	Goose and Gander LLC	3/22/2021	7,884.47
23342	Health Care Authority	3/22/2021	27,984.49
23343	Integrated Computer Systems Support, Inc.	3/22/2021	4,282.89

Check/Voucher Register - Monthly Check, EFTs, Payroll, and Fee Register  
1000 - Cash (Checking Ops / BoA / x0408)  
From 3/1/2021 through 3/31/2021

AI 21-035

Document Number	Vendor	Date	Amount
23344	Interim Community Developemnt Association	3/22/2021	28,609.47
23345	Ludtke Pacific Trucking	3/22/2021	3,000.00
23346	McCaffrey Consulting LLC	3/22/2021	1,538.00
23347	McLendon Hardware	3/22/2021	269.35
23348	Lorna Lee Miss	3/22/2021	1,903.00
23349	Oxbow Farm	3/22/2021	13,940.50
23350	Pacific Topsoils Inc.	3/22/2021	150.55
23351	Renton Office Park LLC	3/22/2021	32,608.32
23352	Mikaela Kiner Coaching and Consulting LLC	3/22/2021	7,600.00
23353	Smartsheet Inc.	3/22/2021	7,847.93
23354	State Auditor's Office	3/22/2021	4,105.53
23355	Third Sector Company	3/22/2021	1,500.00
23356	Tukwila Self-Storage	3/22/2021	466.00
23357	Vashon-Maury Island Land Trust	3/22/2021	5,400.00
23358	Volgistics, Inc.	3/22/2021	581.00
23359	WACD Plant Materials Center	3/22/2021	17,377.61
<b>Total Checks</b>			<b>428,301.08</b>
030521-Navia	Navia Benefit Solutions	3/5/2021	236.30
031621-FebPS	Dept of Revenue / State of Washington	3/16/2021	90.44
031921-Navia	Navia Benefit Solutions	3/19/2021	1,450.47
032621-Navia	Navia Benefit Solutions	3/26/2021	582.26
<b>Total EFT</b>			<b>2,359.47</b>
031121-WireFee	Bank of America	3/11/2021	15.00
031921-WireFee	Bank of America	3/19/2021	15.00
032321-WireFee	Bank of America	3/23/2021	15.00
033121-CkImFee	Bank of America	3/31/2021	3.00
<b>Total Bank Fees</b>			<b>48.00</b>
2103 01	March 2021 Payroll	3/31/2021	134,341.65
033021-DRS	Dept of Retirement Systems	3/30/2021	41,278.63
033121-PRTaxes	QuickBooks Payroll Service	3/31/2021	47,256.53
<b>Total Payroll</b>			<b>222,876.81</b>
<b>Report Total</b>			<b>653,585.36</b>



# Unfinished Business

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: May 10, 2021**

**AI 21-\_\_**

**SUBJECT:**

An Interlocal Agreement (ILA) between King and Snohomish conservation districts regarding collaboration on the *Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program*

**FISCAL IMPACT**

Funding for this ILA is associated with the executed grant contract for the *Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program* issued by the WA Department of Fish and Wildlife to King CD. The Funding made available through the ILA supports activities performed by the Snohomish Conservation District within the Snohomish / Island County geography. Funding is made available at a minimum level and a not-to-exceed level to accommodate flexible task assignment over the duration of the grant project.

**POLICY CONSIDERATION**

The 12 Puget Sound Conservation Districts, including King CD, have formally collaborated on regional programs and initiatives since 2004. In 2012, the PSCDs entered into an Interlocal Agreement to support regional collaboration more effectively, including sharing programs and resources. While the PSCD ILA provides a mechanism for King and Snohomish CD to collaborate and co-implement the *Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program*, the ILA Appendix to the PSCD ILA is proposed to formally detail the scope of work and funding associated with the King / Snohomish CD collaboration on this project.

**STAKEHOLDER INTERESTS**

- Snohomish County and Island County forest landowners
- Snohomish Conservation District
- PSCDs and the PSCD Caucus
- Other Pilot Project partners and stakeholders

**BACKGROUND**

*Overview of Regional Forest Stewardship Services*

King CD has led regional development of PSCD forest stewardship programs since 2014, including leading development the PSCD Caucus Portfolio of Regional Programs and Services, and integration of PSCD forest stewardship priorities in the 2016 and 2018 PSP Action Agendas. *The Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program* is funded through 2018 PSP AA and is being implemented in a 9-county area. King CD serves as the project lead with Snohomish CD serving as the Area Lead in Snohomish and Island counties.

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: May 10, 2021**

*Overview of the PSCD Caucus Interlocal Agreement*

The current incarnation of the Puget Sound Conservation Districts Caucus (Caucus) was formed in 2007 to address shared resource management priorities through a model of collective impact. On August 1, 2012, the PSCDs executed an Interlocal Agreement that provides a foundation for interagency collaboration, cooperation and partnerships across the 12 PSCD collective. The PSCD ILA establishes the PSCD Caucus, frames collaboration to address regional scale priorities, and provides for sharing personnel and other resources. PSCDs enter into program and service ILAs by appendix to the overarching PSCD ILA. KCD has entered into 4 program and project based ILAs by appendix to the overarching PSCD ILA, the most recent being the KCD-SCD Community-based Stormwater Services ILA passed in November 2020. The *Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program* would be an additional ILA to this list of prior approved ILAs.

**EFFECTIVE DATE:**

The ILA becomes effective upon adoption

**OPTIONS**

KCD Board could approve the Chair to sign the ILA without additional Board review. If additional Board review is desired, the next opportunity to discuss the ILA would be June \_\_, 2021.

An additional option includes approving two additional draft ILAs associated with the *Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program* - The King CD / Mason CD ILA and the King CD / San Juan Islands CD, which support collaboration on the same body of work to be implemented in Areas managed by Mason CD and San Juan Islands CD. These draft ILAs are attached and ready to approve pending integration of final budget figures.

**RECOMMENDATION**

Staff recommends approval of the KCD/SCD ILA

Staff recommends approval of the draft King CD / Mason CD ILA and the King CD / San Juan Islands CD, pending integration of final budget figures

**MOTION**

If the Board takes moves forward at this time to approve the KCD-SCD ILA, the following draft Motion applies:

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Passed unanimously a motion authorizing the Board Chair to sign the King Conservation District / Snohomish Conservation District Interlocal Agreement for implementation of the *Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program*.


If the Board takes moves forward at this time to approve the draft KCD-MCD ILA and the draft KCD-SJICD ILA, the following draft Motion applies:

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: May 10, 2021**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Passed unanimously a motion authorizing the Board Chair to sign the draft King Conservation District / Mason Conservation District Interlocal Agreement for implementation of the *Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program* and the King Conservation District / San Juan Islands Conservation District Interlocal Agreement for implementation of the *Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program*, pending integration of final budget figures.



**PSCD Caucus ILA APPENDIX**

**KCD 2021-01 / SCD 2021-**

**King Conservation District / SCD Conservation District Inter-Local Agreement  
Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program**

## **PSCD Caucus ILA Appendix - KCD 2021-01 / SCD 2021-**

### **King Conservation District / SCD Conservation District Inter-Local Agreement Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program**

#### **Scope of Work:**

This agreement is between King Conservation District and Snohomish Conservation District. The authority for this arrangement is granted in Section 3 ("Coordinated Efforts") of the Puget Sound Conservation Districts' Interlocal Agreement, effective August 1, 2012.

#### **Background:**

Through a habitat strategic initiative NEP grant, the PSCDC has established the Forest Health Management for Reduced Stormwater Runoff and Land Conversion (Project). The Project's goal is to provide stewardship advice and guidance to Non-Industrial Private Forest (NIPF) Landowners to increase the retention of and stewardship of forested lands. The objective of this stewardship service is to restore forest-related ecosystem functions, including improved fish and wildlife habitat and reduced stormwater runoff volumes into the Puget Sound.

To accomplish the Project's outreach and guidance objectives, Area Foresters, Communications and Engagement staff are tasked with deliverables for the Project. For the purposes of this agreement an Area Forester will be stationed in the Snohomish CD office. The Snohomish CD Area Forester will cover Snohomish and Island Counties.

#### **Deliverables:**

Deliverables under this Scope of Work are:

The Snohomish Conservation District will:

- Provide a suitable work area and vehicle for travel to/from worksites;
- Be the employer of the Area Forester employee for Snohomish and Island Counties;
- Pay the salary and benefits of the Area Forester;
- Support Project objectives by assigning communications and engagement staff when available;
- Submit vouchers to King Conservation District not more frequently than monthly and at least quarterly by the 15<sup>th</sup> day of each month billing at employee's composite rates;
- Provide day to day oversight over the Area Forester.

The King Conservation District will:

- Reimburse the Snohomish Conservation District for all project-related employee hours worked (at the appropriate Comp Rate), vehicle miles traveled, meals and lodging, and other agreed upon expenses (see "Invoicing" for invoicing and reimbursement details);
- Provide appropriate oversight and coordination of cooperative development of deliverables for the Project.

The Area Forester stationed at the Snohomish CD will contribute to the completion of the following deliverables for the overall Project:

- Coordinate a round table to identify and prioritize focus areas for service delivery and contribute

to develop of an Engagement Strategy for promoting forest stewardship services and engaging NIPF landowners

- Utilized the Engagement Strategy and other resources to engage up to 120 NIPF Landowners representing 600 - 2400 acres (depending on the size of their property) in forest stewardship planning.<sup>1</sup>
- Work with up to 120 NIPF Landowners to support enrollment in Open Space Taxation programs such as the Timberland Program and other locally administered “current use” programs on 180 to 720 acres (depending on the size of properties).<sup>1</sup>
- Work with up to 36 of these NIPF landowners on accessing and securing public/private partnership funding to implement forest stewardship prescriptions on 180 to 720 acres (depending on available funding and the size of areas to be treated).<sup>1</sup>
- Contribute to recruitment of one landowner from each Area to be interviewed and contribute to development of associated landowner testimonials representing the entire geographic scope of the Project.
- Contribute to the creation of high-quality communication materials describing the PSCDs regional forest stewardship program model, the results of the pilot project with success measures, and the role of regional forest stewardship services in addressing regional land cover and habitat priorities.

<sup>1</sup> These figures represent the target deliverables for the Project. Minimum number of landowners and acres will be identified and assigned by the Project-associated Area Forester team.

#### **Modifications:**

No subsequent modifications or amendments of the Scope of Work, Budget, or other terms of this agreement shall be in force or effect unless signed in writing by the authorized representative of the King Conservation District and the Snohomish Conservation District.

#### **Budget:**

Snohomish CD will be reimbursed by King CD for project-related expenses. Project-related expenses are estimated to be at least \$145,539 and not to exceed \$172,000. Any amounts over the minimum will depend upon project workload assignments and grant budget considerations. Actual costs incurred before the project completion date will be billed using the following the schedule:

Task/Sub-task	Minimum Reimbursement
<b>Task 1: Project Development</b>	<b>\$0.00</b>
Develop Project Plan	\$0.00
<b>Task 2: Project Management</b>	<b>\$1,980.00</b>
2.1 Project Factsheet	\$0.00
2.2 Progress Reporting	\$0.00
2.3 Final Close-out Report	\$1,980.00
<b>Task 3: Forest Stewardship Pilot Project Planning and Coordination</b>	<b>\$23,123.00</b>
3.1 Develop Pilot Area Focus - Prioritize	\$6,840.00

3.2 Marketing & Engagement Strategy	\$5,400.00
3.3 Pilot Project Coordination	\$10,883.00
<b>Task 4: Forest Health Management</b>	<b>\$113,374.00</b>
4.1 Forest Stewardship Outreach and Implementation	\$113,374.00
<b>Task 5: Impact Communication</b>	<b>\$7,061.00</b>
5.1 Landowner Testimonials	\$3,496.00
5.2 Regional Forest Stewardship Model	\$3,565.00
<b>Totals</b>	<b>\$145,539.00</b>

### **Timeline:**

This ILA is effective August 1, 2020 and expires December 1, 2022. Work on Task 3 and Task 4 must be completed by May 31, 2022, work on Task 5 must be completed by October 15, 2022, and work on Task 2.3 must be completed by November 15, 2022. Expenses incurred after November 30, 2022 will not be reimbursed.

### **Invoicing:**

Snohomish CD will invoice King CD based on deliverables. Deliverables based invoicing will follow WDFW guidelines. All guidelines, deliverables, and invoicing support materials are available on the shared Project Drive ([https://drive.google.com/drive/folders/10Q4enEqISNY4\\_cuAFkULcquChrpuJH-X?usp=sharing](https://drive.google.com/drive/folders/10Q4enEqISNY4_cuAFkULcquChrpuJH-X?usp=sharing)). Invoices should be submitted with supporting documents.

Payment will be issued by King CD based on WA RCO processing of Project-related grant billings and the check writing date closest to an RCO grant reimbursement. In general, Snohomish CD vouchers will be integrated into an RCO grant billing within 15 days of the end of a quarter, and King CD reimbursements to Snohomish CD will be based on invoices processed at the check writing cycle immediately following an RCO reimbursement. (King CD writes checks two times per month on the Wednesdays prior to the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month.) Invoices must be received no later than the Monday prior to a check writing day. The final invoice must be received no later than December 15, 2022.

Invoices and other project correspondence should be directed as follows:

#### Invoices and Other Project Correspondence

Brandy Reed

Director of Strategic and Interagency Partnerships

800 SW 39<sup>th</sup> Street, Suite 150

Renton, WA 98057

(425) 282-1924

brandy.reed@kingcd.org

#### Invoices

Ava Souza

Director of Finance

800 SW 39<sup>th</sup> Street, Suite 150



Renton, WA 98057  
(425) 282-1920  
[ava.souza@kingcd.org](mailto:ava.souza@kingcd.org)

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.


\_\_\_\_\_  
Mark Craven, Chair, Board of Supervisors  
Snohomish Conservation District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Burr Mosby, Chair, Board of Supervisors  
King Conservation District

\_\_\_\_\_  
Date

**PSCD Caucus ILA APPENDIX**

**KCD 2021-01 / MCD 2021-**

**King Conservation District / Mason Conservation District Inter-Local Agreement  
Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program**

## **PSCD Caucus ILA Appendix - KCD 2021-01 / MCD 2021-**

### **King Conservation District / Mason Conservation District Inter-Local Agreement Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program**

#### **Scope of Work:**

This agreement is between King Conservation District and Mason Conservation District. The authority for this arrangement is granted in Section 3 ("Coordinated Efforts") of the Puget Sound Conservation Districts' Interlocal Agreement, effective August 1, 2012.

#### **Background:**

Through a habitat strategic initiative NEP grant, the PSCDC has established the Forest Health Management for Reduced Stormwater Runoff and Land Conversion (Project). The Project's goal is to provide stewardship advice and guidance to Non-Industrial Private Forest (NIPF) Landowners to increase the retention of and stewardship of forested lands. The objective of this stewardship service is to restore forest-related ecosystem functions, including improved fish and wildlife habitat and reduced stormwater runoff volumes into the Puget Sound.

To accomplish the Project's outreach and guidance objectives, Area Foresters, Communications and Engagement staff are tasked with deliverables for the Project. For the purposes of this agreement an Area Forester will be stationed in the Mason CD office. The Mason CD Forestry team including an Area Forester will cover a four-county area including Kitsap, Mason, Thurston and Pierce Counties.

#### **Deliverables:**

Deliverables under this Scope of Work are:

The Mason Conservation District will:

- Provide a suitable work area and vehicle for travel to/from worksites;
- Be the employer of a forestry team including two foresters and a forestry technician for Kitsap, Mason, Thurston and Pierce Counties;
- Pay the salary and benefits of the Mason CD forestry team;
- Support Project objectives by assigning communications and engagement staff when available;
- Submit vouchers to King Conservation District not more frequently than monthly and at least quarterly by the 15<sup>th</sup> day of each month billing at employee's composite rates;
- Provide day to day oversight over the Mason CD forestry team.

The King Conservation District will:

- Reimburse the Mason Conservation District for all project-related employee hours worked (at the appropriate Composite Rate), vehicle miles traveled, meals and lodging, and other agreed upon expenses (see "Invoicing" for invoicing and reimbursement details);
- Provide appropriate oversight and coordination of cooperative development of deliverables for the Project.

The forestry team stationed at the Mason CD will contribute to the completion of the following deliverables for the overall Project:

- Coordinate a round table to identify and prioritize focus areas for service delivery and contribute to develop of an Engagement Strategy for promoting forest stewardship services and engaging NIPF landowners
- Utilized the Engagement Strategy and other resources to engage up to 120 NIPF Landowners representing 600 - 2400 acres (depending on the size of their property) in forest stewardship planning.<sup>1</sup>
- Work with up to 120 NIPF Landowners to support enrollment in Open Space Taxation programs such as the Timberland Program and other locally administered “current use” programs on 180 to 720 acres (depending on the size of properties).<sup>1</sup>
- Work with up to 36 of these NIPF landowners on accessing and securing public/private partnership funding to implement forest stewardship prescriptions on 180 to 720 acres (depending on available funding and the size of areas to be treated).<sup>1</sup>
- Contribute to recruitment of one landowner from each Area to be interviewed and contribute to development of associated landowner testimonials representing the entire geographic scope of the Project.
- Contribute to the creation of high-quality communication materials describing the PSCDs regional forest stewardship program model, the results of the pilot project with success measures, and the role of regional forest stewardship services in addressing regional land cover and habitat priorities.

<sup>1</sup> These figures represent the target deliverables for the entire Project. Minimum number of landowners and acres will be identified and assigned by the Project-associated Area Forester team.

#### **Modifications:**

No subsequent modifications or amendments of the Scope of Work, Budget, or other terms of this agreement shall be in force or effect unless signed in writing by the authorized representative of the King Conservation District and the Mason Conservation District.

#### **Budget:**

Mason CD will be reimbursed by King CD for project-related expenses. Project-related expenses are estimated to be at least \$[REDACTED] and not to exceed \$[REDACTED]. Any amounts over the minimum will depend upon project workload assignments and grant budget considerations. Actual costs incurred before the project completion date will be billed using the following the schedule:

Task/Sub-task	Minimum Reimbursement
<b>Task 1: Project Development</b>	<b>\$0.00</b>
Develop Project Plan	\$0.00
<b>Task 2: Project Management</b>	<b>\$[REDACTED].00</b>
2.1 Project Factsheet	\$0.00
2.2 Progress Reporting	\$0.00
2.3 Final Close-out Report	\$[REDACTED].00
<b>Task 3: Forest Stewardship Pilot Project Planning and Coordination</b>	<b>\$[REDACTED].00</b>



3.1 Develop Pilot Area Focus - Prioritize	\$ 0.00
3.2 Marketing & Engagement Strategy	\$ 0.00
3.3 Pilot Project Coordination	\$ 0.00
<b>Task 4: Forest Health Management</b>	<b>\$ 0.00</b>
4.1 Forest Stewardship Outreach and Implementation	\$ 0.00
<b>Task 5: Impact Communication</b>	<b>\$ 0.00</b>
5.1 Landowner Testimonials	\$ 0.00
5.2 Regional Forest Stewardship Model	\$ 0.00
<b>Totals</b>	<b>\$ 0.00</b>

#### **Timeline:**

This ILA is effective August 1, 2020 and expires December 1, 2022. Work on Task 3 and Task 4 must be completed by May 31, 2022, work on Task 5 must be completed by October 15, 2022, and work on Task 2.3 must be completed by November 15, 2022. Expenses incurred after November 30, 2022 will not be reimbursed.

#### **Invoicing:**

Mason CD will invoice King CD based on deliverables. Deliverables based invoicing will follow WDFW guidelines. All guidelines, deliverables, and invoicing support materials are available on the shared Project Drive ([https://drive.google.com/drive/folders/10Q4enEqISNY4\\_cuAFkULcquChrpUJH-X?usp=sharing](https://drive.google.com/drive/folders/10Q4enEqISNY4_cuAFkULcquChrpUJH-X?usp=sharing)). Invoices should be submitted with supporting documents.

Payment will be issued by King CD based on WA RCO processing of Project-related grant billings and the King CD check writing date closest to an RCO grant reimbursement. In general, Mason CD vouchers will be integrated into an RCO grant billing within 15 days of the end of a quarter, and King CD reimbursements to Mason CD will be based on invoices processed at the check writing cycle immediately following an RCO reimbursement. (King CD writes checks two times per month on the Wednesdays prior to the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month.) Invoices must be received no later than the Monday prior to a check writing day. The final invoice must be received no later than December 15, 2022.

Invoices and other project correspondence should be directed as follows:

Invoices and Other Project Correspondence

Brandy Reed

Director of Strategic and Interagency Partnerships

800 SW 39<sup>th</sup> Street, Suite 150

Renton, WA 98057

(425) 282-1924

brandy.reed@kingcd.org

Invoices

Ava Souza

Director of Finance  
800 SW 39<sup>th</sup> Street, Suite 150  
Renton, WA 98057  
(425) 282-1920  
[ava.souza@kingcd.org](mailto:ava.souza@kingcd.org)

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.


\_\_\_\_\_  
Jason Ragen, Chair, Board of Supervisors  
Mason Conservation District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Burr Mosby, Chair, Board of Supervisors  
King Conservation District

\_\_\_\_\_  
Date

**PSCD Caucus ILA APPENDIX**

**KCD 2021-01 / SJICD 2021-** 

**King Conservation District / San Juan Islands Conservation District Inter-Local Agreement  
Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program**

## **PSCD Caucus ILA Appendix - KCD 2021-01 / SJICD 2021-**

### **King Conservation District / San Juan Islands Conservation District Inter-Local Agreement Forest Stewardship Program Coordinator and Regional Forest Stewardship Pilot Program**

#### **Scope of Work:**

This agreement is between King Conservation District and San Juan Islands Conservation District. The authority for this arrangement is granted in Section 3 ("Coordinated Efforts") of the Puget Sound Conservation Districts' Interlocal Agreement, effective August 1, 2012.

#### **Background:**

Through a habitat strategic initiative NEP grant, the PSCDC has established the Forest Health Management for Reduced Stormwater Runoff and Land Conversion (Project). The Project's goal is to provide stewardship advice and guidance to Non-Industrial Private Forest (NIPF) Landowners to increase the retention of and stewardship of forested lands. The objective of this stewardship service is to restore forest-related ecosystem functions, including improved fish and wildlife habitat and reduced stormwater runoff volumes into the Puget Sound.

To accomplish the Project's outreach and guidance objectives, Area Foresters, Communications and Engagement staff are tasked with deliverables for the Project. For the purposes of this agreement forestry services will be delivered out of the San Juan Islands CD office by a team of technical staff trained in forest stewardship planning. The San Juan Islands CD forestry team will cover service delivery in San Juan County.

#### **Deliverables:**

Deliverables under this Scope of Work are:

The San Juan Island Conservation District will:

- Provide a suitable work area and vehicle for travel to/from worksites;
- Be the employer of a forestry team comprised of current technical staff with training in forest stewardship planning;
- Pay the salary and benefits of the San Juan Islands CD forestry team;
- Support Project objectives by assigning communications and engagement staff when available;
- Submit vouchers to King Conservation District not more frequently than monthly and at least quarterly by the 15<sup>th</sup> day of each month billing at employee's composite rates;
- Provide day to day oversight over the San Juan Islands CD forestry team.

The King Conservation District will:

- Reimburse the San Juan Islands Conservation District for all project-related employee hours worked (at the appropriate Composite Rate), vehicle miles traveled, meals and lodging, and other agreed upon expenses (see "Invoicing" for invoicing and reimbursement details);
- Provide appropriate oversight and coordination of cooperative development of deliverables for the Project.

The forestry team stationed at the San Juan Islands CD will contribute to the completion of the following



deliverables for the overall Project:

- Coordinate a round table to identify and prioritize focus areas for service delivery and contribute to develop of an Engagement Strategy for promoting forest stewardship services and engaging NIPF landowners
- Utilized the Engagement Strategy and other resources to engage up to 120 NIPF Landowners representing 600 - 2400 acres (depending on the size of their property) in forest stewardship planning.<sup>1</sup>
- Work with up to 120 NIPF Landowners to support enrollment in Open Space Taxation programs such as the Timberland Program and other locally administered “current use” programs on 180 to 720 acres (depending on the size of properties).<sup>1</sup>
- Work with up to 36 of these NIPF landowners on accessing and securing public/private partnership funding to implement forest stewardship prescriptions on 180 to 720 acres (depending on available funding and the size of areas to be treated).<sup>1</sup>
- Contribute to recruitment of one landowner from each Area to be interviewed and contribute to development of associated landowner testimonials representing the entire geographic scope of the Project.
- Contribute to the creation of high-quality communication materials describing the PSCDs regional forest stewardship program model, the results of the pilot project with success measures, and the role of regional forest stewardship services in addressing regional land cover and habitat priorities.

<sup>1</sup> These figures represent the target deliverables for the entire Project. Minimum number of landowners and acres will be identified and assigned by the Project-associated Area Forester team.

#### **Modifications:**

No subsequent modifications or amendments of the Scope of Work, Budget, or other terms of this agreement shall be in force or effect unless signed in writing by the authorized representative of the King Conservation District and the San Juan Islands Conservation District.

#### **Budget:**

San Juan Islands CD will be reimbursed by King CD for project-related expenses. Project-related expenses are estimated to be at least \$ [redacted], [redacted] and not to exceed \$ [redacted], [redacted]. Any amounts over the minimum will depend upon project workload assignments and grant budget considerations. Actual costs incurred before the project completion date will be billed using the following the schedule:

Task/Sub-task	Minimum Reimbursement
<b>Task 1: Project Development</b>	<b>\$0.00</b>
Develop Project Plan	\$0.00
<b>Task 2: Project Management</b>	<b>\$ [redacted], [redacted].00</b>
2.1 Project Factsheet	\$0.00
2.2 Progress Reporting	\$0.00
2.3 Final Close-out Report	\$ [redacted], [redacted].00

<b>Task 3: Forest Stewardship Pilot Project Planning and Coordination</b>	\$ <u>  </u> <u>  </u> <u>  </u> .00
3.1 Develop Pilot Area Focus - Prioritize	\$ <u>  </u> <u>  </u> <u>  </u> .00
3.2 Marketing & Engagement Strategy	\$ <u>  </u> <u>  </u> <u>  </u> .00
3.3 Pilot Project Coordination	\$ <u>  </u> <u>  </u> <u>  </u> .00
<b>Task 4: Forest Health Management</b>	\$ <u>  </u> <u>  </u> <u>  </u> .00
4.1 Forest Stewardship Outreach and Implementation	\$ <u>  </u> <u>  </u> <u>  </u> .00
<b>Task 5: Impact Communication</b>	\$ <u>  </u> <u>  </u> <u>  </u> .00
5.1 Landowner Testimonials	\$ <u>  </u> <u>  </u> <u>  </u> .00
5.2 Regional Forest Stewardship Model	\$ <u>  </u> <u>  </u> <u>  </u> .00
<b>Totals</b>	\$ <u>  </u> <u>  </u> <u>  </u> .00

### **Timeline:**

This ILA is effective May 1, 2021 and expires December 1, 2022. Work on Task 3 and Task 4 must be completed by May 31, 2022, work on Task 5 must be completed by October 15, 2022, and work on Task 2.3 must be completed by November 15, 2022 . Expenses incurred after November 30, 2022 will not be reimbursed.

### **Invoicing:**

San Juan Islands CD will invoice King CD based on deliverables. Deliverables based invoicing will follow WDFW guidelines. All guidelines, deliverables, and invoicing support materials are available on the shared Project Drive ([https://drive.google.com/drive/folders/10Q4enEqISNY4\\_cuAFkULcquChrpwJH-X?usp=sharing](https://drive.google.com/drive/folders/10Q4enEqISNY4_cuAFkULcquChrpwJH-X?usp=sharing)). Invoices should be submitted with supporting documents.

Payment will be issued by King CD based on WA RCO processing of Project-related grant billings and the King CD check writing date closest to an RCO grant reimbursement. In general, San Juan Islands CD vouchers will be integrated into an RCO grant billing within 15 days of the end of a quarter, and King CD reimbursements to San Juan Islands CD will be based on invoices processed at the check writing cycle immediately following an RCO reimbursement. (King CD writes checks two times per month on the Wednesdays prior to the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month.) Invoices must be received no later than the Monday prior to a check writing day. The final invoice must be received no later than December 15, 2022.

Invoices and other project correspondence should be directed as follows:

Invoices and Other Project Correspondence

Brandy Reed

Director of Strategic and Interagency Partnerships

800 SW 39<sup>th</sup> Street, Suite 150

Renton, WA 98057

(425) 282-1924

brandy.reed@kingcd.org

Invoices  
Ava Souza  
Director of Finance  
800 SW 39<sup>th</sup> Street, Suite 150  
Renton, WA 98057  
(425) 282-1920  
[ava.souza@kingcd.org](mailto:ava.souza@kingcd.org)

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Vicki Heater, Chair, Board of Supervisors  
San Juan Islands Conservation District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Burr Mosby, Chair, Board of Supervisors  
King Conservation District

\_\_\_\_\_  
Date

DRAFT



# New Business

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Item AI 21-036**  
**Meeting Date: May 10, 2021**

**SUBJECT: Working Lands Initiative- 2021 Ag Drainage Funding & Work Plan Approval**

Approve Working Lands Initiative Funding and Work Plan for Agricultural Drainage Program.

**FISCAL IMPACT**

Within the four conservation programs of the Working Lands Initiative, the Ag Drainage Assistance funding was set at \$500,000 initially and a work plan was approved in 2019. Since then, this funding has been drawn down to approximately \$319,000. This funding will continue to be used to support drainage maintenance projects in collaboration with King County's ADAP (Ag Drainage Assistance Program) with a focus on improving processes and expanding services such as tile maintenance, pest management, and the completion of a county-wide drainage analysis. This is the budget breakdown for 2021:

Ag Drainage Asst.		
R92		
		\$ 319,127
PROGRAM/EXPENSES	GL	
Contracted & Professional Services	7850	\$ 278,000
Legal	7805	\$ 2,000
Field Supplies	6410	\$ 5,000
Culvert/ Bridge materials	6410/ 8815	\$ 33,000
Training fees	7600	\$ 0
Cost Share- KCD		
Other	7850	\$ 1,000
Payroll Expense		
Salaries and Wages	5000	\$ 0
TOTAL		
TOTAL		\$ 319,000

**POLICY CONSIDERATION**

The annual approval of Working Lands funding and work plan will not change any KCD policies.

If approved, the Working Lands Initiative funding will provide opportunities for KCD to assist cooperators beyond the scope of dredging ditches. The 2021 work plan is as follows:

In 2021, KCD's Ag Drainage Program Coordinator will continue to collaborate with King County ADAP and the Snoqualmie Watershed Improvement District to achieve the following focus areas: \*In 2020, KCD did not have an Ag Drainage Program Coordinator to spend funding down\*

1. Address/ improve regulations related to agricultural drainage.

## **King Conservation District Board of Supervisors Meeting**

### **Agenda Action Item AI 21-036**

**Meeting Date: May 10, 2021**

2. Increase knowledge and research evaluating environmental aspects of agricultural drainage.
3. Integrate work with Farm, Fish, Flood agreement drainage outcomes, including expanding drainage support to tiles, larger waterways, and pumps/ flood gates.

Here are the program goals for 2021 (all ongoing work):

#### **Regulations**

- Ongoing Participation with King County and other partners on the Farm Fish Flood Regulatory Task Force, specifically tasked with addressing and improving the regulations and permit processes thru pilot projects associated with agricultural drainage in King County.

#### **Knowledge and Research**

- Conduct county wide agricultural drainage assessment and needs inventory.
  - Hire contractor to complete between March 2021- December 2021.
  - Estimated cost between \$40-60,000
- Continue research in understanding best management practices for nuisance beavers.
  - Hire contractor to manage, build, and install in-place beaver management tools such as beaver deceivers, exclusion fencing, and pond levelers. Contractor to complete review and deliver final outcomes by December 2021.
  - Estimated cost \$10-40,000.

#### **Integrated Drainage Projects**

- Identify, coordinate, and install several drainage projects.
  - Project funds will be based on multi-farmer benefit and focused on reducing inefficiencies within the ADAP process.
  - Estimated project costs between \$100-200,000.

2021 WLI Budget: \$319,000

#### **STAKEHOLDER INTERESTS**

The 2021 Ag Drainage funding via Working Lands Initiative work plan has been developed in partnership with a farmer advisory group that met from 2018-2019 to rank drainage issues in King County. KCD staff worked with King County Agricultural Drainage Assistance Program and the Snoqualmie Valley Watershed Improvement District staff as well to finalize this plan. This plan addresses strategic goals identified by the farmer advisory group as well as recommendations called out in the King County Local Food Initiative and other farm related stakeholder and planning efforts.

#### **BACKGROUND**

Funding for the Working Lands Initiative came as a result of a settlement associated with a 2011 lawsuit that prompted KCD to adopt a rates and charges approach for funding the organization. In a final court hearing on December 9, 2016, all parties in the suit agreed to amend the agreement to allocate settlement funds to implement four conservation programs to benefit rural landowners and working

## **King Conservation District Board of Supervisors Meeting**

### **Agenda Action Item AI 21-036**

**Meeting Date: May 10, 2021**

lands in King County. In 2019, an initial work plan and budget were approved and each year since then, the board has continued to review and approve work plans and budgets.

The annual approval of this funding is needed to announce the details of the construction funding support that King Conservation District is making available to farmers in 2021. The deadline for farmers to express interest in June 1<sup>st</sup> to allow for enough time for permitting, so there is time sensitivity. We need to announce these program details ASAP.

With this funding and work plan, King Conservation District (KCD) is developing and implementing a comprehensive set of drainage-related services for agricultural landowners, including community outreach in managing beavers, drainage tile assistance, technical assistance, and project monitoring. Priorities include promoting increased participation in the King County Agricultural Drainage Assistance Program (ADAP), targeting outreach to BIPOC farmers and other traditionally disadvantaged farmers, and assistance for manual drainage maintenance, vegetation management plans, and culvert replacement. The funding includes a county-wide drainage assessment of agricultural production districts to document drainage problems as a basis for future program planning.

The maintaining of agricultural drainage is crucial to maintaining and increasing the productive potential of farmland in King County for today and into the future. Through this funding, King Conservation District will be addressing Regional Food System goals for farm productivity by increasing farmable acreage.

#### **EFFECTIVE DATE**

Approval of 2021 Working Lands Initiative Ag Drainage funding and work plan would go into effect on May 11, 2021 and allow KCD Ag Program Coordinator to complete contracting for summer projects in 2021.

#### **RECOMMENDATION**

Staff seeks Board approval of the 2021 Working Lands Initiative- Agricultural Drainage funding and work plan.

- Includes funding for county-wide drainage assessment.
- Includes funding for research of beaver management tools such as pond levelers.
- Includes funding to complete at least one drainage tile project.
- Increases farmable acreage.
- Benefit multiple farmers.

#### **MOTION**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Pass a motion to Approve the 2021 Working Lands Initiative- Agricultural Drainage funding and work plan.

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: May 10<sup>th</sup>, 2021**

**AI 21-037**

**SUBJECT:**

A motion to remove KCD's Small Public Works requirement for contractors to pay prevailing wages for agricultural drainage maintenance projects.

**FISCAL IMPACT**

KCD's objectives for the agricultural drainage program in King County (KC) are provided below:

- **Goal:** to maintain all ditches in KC by returning for dredging every 7 years
- **Current schedule with prevailing wages:** 20 years to maintain approx. 300,000 linear ft of ag drainage ways in KC
- **Vision:** Adjusting prevailing wages would reduce the maintenance cycle for 300,000 linear ft to 7 to 10 years

**\*\*Due to limitations associated with the high cost of drainage projects (complete ~4-5 annually), we are not meeting the targeted maintenance schedule of 5 to 7 years turnaround time.**

King Conservation District Ag Drainage Program has assisted over 40 cooperators since 2015 through the support of the King County Flood Control District annual grant award. Since this time, funding support that went towards project work totaled approximately \$600,000. With this funding, the program has maintained 80,000 linear feet (15 miles) of ag drainage waterways through the removal of built-up sediment. At this rate of \$7.50 per linear foot, the program can continue to fund about 16,000 linear feet of ditch maintenance each year.

After working with contractors from both large and small excavation companies, it has become clear that costs could be cut by as much as 50% by not requiring prevailing wages. One example is based on a project with the Snoqualmie Valley Watershed Improvement District in 2020, where bids were received for an emergency dredging project in the range of \$450K-500K. After an emergency declaration was made the Army Corps of Engineers, prevailing wages were waived to expedite the process and the project bid was reduced from \$489K to \$190K.

Through aerial photography and drainage needs assessment data, it has been estimated that there are roughly a total of 300,000 linear ft of ag ditches in King County. If prevailing wages were removed from the Small Public Works process, then KCD could potentially complete maintenance for half of the current cost in half the amount of time. This could lead to a potential situation where KCD is paying \$3.75 per linear foot and completing upwards of 8 to 10 projects per year with an 8 to 10 year maintenance cycle.

**POLICY CONSIDERATION**

In 2013, the King County Board of Supervisors passed Resolution #13-0001, "Establishing a Small Works Roster Process to Award Public Works Contracts and Establishing a Bid Limit." This resolution adopted the statutory framework within Washington state's Small Public Work process in RCW 39.04. that includes the requirement of all public agencies to pay prevailing wages.



Within the attached 2013 letter (See attachment #2) from the Department of Labor & Industries, it states on the 3<sup>rd</sup> page that, "Some work by conservation districts including the partial reimbursements to private landowners for conservation actions consistent with the reclamation work identified in RCW 89.16.040 will not require prevailing wages under chapter 39.12 RCW." These actions are for the reclamation or development of waste or undeveloped lands." Upon reviewing RCW 89.16.040, KCD's ag drainage work is clearly identified within "the reclamation of lands in diking, diking improvement, drainage, drainage improvement, diking and drainage, diking and drainage improvement, irrigation and irrigation improvement districts, and such other districts as are authorized by law for the reclamation or development of waste or undeveloped lands or the rehabilitation of existing reclamation projects, and all such districts and improvement districts shall, for the purposes of this chapter be known as reclamation districts."

This request is not a change to KCD policy, but rather an acknowledgement that KCD is acting within its legal boundaries by removing prevailing wage requirements specifically, from agricultural drainage maintenance projects *only*. An email in support of removing this requirement is attached from Eric Frimodt, KCD's legal representative. (See Attachment #1)

## STAKEHOLDER INTERESTS

- Cooperators/Farmers/Land Managers
- King County Residents
- Contractors/Smaller owner-operator businesses

Small, owner-operated companies are reluctant to bid on ag drainage projects, requiring prevailing wages, because of the heavy administrative burden required. This additional overhead costs more and is usually out of reach for a family operated LLC. The extra lift lacks equitability and benefits the large, excavation companies with staff and expertise capable of reporting to Department of Labor and Industries, paying more in taxes, and workman's comp etc...

*"In Ag Drainage, there is a lot of hurry up and wait while fish are being removed, which triggers overtime. Even though technically it is overtime, the operator is not working. Dredging is not an 8 hour per day job. It's 4 hours of operating heavy equipment and 8 hours of waiting on the fish removal crew. OT, with prevailing wages, requires extra reporting and gets really expensive for the company, which inflates the bid process for KCD. My crew gets paid well without prevailing wages; otherwise the operator would go work for another company that pays better. If you aren't paying an operator at least \$35 an hour in King County, they'll go to work somewhere else." - John Southworth, owner of Southworth and Sons Excavation LLC.*

## BACKGROUND

The Washington State Public Works Act, also known as the "Prevailing Wage Law," is a worker protection act that requires workers be paid prevailing wages when employed on public works projects. Public works projects include all work, construction, alteration, repair or improvement that is executed at the cost of the state or of any municipality. Prevailing wages are the hourly wage, usual

## Agenda Action Briefing/Report

Meeting Date: May 10<sup>th</sup>, 2021

benefits and overtime, paid in the **largest city** in each county, to the majority of workers, laborers and mechanics. Prevailing wages are established, by the Department of Labor and Industries (L & I) for

each trade and occupation employed in the performance of public work. They are established separately for each county and are reflective of local wage conditions.

There is one exception to Prevailing Wage Law that is found in the "MRSC (Municipal Research Services Center) Guidelines for Purchasing-Bidding for Conservation Districts," that provides clarity on when is a conservation district acting as an excepted agency and when as a municipality?

➤ As an excepted agency when the work under a contract is *conservation of resources* as described in RCW 89.08.010 and reclamation of waste or undeveloped lands. For these activities, a CD is acting in the same capacity of an excepted agency per RCW 89.16.040: "... and such other districts as are authorized by law for the reclamation or development of waste or undeveloped lands or the rehabilitation of existing reclamation projects, and all such districts and improvement districts shall, for the purposes of this chapter be known as reclamation districts."

➤ Known as a municipality for all other work."

After reviewing RCW 89.16.040, KCD's ag drainage work is identified within "the reclamation of lands in diking, diking improvement, drainage, drainage improvement, diking and drainage, diking and drainage improvement, irrigation and irrigation improvement districts, and such other districts as are authorized by law for the reclamation or development of waste or undeveloped lands or the rehabilitation of existing reclamation projects, and all such districts and improvement districts shall, for the purposes of this chapter be known as reclamation districts."

Since 2015, the ag drainage program has worked with excavation companies that have been able to navigate the administrative requirements associated with the prevailing wage policy. These companies have also been able to absorb overtime pay requirements by the Dept. of L&I associated with our projects due to the time-consuming process of defishing. However, smaller owner-operated companies have not felt comfortable bidding these projects because of unknown costs and administrative reporting. The result has been that we receive bids from mid-size to larger excavation companies only and have not left much opportunity for smaller companies to compete.

Furthermore, prevailing wages do not consider the type of excavation occurring at a specific job site that could range from grading a lot for new high-rise condominiums to clearing 1' of sediment from a dry ditch. The required operator skills to complete these two jobs are vastly different when considering installation of utilities, building code inspections, and maneuvering abilities. Excavation companies are opting for the clearing and grading jobs because even though ag drainage jobs are easier to complete, the overhead costs associated with them are not worth the net income to be made. Removing the prevailing wage requirement will provide opportunities for new operators to build their skillset and provide KCD with more competitive bids.

Lastly, it is important to note that ag drainage projects are ***maintenance projects*** with the expectation that these systems will need to be maintained in another five to seven years. This was the language used in the original application to the King County Flood Control District grant and is a consistent goal within each annual grant renewal request. During the 2019 application grant cycle

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: May 10<sup>th</sup>, 2021**

**AI 21-037**

with the King County Flood Control District, Josh Monaghan and I received feedback from the grant administrators that KCD needs to find ways to reduce the costs associated with these projects. With a target maintenance cycle of five-to-seven-year cycle, this program will need to be thoughtful in reducing costs and streamlining the contracting process to the extent possible. Removing the prevailing wage requirements could help us meet our grant deliverables.

**EFFECTIVE DATE**

If approved, this Motion becomes effective on May 11<sup>th</sup>, 2021.

**OPTIONS**

The following options exist for the board concerning the review of prevailing wages for Small Public Works contracting of ag drainage projects:

1. **Approval that the prevailing wage requirements be removed from the Small Public Works contracting process for ag drainage projects only.**
2. **Maintain prevailing wage requirements in the Small Public Works contracting process for all ag drainage projects.**

**RECOMMENDATION**

Staff recommends approval of the following:

- After the Board has reviewed all documentation from Eric Frimodt, the Department of Labor & Industries, and the MRSC, staff recommends following the guidance of KCD's legal representative in removing prevailing wage requirements for ag drainage projects only.

**MOTION**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Passed unanimously a motion to approve the following items associated with the Review of Prevailing wages within the Small Public Works process for ag drainage projects:

- Approval to remove prevailing wage requirements from ag drainage projects only.

**From:** [Eric Frimodt](#)  
**To:** [Elizabeth Stockton](#)  
**Cc:** [Cynthia Setel](#); [Carrie King](#)  
**Subject:** RE: Prevailing wages guidance for reclamation sites  
**Date:** Thursday, April 15, 2021 9:13:59 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

---

Liz,

I agree with your analysis. I have had similar discussions with Brandy about this issue in prior years. In fact, I was involved in the matter and was working with MRSC which led to the issuance of the letter referred to in your paragraph 3. The letter you referenced and provided a link for was actually from L&I to John Carpita at MRSC. I believe the projects you described should be exempt from prevailing wage requirements.



**Eric C. Frimodt**

Shareholder

Skyline Tower, Suite 1500 | 10900 NE 4<sup>th</sup> Street | Bellevue, WA 98004

P: 425.450.4262 | F: 425.635.7720

[vCard](#) | [website](#) | [efrimodt@insleebest.com](mailto:efrimodt@insleebest.com)

This electronic mail transmission is privileged and confidential and is intended only for the review of the party to whom it is addressed. If you have received this transmission in error, please immediately return it to the sender. Unintended transmission shall not constitute waiver of the attorney-client or any other privilege.

---

**From:** Elizabeth Stockton <liz.stockton@Kingcd.org>  
**Sent:** Wednesday, April 14, 2021 9:43 PM  
**To:** Eric Frimodt <efrimodt@insleebest.com>  
**Cc:** Cynthia Setel <cynthia.setel@Kingcd.org>; Carrie King <carrie.king@Kingcd.org>  
**Subject:** Prevailing wages guidance for reclamation sites

Hello Eric,

I hope you are well. We have spoken in the past regarding small public works contracting around KCD's bidding processes. Most recently though, I have been reviewing guidance for prevailing wages and I think I have found a path that allows my program to qualify as exempt from prevailing wages requirements. Here is what I have found:

1. I manage projects for KCD's Agricultural Drainage Program. These projects consist of removing built up sediment from agricultural drainage ways that has eroded either from nearby hilltops via wind/rain or via stormwater that sheet flows over land carrying eroded sediment into



drainage ways. I provide cost share to cooperators that are interested in completing this work, but the costs can be exorbitant in relation to the actual work being done. For example, a typical project might involve removal of 2' of built up sediment in a dry ditch for approx. 2000 linear feet. The total cost is around \$25,000. It takes about two days to complete at the most. This does not require a high degree of skill, but the prevailing wages policy mandates that each worker at the site be paid the same rate as any excavation contractor would be paid in King County. I have been told by contractors that the cost of this work could be reduced by as much as 50% if prevailing wages were not required.

2. While reading the MRSC's "Guidelines for Purchasing-Bidding for Conservation Districts," I found this excerpt:

"Excerpt from Prevailing Wage District Operations Brief appendix:

When is a conservation district acting as an excepted agency and when as a municipality?

➤ As an excepted agency when the work under a contract is conservation of resources as described in

RCW 89.08.010 and reclamation of waste or undeveloped lands. For these activities, a CD is acting in

the same capacity of an excepted agency per RCW 89.16.040:

"... and such other districts as are authorized by law for the reclamation or development of waste or

undeveloped lands or the rehabilitation of existing reclamation projects, and all such districts and

improvement districts shall, for the purposes of this chapter be known as reclamation districts."

a. ➤ As a municipality for all other work."

3. Then I found a letter from Washington State L&I at this link: <https://www.lni.wa.gov/licensing-permits/docs/ConservationDistrictsReclamationRestorationProjects.pdf>

This was a response to the WA State Conservation Commission back in 2011 concerning this reclamation lands question and part of the response is this;

"Some work by conservation districts including the partial reimbursements to private landowners for conservation actions consistent with the reclamation work identified in RCW 89.16.040 will not require prevailing wages under chapter 39.12 RCW since those actions are for the reclamation or development of waste or undeveloped lands."

4. When I reviewed RCW 89.16.040, the language is clear that "the reclamation of lands in diking, diking improvement, drainage, drainage improvement, diking and drainage, diking and drainage improvement, irrigation and irrigation improvement districts, and such other districts as are authorized by law for the reclamation or development of waste or undeveloped lands or the rehabilitation of existing reclamation projects, and all such districts and improvement districts shall, for the purposes of this chapter be known as reclamation districts."



5. Lastly, I spoke with Judy Isaac of the MRSC and she stated that our projects absolutely qualify as conservation of reclamation sites per RCW 89.16.040.

I'm hoping you can offer your perspective on this situation and assist in suggesting next steps. I can provide a copy of our MRSC guide if you would like to review the contents.

Thank you for your help on this matter,

*Liz Stockton - Agricultural Drainage Program Coordinator*

Cell: 206-384-0129 || Fax: (425) 282-1898 | [Liz.Stockton@kingcd.org](mailto:Liz.Stockton@kingcd.org)

800 SW 39th St  
Suite 150  
Renton, WA 98057



*local food, healthy forests, clean water*  
**better ground**

Legal Disclaimer: The contents of all e-mail transmissions to and from this office may be considered public information and subject to the provisions of the State of Washington Public Records Act.



STATE OF WASHINGTON  
DEPARTMENT OF LABOR AND INDUSTRIES

Prevailing Wage  
PO Box 44540 • Olympia, Washington 98504-4540  
360/902-5335 Fax 360/902-5300

June 8, 2012

John Carpita  
Municipal Research and Services Center  
2601 Fourth Avenue, Suite 800  
Seattle, WA 98121-1280

Re: Conservation Districts, Reclamation/Restoration Projects: Prevailing Wage Requirements

Dear Mr. Carpita:

Thank you for your May 25, 2012 e-mail regarding the exclusions from the definition of "municipality" which are identified in RCW 39.04.010(3). Those exceptions apply to certain stated districts and "other districts authorized by law for the reclamation or development of waste or undeveloped lands." Your message provided information relevant to some types of work involving conservation districts. You contend that conservation districts are not "municipalities" for some types of work and therefore do not have a prevailing wage requirement under chapter 39.12 RCW.

As you observed, the definition of "public work" in RCW 39.04.010(4) applies to work performed at a cost to the state or a municipality. RCW 39.12.020 requires the payment of not less than the prevailing rate of wage to the laborers, workers, or mechanics performing public work. The prevailing wage requirement in chapter 39.12 RCW is not activated if the public agency is neither the state nor a "municipality" and the work is not by law a lien or charge on any property therein.

You first request a determination that work performed on private lands under the SCC Cost Share program would not be public works and not be subject to prevailing wages; and, second, note that "conservation districts have a number of other programs in which they contract directly with licensed contractors on projects that are indeed public works projects" that require payment of not less than the prevailing rates of wage.

The enabling statute for conservation districts is in title 89 RCW, "Reclamation, soil conservation, and land settlement." The conservation districts law is in chapter 89.08 RCW. The legislature detailed the importance of the lands of the state and the importance of preservation of those lands in RCW 89.08.010. Problems with soils blowing, washing, and soil erosion are linked to other issues including degradation of streams and waterways, fisheries, agricultural issues including drought and crop failures, diminishing underground water reserves, and damage

to infrastructure. The legislature concludes that certain actions are necessary to conserve resources such as "the construction of terraces, terrace outlets, check-dams, desilting basins, flood water retarding structures, channel floodways, dikes, ponds, ditches, and the like; the utilization of strip cropping, contour cultivating, and contour furrowing; land irrigation; seeding and planting of waste, sloping, abandoned, or eroded lands to water-conserving and erosion-preventing plants, trees, and grasses; forestation and reforestation; rotation of crops; soil stabilizations with trees, grasses, legumes, and other thick-growing, soil-holding crops, retardation of run-off by increasing absorption of rainfall; and retirement from cultivation of steep, highly erosive areas and areas now badly gullied or otherwise eroded."

Are these conservation activities for the "reclamation or development of waste or undeveloped lands"?

There is an area in chapter 89.16 RCW that talks about which public agency districts are considered to be reclamation districts:

**Payments from account — Reclamation districts specified — Rehabilitation of existing projects.**

From the moneys appropriated from the reclamation account there shall be paid, upon vouchers approved by the director of ecology, the administrative expenses of the director under this chapter and such amounts as are found necessary for the investigation and survey of reclamation projects proposed to be financed in whole or in part by the director, and such amounts as may be authorized by him for the reclamation of lands in diking, diking improvement, drainage, drainage improvement, diking and drainage, diking and drainage improvement, irrigation and irrigation improvement districts, *and such other districts as are authorized by law for the reclamation or development of waste or undeveloped lands or the rehabilitation of existing reclamation projects, and all such districts and improvement districts shall, for the purposes of this chapter be known as reclamation districts.*

RCW 89.16.040 (emphasis added).

Arguably, this section of statute clarifies that certain land rehabilitation projects are considered to be the work of "reclamation districts." This thought is important since much of the work of conservation districts as detailed above is rehabilitation of lands that may be environmentally impaired or challenged.

Certain work that conservation districts may contract to have performed will not involve the reclamation or development of waste or undeveloped lands. Such work includes building construction, reconstruction, and repair or maintenance of improvements to property including janitorial work, and landscape maintenance work such as mowing the lawn. That work will be subject to the prevailing wage requirements of chapter 39.12 RCW.

John Carpita  
June 8, 2012  
Page 3 of 3

Some work by conservation districts including the partial reimbursements to private landowners for conservation actions consistent with the reclamation work identified in RCW 89.16.040 will not require prevailing wages under chapter 39.12 RCW since those actions are for the reclamation or development of waste or undeveloped lands.

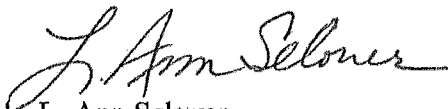
As you can see, prevailing wage issues are heavily dependent on the facts. If the facts vary, the answer could be different.

I appreciate the opportunity to address your questions. Please let me know if you have any questions or new fact sets to consider.

Washington State prevailing wage information, including the WACs, are available on the Department's web site: <http://www.lni.wa.gov/TradesLicensing/PrevWage/default.asp>

I hope this answers your questions. If you need additional information or have questions, please call or e-mail me at 360 902-5330 or [sela235@lni.wa.gov](mailto:sela235@lni.wa.gov).

Sincerely,

A handwritten signature in cursive script that reads "L. Ann Selover".

L. Ann Selover  
Industrial Statistician  
Program Manager

## Loomis, Deborah (LNI)

---

**From:** John Carpita [jcarpita@mrsc.org]  
**Sent:** Friday, May 25, 2012 8:21 AM  
**To:** Selover, Ann (LNI)  
**Cc:** Trefry, Stu (SCC); Heinitz, Karla (SCC)  
**Subject:** Conservation Districts  
**Attachments:** SCC Cost Share 2-21-12.docx; AGM\_09191996\_Sellars.pdf

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Ann, we had discussed, briefly, prevailing wages for conservation district pass-through reclamation/restoration projects when we last met. Stu Trefry and Karla Heinz of the Conservation Commission staff have provided me with some information that may be useful to arrive at a win-win for both L&I and Conservation Districts. Note the attachments.

There are two parts to a win-win for both agencies:

First, for the purposes of the SCC Cost Share program, which operates almost entirely on lands that are rural, agricultural, and undeveloped – land meeting both the intent and practicality of Title 89 definitions as outlined in the AG memorandum – that this program be considered as under the exception clause in RCW 39.04.010(3): “except drainage districts, diking districts, diking and drainage improvement districts, drainage improvement districts, diking improvement districts, consolidated diking and drainage improvement districts, consolidated drainage improvement districts, consolidated diking improvement districts, irrigation districts, *or other districts authorized by law for the reclamation or development of waste or undeveloped lands.*” Therefore, work on private lands under the auspices of the SCC Cost Share program would not be public works and not subject to prevailing wages.

Second, conservation districts have a number of other programs in which they contract directly with licensed contractors on projects that are indeed public works projects. As a matter of course, they require payment of prevailing wages on these projects now.

Given the timing (Memorial Day is almost here) and the host of other issues you are working on, it is probably not fair to ask for speedy review and action. However, Laura Herman is to present at the Washington Association of (Conservation) District Employees (WADE) on Monday, June 11<sup>th</sup> and it would be wonderful to be able to clarify this important point during her presentation.

To that end, Stu, Karla and I are willing to rearrange our schedules to meet with you at any time and place that fits your schedule.

Please call or email me if you have any questions or need further information.

John W. Carpita, P.E.  
Public Works Consultant  
**Municipal Research and Services Center**  
2601 Fourth Avenue, Suite 800  
Seattle, WA 98121-1280  
206-625-1300  
Fax: 206-625-1220  
[jcarpita@mrsc.org](mailto:jcarpita@mrsc.org)  
About MRSC: <http://www.mrsc.org/about.aspx>  
[www.mrsc.org](http://www.mrsc.org)



# District Operations Brief

November, 2016



## PREVAILING WAGE

### WHEN CONSERVATION DISTRICTS PAY IT AND WHEN THEY DON'T

*Conservation districts, as we all know, are unique. That uniqueness extends into the world of contracting and bidding and, specifically, prevailing wages. The following guidance applies only to prevailing wages and when to pay them. This guidance does not cover the full contracting and bidding process.*

Conservation districts (CDs) have the dubious distinction of having a “split personality”. On many projects they must comply with prevailing wages (and other statutory requirements) as a “municipality”. On other CD projects, they needn't comply with prevailing wages (and other statutory requirements) because the CD is performing work as an “excepted” agency in relation to [RCW 39.04.010\(3\)](#).

#### When is a conservation district acting as an excepted agency and when as a municipality?

- As an excepted agency when the work under a contract is conservation of resources as described in [RCW 89.08.010](#) and reclamation of waste or undeveloped lands. For these activities, a CD is acting in the same capacity of an excepted agency per [RCW 89.16.040](#):  
“... and such other districts as are authorized by law for the reclamation or development of waste or undeveloped lands or the rehabilitation of existing reclamation projects, and all such districts and improvement districts shall, for the purposes of this chapter be known as reclamation districts.”
- As a municipality for all other work.

Under most circumstances, land ownership beneath a project location has no bearing on whether a CD is performing work as an excepted agency or not. Similarly, the source of funding normally would have no bearing, but there may be grant restrictions that require payment of prevailing wages and possibly federal Davis-Bacon wage rates. If there is no cost (i.e., all the work/labor and materials are donated) to a sponsoring conservation district, then the project is not subject to prevailing wages.

Classification of Conservation District (CD) Work		
Work Performed	CD is Municipal Agency: Prevailing Wages Apply	CD is Excepted Agency: Prevailing Wages Do Not Apply
Work, construction, alteration, repair, maintenance, or improvement of CD owned facilities and buildings.	X	
Building service maintenance (janitorial) contracts for CD owned or leased facilities and buildings.	X	
Reclamation, conservation, and restoration of stream corridors		
Bridge or culvert replacement/installation for fish passage.		X
Installation of fish screens (steel modular and concrete cast in place units) on agricultural irrigation diversions.		X

"This information is provided as a courtesy to Washington State Conservation Districts. It is not legal or tax advice. For legal and tax status questions, we encourage you to consult qualified legal and accounting professionals."

Classification of Conservation District (CD) Work		
Work Performed	CD is Municipal Agency: Prevailing Wages Apply	CD is Excepted Agency: Prevailing Wages Do Not Apply
Planting and seeding of riparian vegetation along the stream corridor and installation of irrigation systems on new riparian plantings.		X
Equipment usage and other work to move and/or place materials on site in the stream and along the stream corridor.		X
Fencing along stream corridors to keep livestock away.		X
Installation of erosion control blanket along stream corridors.		X
Installation of livestock crossings & watering facilities on streams.		X
Installation of in-stream diversions and pipelines to livestock troughs.		X
Site preparation and removal of buildings/obstructions in riparian corridors		X
Installation of in-stream diversions and pipelines to off-stream irrigation headworks.		X
Conservation and reclamation of water on private farm/ranch land		
In-stream sediment pond construction.		X
Hardened feed lot construction and drainage to sediment pond.		X
Irrigation systems for developed farm/ranch land		
Installation of agricultural pipelines on private land and public right-of-way for individual producers and irrigation districts.	X	
Plumbing of individual delivery points for agricultural irrigation systems.	X	
Topographical and archeological surveys for excepted work.		X
Aerial survey (LiDAR) and photography.		X
District hires its own intermittent or temporary work crew for seasonal work		X

Failure to comply with the provisions under the Prevailing Wage Law may subject the district to liability for all unpaid prevailing wages and penalties. A district must stipulate - both in the solicitation document and in the subcontract - that workers will receive the prevailing rate of wage and include applicable prevailing wage rates.

After the subcontract is awarded by the district, the subcontractor submits a Statement of Intent to Pay Prevailing Wages to the Department of Labor and Industries. The district may not make any payments to the subcontractor until they receive evidence that the Intent form has been approved by L & I. After the work is

This information is provided as a courtesy to Washington State Conservation Districts. It is not legal or tax advice. For legal and tax status questions, we encourage you to consult qualified legal and accounting professionals."



completed, the subcontractor submits the Affidavit of Wages Paid to the Department of Labor and Industries. The district may not make the final payment to the subcontractor until they receive evidence that the Affidavit form has been certified by L & I.

What difference does it make if a conservation district is acting as an excepted agency and when it is acting as a municipality?	
CD is Municipal Agency	CD is Excepted Agency
<p>Depending on estimated cost, a CD must:</p> <ul style="list-style-type: none"> <li>• either advertise or request quotes</li> <li>• likely require a bid bond</li> <li>• likely require sealed bids or quotes</li> <li>• likely require public bid opening</li> <li>• likely have award and acceptance by Board</li> <li>• require performance and payment bond</li> <li>• require retainage</li> <li>• require prevailing wages</li> </ul>	<p>Depending on estimated cost, funding source and project, type, a CD:</p> <ul style="list-style-type: none"> <li>• may contract with a landowner and pass through funds without requiring payment of prevailing wages</li> <li>• may request quotes rather than sealed bids</li> <li>• may contract for work with a private contractor without requiring payment of prevailing wages</li> <li>• may waive performance and payment bond</li> <li>• may waive retainage</li> </ul>

#### More Information...

The [Suggested Guidelines for Purchasing, Bidding, and Contracting for Washington State Conservation Districts](#) is a resource written by MRSC specifically to help conservation districts comply with State law.

MRSC's 2009 [Small Public Works Roster Manual for Local Governments](#) has detailed information on bid bonds, performance/payment bonds, retainage, sales tax issues and prevailing wages. For this reason, these topics are not covered in detail in these Guidelines.

**Questions?** Contact your WSCC Regional Manager or John Carpita, MRSC ([icarpita@mrsc.org](mailto:icarpita@mrsc.org)).