

**KING CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
September 13th, 2021  
5:00 PM to 8:00 PM– via Teleconference Only  
Zoom Link: <https://zoom.us/j/93642791807>  
Call In Number: (253) 215-8782  
Meeting ID: 936 4279 1807**

Meeting Agenda

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Call to Order

- |   |                          |
|---|--------------------------|
| <b>1. Preliminary Matters</b>             | <b>5:00 PM – 5:10 PM</b> |
| a) Introductions                          |                          |
| b) Additions or Corrections to the Agenda |                          |
| c) Adoption of the Board Agenda           |                          |

- |                          |                          |
|--------------------------|--------------------------|
| <b>2. Consent Agenda</b> | <b>5:10 PM – 5:15 PM</b> |
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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 Supervisor.

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- |  |                              |
|--|------------------------------|
| a) <u>Board Minutes</u>  |                              |
| 1. 8/09/21 KCD BOS Meeting   |                              |
| 2. 8/10/21 KCD Advisory Committee Meeting  |                              |
| 3. 8/23/21 KCD Special Board of Supervisors Meeting  |                              |
| 4. 8/23/21 KCD Grant Subcommittee Meeting  |                              |
| 5. 8/30/21 KCD Special Board of Supervisors Meeting  |                              |
| <br><b>3. Public Comment</b>   | <br><b>5:15 PM – 5:20 PM</b> |
| <br><b>4. Finance</b>  | <br><b>5:20 PM – 5:30 PM</b> |
| <br><b>5. Unfinished Business</b>  | <br><b>5:30 PM – 6:00 PM</b> |
| a) Landowner Incentive Program – Criteria & Policies Overview – Redmond                              |                              |
| b) KCD Nursery – Wolf / Meisinger  |                              |
| c) Regional Food System Competitive Grant Applications – Embleton                                    |                              |
| <br><b>6. New Business</b>   | <br><b>6:00 PM – 7:30 PM</b> |
| a) AI 21-061: LIP Application – Wiseman – Redmond  |                              |
| b) Staff Vacancies   |                              |
| 1. Accountant  |                              |
| 2. Temporary Financial Assistance  |                              |
| 3. Community Agriculture Position  |                              |
| 4. Senior Resource Specialist – Rural Riparian Habitat Program                                       |                              |
| c) Orca Recovery Day – Dostal  |                              |
| d) Advisory Committee Appointment – Environmental NGO – Heather Trim, Zero Waste Washington – Dostal |                              |
| e) KCD Vehicles – Miss   |                              |
| f) AI 21-062: Board Policies – Third Sector  |                              |
| <br><b>7. Other Reports</b>  | <br><b>7:30 PM – 8:00 PM</b> |
| a) Executive Director  |                              |
| b) Board of Supervisors  |                              |
| c) Washington Federation of State Employees (WFSE) – Wolf/Saavedra                                   |                              |

# Consent Agenda

# KING CONSERVATION DISTRICT

## Board of Supervisors Meeting Minutes

August 9th, 2021

1 **Supervisors Present:** Kirstin Haugen – Chair, Chris Porter – Vice Chair, Bill Knutsen –  
2 Supervisor, Brittney Bush Bollay – Supervisor

3 **Guests Present:** Ken Fuller – Washington State Board of Professional Engineers and Land  
4 Surveyors, Tom Goff – King County Council, Jean Fike – WSCC, Alan Chapman – WACD,  
5 Susan Sullivan, Lucas

6 **Staff Present:** Lorna Miss, Cynthia Setel, Laura Redmond, Mary Embleton, Jessica Saavedra,  
7 Mark Dostal, Debbie Meisinger, Liz Stockton, Elizabeth Clark, Megan Weldon, Nikki Wolf

### 8 **Preliminary Matters:**

9 Chair Haugen called the meeting to order at 5:02 PM. All attendees introduced themselves.

10 Chair Haugen asked for any additions or corrections to the amended agenda.

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

13 **Knutsen moved; Bush-Bollay seconded, passed unanimously a motion to approve the**  
14 **consent agenda (4-ayes, 0-nays).**

### 15 **Public Comment:**

16  
17 Susan Sullivan thanked the Board for letting her discuss her bulkhead removal project.

### 18 **Finance:**

19 Interim Executive Director Setel gave a financial update.

20 **Porter moved; Bush-Bollay seconded, passed unanimously a motion to approve the**  
21 **Check Register (4-ayes, 0-nays).**

22 Supervisor Bush-Bollay left the meeting at 5:29 PM

### 23 **Presentations:**

24 Ken Fuller of the Washington State Board of Professional Engineers and Land Surveyors gave  
25 a report on engineering policies and procedures.

26 Laura Redmond gave a report on the Landowner Incentive Program. The board asked to be  
27 included at future committee meetings and site visits.

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28 Mark Dostal gave a presentation on the 2021 election and plans for the 2022 election. Dostal  
29 flagged the need to designate an Elections Manager soon.

30 **Unfinished Business:**

31 Liz Stockton gave a report on the Dolder Langlois Williams Ultra Tank Project. The  
32 contract was awarded to Ultra Tank Services and will be funded through the Working Lands  
33 Initiative.

34  
35 **New Business:**

36 Haugen discussed the WSCC/WACD Joint Committee on Elections election reform proposal.  
37 The committee reached consensus and is seeking comments from conservation districts.

38 **Porter moved; Knutsen seconded, passed unanimously a motion to support the election**  
39 **reform proposal (3-ayes, 0-nays).**

40  
41 Laura Redmond presented AI 21-056: Watershed Company Sullivan Bulkhead Removal  
42 Project. Porter asked to postpone a vote until he has more information.

43  
44 **Knutsen made a motion to approve AI 21-056: Watershed Company Sullivan**  
45 **Bulkhead Removal Project. There was no second and the motion died.**

46  
47 AI 21-056 will be considered at the August 23 special board meeting.

48  
49 Setel presented AI 21-057: KCD Temporary Project Coordinator Positions. The positions  
50 will support the Sound Transit tree planting project and help with other KCD projects.

51  
52 **Porter moved; Knutsen seconded, passed unanimously a motion to approve AI 21-057:**  
53 **KCD Temporary Project Coordinator Positions (3-ayes, 0-nays).**

54  
55 Setel presented AI 21-058: WSCC Biennium Grant Addenda and Work Plan.

56  
57 **Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 21-058:**  
58 **WSCC Biennium Grant Addenda and Work Plan (3-ayes, 0-nays).**

59  
60 Setel presented a resolution to adopt the WSCC board position numbers:

61 Position 1: Brittney Bush Bollay (Elected, term ends 2024)

62 Position 2: Kirstin Haugen (Elected, term ends 2022)

63 Position 3: Chris Porter (Elected, term ends 2023)

64 Position 4: Bill Knutsen (Appointed, term ends 2024)

65 Position 5: Burr Mosby (Appointed, term ends 2023)

66  
67 **Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 21-059**  
68 **Resolution 21-002 Board Supervisor Position Numbers (3-ayes, 0-nays).**



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**Reports:**

Setel provided an update of her work as Interim Executive Director.

Jessica Saavedra and Nikki Wolff gave a report on WFSE.

There was no more business before the Board.

**Knutsen moved; Haugen seconded, passed unanimously a motion to adjourn the meeting at 7:17 PM (2-ayes, 0-nays).**

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

\_\_\_\_\_  
Date

**Summary of Motions**

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

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

**Porter moved; Bush-Bollay seconded, passed unanimously a motion to approve the Check Register (4-ayes, 0-nays).**

**Porter moved; Knutsen seconded, passed unanimously a motion to support the election reform proposal (3-ayes, 0-nays).**

**Knutsen made a motion to approve AI 21-056: Watershed Company Sullivan Bulkhead Removal Project. There was no second and the motion died.**

**Porter moved; Knutsen seconded, passed unanimously a motion to approve AI 21-057: KCD Temporary Project Coordinator Positions (3-ayes, 0-nays).**

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102 Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 21-058:  
103 WSCC Biennium Grant Addenda and Work Plan (3-ayes, 0-nays).

104

105 Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 21-059  
106 Resolution 21-002 Board Supervisor Position Numbers (3-ayes, 0-nays).

107

108 Knutsen moved; Haugen seconded, passed unanimously a motion to adjourn the  
109 meeting at 7:17 PM (2-ayes, 0-nays).

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111

112

# KING CONSERVATION DISTRICT

## Advisory Committee

### Meeting Minutes

August 10th, 2021

**Committee Members Present:** Councilmember Kelli Curtis, City of Kirkland, Councilmember Victoria Hunt – City of Issaquah, Councilmember Vanessa Kritzer – City of Redmond, Councilmember Brenda Fincher – City of Renton, Kirstin Haugen – KCD Supervisor, Councilmember Amy McHenry – City of Duvall, Jake Tracy – King County Council, Jeff Boyce – Rural Forest Commission, Sharon Lerman – City of Seattle, Michael Lufkin – King County, Sarah Reyneveld, Tahmina Martelly

**Other Attendees Present:** Mark Dostal – KCD Staff, Cynthia Setel – KCD Interim Executive Director, Lorna Miss, KCD Staff, Nikki Wolf – KCD Staff, Rachel Konrady – City of Kirkland, Peter Holte – City of Redmond

#### **Preliminary Matters:**

Councilmember Fincher called the meeting to order at 10:10 AM. All attendees introduced themselves.

#### **Public Comment:**

None.

#### **Executive Director Report:**

Haugen announced that Rosa Méndez will serve as the new KCD Executive Director beginning September 20.

Interim Executive Director Cynthia Setel provided an overview of her work at the district, including finances, the reorganization, challenges, and outstanding issues.

Nikki Wolf gave a presentation on the KCD education program.

Mark Dostal gave a presentation about KCD communications.

Haugen provided an update about the Election Reform Subcommittee.

Fincher adjourned the meeting at 12:00 PM.

Authorized Signature

Date

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

Monday, August 23, 2021

**Supervisors Present:** Kirstin Haugen– Chair, Burr Mosby, Bill Knutsen, Burr Mosby, Chris Porter, Brittney Bush Bollay

**Associate Supervisors Present:** None.

**Guests Present:**

**Staff Present:** Jessica Saavedra, Mary Embleton, Elizabeth Clark, Cynthia Setel, Laura Redmond

**Preliminary Matters:**

Meeting called to order at 5:02 pm by Kirstin Haugen

Embleton provided an update on Regional Food System Competitive Grant applications received and amount of funding requested. The following table was provided. Embleton stated that this is the most competitive grant applications we've had in several years with a lot of new applicants to the RFS program.

# Proposals	Grant \$ Requested	Match	Funding Cutoff*	Funding Priority				
				Consumer Demand	Land Access	Food Safety	Infrastructure	Business Management
25	\$457,807.81	\$802,529.95	\$343,216.00	7	1	1	14	2

Applications - none

Amendments - none

Close outs

**Knutsen moved, Porter seconded, unanimously passed a motion to close the following six grant agreements**

**Mountains to Sound Greenway Trust - Rattlesnake Ledge Trail and Natural Area Improvement grant agreement.**

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

Monday, August 23, 2021

20 Mountains to Sound Greenway Trust - Little Bear Creek Knotweed Control & Re-  
21 forestation grant agreement.

22 Mountains to Sound Greenway Trust – Raging River Floodplain Enhancement (WRIA)  
23 grant agreement.

24 Mountains to Sound Greenway Trust - Mountains to Sound Greenway Trust – Raging River  
25 Knotweed Survey and Control Phase 1 grant agreement.

26 Mountains to Sound Greenway Trust – Raging River Knotweed Survey and Control Phase  
27 2 grant agreement.

28 Earth Corps – Burke Gilman Trail Pollinator Corridor grant agreement.

29 Haugen moved; Mosby seconded unanimously passed a motion to adjourn the meeting at  
30 5:30 pm

31

32

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

\_\_\_\_\_  
Date

# KING CONSERVATION DISTRICT

## Special Board of Supervisors Meeting Minutes

August 23rd , 2021

**Supervisors Present:** Kirstin Haugen – Chair, Chris Porter – Vice Chair, Burr Mosby, Bill Knutsen, Brittney Bush Bollay

**Staff Present:** Jessica Saavedra, Mark Dostal, Laura Redmond, Mary Embleton, Elizabeth Clark, Cynthia Setel – Interim Executive Director

**Other Attendees Present:** Erin Claffin Reed – Your Part Time Controller, Tesa Piccioni – Your Part Time Controller, Mike Lukfin – King County, Randy Brinsen – Third Sector, Pat McCowan – Third Sector, Jean Fike – WSCC, Susan Sullivan, Luke Vannice – The Watershed Company, Jenn Black, Carmela Ennis – King County Council

### **Preliminary Matters:**

Chair Haugen called the meeting to order at 5:30 PM. All attendees introduced themselves. Haugen asked for additions or corrections to the current agenda. There were none.

**Bush-Bollay moved; Porter seconded, passed unanimously a motion to approve the agenda (5-ayes, 0-nays).**

### **Public Comment:**

Susan Sullivan, homeowner applying for the Landowner Incentive Program, introduced herself.

### **Presentations:**

Third Sector gave a presentation on their work to support board governance. Draft board policies will be considered at the September board meeting. The organizational purpose discussion will take place at the September 27th meeting. Board and staff roles discussion will take place at the October 25th meeting.

### **Unfinished Business:**

**Porter moved; Knutsen seconded, passed unanimously a motion to approve AI 21-056: Watershed Company Sullivan Bulkhead Removal Project (5-ayes, 0-nays).**

Setel described the current vaccination and mask policy and informed the board that staff will be required to wear masks indoors and socially distance in alignment with the latest state guidance. The board discussed a potential vaccination requirement for employees.

**Mosby moved; Knutsen seconded, passed unanimously a motion to approve AI 21-060: Resolution 21-003: Local Government Investment Pool Authorization (5-ayes, 0-nays).**

Setel provided an update about the annual report due to King County by September 1, 2021. KCD will be asking King County for an extension until December 31, 2021, to ensure accurate financial reporting. The financial systems will be consolidated into one system this fall. Erin Claffin Reed and Tesa Piccioni from

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

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Meeting Minutes  
August 23rd, 2021

Your Part Time Controller introduced themselves and shared their current work to support accounting. Setel said an outside audit from a firm could be helpful, in addition to the annual BARS audit.

Haugen indicated that the Board would move into Executive Session per RCW 42.32.110 litigation. Haugen stated that the Executive Session would last 30 minutes unless extended. The Board moved into Executive Session at 6:41 PM, using a separate teleconference line. The Executive Session was extended until 7:26 PM. The meeting was reconvened by Haugen at 7:26 PM.

No action was taken in executive session and there was no further business before the Board.

**Mosby moved; Bush Bollay seconded; passed unanimously a motion to adjourn at 7:28 pm (5-ayes, 0-nays).**

The meeting at adjourned at 7:28 PM.

Authorized Signature

Date

**Summary of Motions**

**Bush-Bollay moved; Porter seconded, passed unanimously a motion to approve the agenda (5-ayes, 0-nays).**

**Porter moved; Knutsen seconded, passed unanimously a motion to approve AI 21-056: Watershed Company Sullivan Bulkhead Removal Project (5-ayes, 0-nays).**

**Mosby moved; Knutsen seconded, passed unanimously a motion to approve AI 21-060: Resolution 21-003: Local Government Investment Pool Authorization (5-ayes, 0-nays).**

**Mosby moved; Bush Bollay seconded; passed unanimously a motion to adjourn at 7:28 pm (5-ayes, 0-nays).**

# KING CONSERVATION DISTRICT

## Special Board of Supervisors Meeting Minutes

August 30th, 2021

1 **Supervisors Present:** Kirstin Haugen – Chair; Chris Porter – Vice Chair; Burr Mosby – Supervisor;  
2 Bill Knutsen - Supervisor; Brittney Bush Bollay – Supervisor

3 **Other Attendees Present:** Lorna Miss – KCD Staff; Carmela Ennis – King County; Liz Clark –  
4 KCD Staff

### 5 **Preliminary Matters:**

6 Chair Haugen called the meeting to order at 4:02 PM. All attendees introduced themselves. Haugen  
7 asked for additions or corrections to the current agenda. There were none.

8 **Mosby moved; Knutsen seconded, passed unanimously a motion to approve the agenda (5-**  
9 **aves, 0-nays).**

### 10 **Executive Session:**

11 Haugen indicated that the Board would be moving into Executive Session per Collective  
12 Bargaining RCW 42.30.140(4). Haugen stated that the Executive Session would last until 4:35  
13 PM, unless extended. The Board moved into Executive Session at 4:05 PM, using a separate  
14 teleconference line. The meeting was extended for an additional ten minutes and reconvened by  
15 Haugen at 4:45 PM. No actions or decisions were made.

16 **Bush-Bollay moved; Mosby seconded, passed unanimously a motion to adjourn the meeting**  
17 **(5-aves, 0-nays).**

18 Haugen adjourned the meeting at 4:46 PM.

20 Authorized Signature

Date

### 22 **Summary of Motions**

23 **Mosby moved; Knutsen seconded, passed unanimously a motion to approve the agenda (5-**  
24 **aves, 0-nays).**

25 **Bush-Bollay moved; Mosby seconded, passed unanimously a motion to adjourn the meeting**  
26 **(5-aves, 0-nays).**



# Unfinished Business

Applicant Organization*	Project Title	Brief Project Description	Funding Priorities					Partners	Grant Request	Match	Notes:
			Consumer Demand	Land Access	Food Safety	Infrastructure	Business Management				
*indicates grantee has active grant or **past											
21 Acres**	Crop to Kitchen - the greeat taste of almost food waste	Project will turn pre-consumer food waste into ready to serve frozen food. 2 years of student intern work has established a food access network linking Sammamish Valley farmers, 21 Acres (a commercial kitchen and volunteer community), and food security and job training programs of Farestart and the Kirkland Boys & Girls Club. In year 3, we will launch a pilot project to create a market for blemished and highly perishable produce by turning it into professionally prepared meals ready for distribution and service through local food access partners.	X					UW Undergraduate Community-based Internship Program., FareStart, Kirkland Boys & Girls Club	\$12,310.81	\$29,077.00	OH exceeds 25% of salaries/benefits (\$2,075 instead of \$375)
21 Acres**	Sammamish Valley Sustainable Tool Library	One of the largest barriers for small/begining farmers is access to equipment/resources to start and grow a sustainable farm. This project will address these barriers and establish a Sustainable Ag Tool Library for the Sammamish Valley APD and surrounding farms that will develop infrastructure and coordination for a tool library and provide 3-5 workshops and trainings around safe/proper equipment use and integration of regenerative practices. Purchase of an electric tractor will allow small-scale farmers to utilize the resources already available through KCD and support farmers in implementing conservation practices.					X	Sammamish Valley Alliance	\$20,000.00	\$42,061.00	
African Community Housing & Development	Delridge Farmers Market Year Two	Year 1 of the Delridge FM has been a smashing success, supporting King County's BIPOC-owned food-based small businesses, getting healthy, local, culturally-relevant food into the hands of food-insecure immigrant and refugee families, and creating a popular community event centered around local food in a USDA-designated food desert. In Year 2, we seek to increase the market frequency from monthly to weekly, in order to increase food access benefits and economic opportunity for BIPOC food producers.	X					Hope Academy	\$20,000.00	\$239,624.00	
Black Food Sovereignty Coalition	Back to the Root: Pacific Northwest BIPOC Food Network Development	BFSC will host a set of virtual convenings to create "a thoughtful approach to exploring what a series of interconnected networking groups of BIPOC growers across PNW could look like." Building on the success of the annual Back to the Root Conference for Black and Brown identified growers, educators, and advocates, BFSC will build opportunities to connect growers in the PNW, with a particular focus on King County. Regionally based, interconnected networks offer BIPOC farmers greater opportunities for collaboration, support, inspiration, and learning; fostering BIPOC-led regional, regenerative, and community-rooted food systems that are more resilient to shocks and stressors, and contribute to increasing diversity and equity.				X			\$20,000.00	\$10,125.00	

Black Farmers Collective	Expanding Food Sovereignty at Yes Farm	The Black Farmers Collective is growing very quickly as it continues to strive towards building food sovereignty in communities of color under the Black leadership of the organization. Over the last year and a half, Yes Farm became a hub of community building, educational programming, and growing food. This is largely due to being able to hire it's first couple full time staff members dedicated to the space. Even at the height of the pandemic, the farm pivoted to share as many resources with the community as possible and continues to build on that model to build a foundation for a BIPOC food system that goes beyond just the collective. With this project, we aim to help sustain our employees, invest in community events and educational programming, and continue to build infrastructure to sustain the farm in the years to come. We recently got the opportunity to continue expanding the farm space on the property we lease on for Yes Farm and want to thoughtfully expand to create as much accessible growing and gathering space for our community as possible.				X			\$20,000.00	\$130,000.00	OH exceeds 25% of salaries/benefits (\$5,000 instead of \$3,750)
Black Star Farmers*	New Holly Rockery Market Garden Reactivation	Black Star Farmers in partnership with Black Star Food Collective and the P-Patch program will work to reestablish the New Holly Rockery Market Garden as a food hub for the surrounding residential BIPOC community. This project directly addresses consumer demand by focusing on developing a hyperlocal interactive community supported farm.	X					Black Star Food Collective, Seattle P-Patch Program	\$20,000.00	\$27,246.00	Sustainable Seattle (\$2) is fiscal sponsor.
Carnation Farms**	Energy Efficiency in Aggregating Local Produce	The need for energy efficient, local food production, aggregation, and storage has become critical. Carnation Farms proposes to: 1) make necessary efficiency improvements to existing aggregation infrastructure to achieve energy savings and reduce the carbon footprint of local food storage, and 2) add on-site dry storage to address an unmet need expressed by local farmers.				X		Farmstand Local Foods	\$14,300.00	\$1,150.00	
Circular PNW, Interweave	A Just Circular Food Economy	Mapping and strategy for regenerative circular bio-economies pilot. An organic, grassroots, BIPOC-led movement initiated an open-source project to map digesters and create strategies around an equitable, lasting, and resilient community-owned infrastructure for water, food, and energy. This project is intended to invest resources into an organic network to increase its bandwidth and scale its impact, advancing the community systems of composting and water/waste management county-wide. This replicable project focuses on community ownership and increasing biofuel systems within communities of color in order to build wealth that is circular and regenerative. Decentralized anaerobic digesters help regenerate resources on location, and can be used for power, heat, Co2 for greenhouses, create organic nutrient-rich water outputs, as well as liquid and solid bio-fertilizer for food production.				X		New Economy WA, People's Economy Lab, King County, Sustainable Seattle	\$20,000.00	\$20,700.00	\$2 is fiscal sponsor. OH exceeds 25% of salaries and benefits (\$2,000 instead of \$270). PDF. Technical review?

Duwamish Valley Sustainability Association	Transformando Nuestra Tierra: Biofuel	This project is for a development phase including neighborhood and stakeholder education on the benefits of biofuel and circular economy in food systems, assesses energy potential of locally-harvested organic waste, and produces an implementation plan for a biofuel system in partnership with key local stakeholders. An engineered solution developed by South Park community members to generate low-carbon, sustainable fuel while building community capacity, economic development, and a zero-waste localized food system. Youth-engaged, community-centric strategic planning to develop a decentralized, zero-waste biofuel system. The system will mitigate organic waste, and use an anaerobic digester to provide fuel that can be used as energy, and a nutrient-rich co-product that local farms can use to increase yields, which are in turn used by local BIPOC-owned restaurants, establishing a closed-loop organic production system.				X		5 South Park Youth, Impact Bioenergy, Marra Farm, Food Bank of South Park, Food Lifeline, Engineers without Borders	\$20,000.00	\$36,500.00	S2 is fiscal sponsor. PDF. Technical review?
EastWest Food Rescue	Bridging the Service Gap Barrier from King Farmer to King Food Insecure	EastWest Food Rescue will address the dual issues of food insecurity in South King County and food waste by purchasing and/or acquiring high-quality "seconds" and surplus produce from King County farmers. These seconds will be distributed by nontraditional food agencies via food drives to reach underserved groups, which access traditional food banks at lower rates. EWFR will consult with King County farmers to expand the market for surplus produce and seconds and create a bridge for those in need. This project will provide 76K to 95K pounds of a fresh produce, resulting in the equivalent of 60K to 76K healthy meals to people who are food insecure in South King County.				X		Lend a Hand Community Outreach, Praisealajah Storehouse, Harvest Against Hunger, Farmlink	\$20,000.00	\$4,000.00	
Farmstand Local Foods	De-Mystifying Local Food Pricing for Farmers & Chefs in Preparation for New Overtime Rules in Agriculture	Pricing for local food is paradoxically obvious and mysterious for both buyers and sellers. This project seeks to de-mystify pricing and help prepare for increased prices due to new overtime labor laws by providing: 1) an infographic that illustrates how prices fluctuate across wholesale and retail channels, and includes concrete pricing "benchmarks"; 2) provide chefs a simple infographic based on experiment and analysis that sourcing ingredients from small, local farms has cost savings; and 3) prepare stakeholders for increased prices.	X					Viva Farms, Farms for Life, Business Impact Northwest, Harvest Against Hunger, Sno-Valley Tilth	\$19,000.00	\$8,000.00	
Feed 7 Generations	Generating Engaged Native Growers (GEN-G)	Feed 7 Generations, a Native-led non-profit founded and led by Muckleshoot Tribal Members, will facilitate a symposium aimed to raise awareness of opportunities for Native Americans in King County and other local Tribal members to engage in food sovereignty initiatives through pursuing agricultural enterprises that are centered in Tribal culture and strengthen regional food systems. Presenters will feature Native-led agriculture programs from across Indian Country representing diverse interactions within their local food economies and supply chains. A planning and vision document will be generated that will serve as a roadmap for activating Native agriculturalists, strengthening the King County food system					X	Center for Southwest Culture, Swinomish Tribe, National Science Foundation	\$20,000.00	\$2,000.00	

Gathering Roots Wellness	Greenhouse Infrastructure for BIPOC Farmers Co-op	Gathering Roots Wellness is a Black and Indigenous-led, BIPOC-centered wellness organization which recently purchased 78 acres of farm/woodland in Auburn to build a permanent retreat center. The Center will activate healing in BIPOC communities; a key activity will be development of farmland that is ecologically and economically sustainable. In 2022, we will establish infrastructure for agricultural work, partnering with Black Star Farmers to: (1) install two 24' x 60' greenhouses with solar power, and (2) develop pilot programming for BIPOC youth and community to engage with our site. BSF will help to bring our programs (and plants grown in our greenhouses) to their farm sites throughout Seattle. Funding will support the purchase and installation of greenhouses, soil and seeds, planting tables, and staff.				X		Black Star Farmers	\$20,000.00	\$14,800.00	
Intenational Rescue Committee**	BIPOC Growers of South King County	The main purpose of this project is to increase the viability of small BIPOC-led farm businesses in South King County, specifically farmers at the Horseneck Farm, through development of "soft" aggregation infrastructure and specialized coordination between growers and buyers. Since gaining access to the land, producers have experienced increased demand from wholesale buyers who want to support BIPOC producers; however, they have also experienced challenges in meeting these buyers' needs due to a lack of aggregation support. IRC will develop guidelines for coordinated and collaborative produce aggregation, curriculum to train participating farmers on these guidelines, and the administrative infrastructure to better support higher-capacity aggregation activities.				X		Food Access and Aggregation Team, Washington State University, Culinary Breeding Network	\$20,000.00	\$55,239.00	
Marzolf Meats	Marzolf Meats: A small investment for big results	Our goal is to eliminate the bottlenecks producers face in accessing a USDA facility and create a location for farmers to have their animals USDA slaughtered and processed so that those animals can enter retail markets.				X			\$20,000.00	\$39,000.00	Ineligible - Outside KCD service area
New Day Cooperative Distribution	BIPOC and LBGTQ Farmer CSA Pickup Site	Project aims to address difficulties that small-scale farmers encounter in distributing CSA shares to urban markets. The project will improve storefront infrastructure and signage, allowing us to foster consumer demand for King County ag products and value-added products made from local ingredients.				X			\$12,000.00	\$8,000.00	Project purpose > 200 words
Seattle Good Business Network	Eat Local First & Seattle Restaurant week	Organize a consumer awareness/education campaign in conjunction with Seattle Restaurant Week Spring 2022 to highlight King County farms and their seasonal ingredients utilized in participating restaurant menus. Campaign content will focus on promoting what is available locally and raise public awareness of the positive environmental, social, and economic impacts of local food purchasing. The campaign will include the creation of video content with paid media promotion during the two-week campaign. The project will contribute significantly to increasing the number of Seattle and King County restaurant listings within the Washington Food & Farm Finder, which is actively used by consumers. Restaurants will be able to select, and be searchable by, whether they adhere to the Eat Local First principles on the Seattle Restaurant Week site and will further be able to register for inclusion in the WA Food & Farm Finder through the Seattle Restaurant Week sign-up form.	X					Titih Alliance, Eat Local First Collaborative	\$20,000.00	\$12,500.00	OH exceeds 25% of salary and benefits (\$2,000 should be \$1,000)

Serve Ethiopians Washington	Community Based Food Waste Prevention Project	Serve Ethiopians Washington is a non-profit founded by Ethiopians living in Washington in response to the devastating impacts of COVID. Our primary goal is to reduce the negative health, social, and economic impacts of COVID on Ethiopian and other East African communities in Washington.	X							\$20,000.00	\$5,000.00	Formatting.
SnoValley Tilth	Greenhouse Propagation Infrastructure and Training for New, Beginning, and Small-Scale Farmers	SVT and First Light Farm lease farmland to new, beginning, and small-scale farmers in the Snoqualmie Valley. Due to the high cost of erecting a permanent greenhouse/lack of access to functional greenhouse space, these new farmers are forced to propagate in make-shift spaces or purchase established plant starts. This project will address this problem by constructing a greenhouse space that can be shared and rented by multiple farmers and provide appropriate training to farmers so that they can grow and increase their sales.				X		First Light Farm		\$19,052.00	\$6,900.00	
Snoqualmie Valley Watershed Improvment District* (**)	Controlled Drainage Farmer Education in the Snoqualmie Valley	There is an increased need for controlled drainage systems on farms across the Snoqualmie Valley to replace antiquated "free" drainage systems. Inadequate drainage infrastructure coupled with changes in climatic conditions have caused standing water on fields to delay planting or force farmers to take fields out of production. Controlled drainage systems can be managed to remove water when it's too wet and reserve subsurface water when it's too dry. While controlled drainage is not novel, farmers may not be aware of the benefit it could have on the productivity of the land. This project will provide outreach, prepare materials, and set up a drain tile monitoring system prior to workshops focused on the benefits of controlled drainage. A list of farmers interested in implementing controlled drainage systems will be compiled and a separate implementation fund will be pursued for historically underserved farmers and ranchers to install controlled drainage systems				X				\$9,145.00	\$2,407.95	

Sustainable Seattle	Sustainable Seattle community education program: Basilica Bio	S2 is developing a community and youth education program centering climate science, community resilience, and organic waste reuse with Frontline communities in Seattle. Piloted in 2020, this model of clean soil, remediation, and health and justice from S2's legacy of community-based ideation will improve access to meaningful education, farm fresh foods, remediation technology, and a clean, pollution-free environment in our region's most disadvantaged geographies. The program employs three primary strategies: Educate, Excite, and Engineer. Its <i>education</i> curricula focus on root cause issues and solutions with a focus on community-level involvement. Through this curricula, Basilica emphasizes <i>exciting community action</i> connected to demonstration activities such as remediation training, soil testing, and other direct education practices that show a tangible change in the environmental landscape. Led by young BIPOC microbiologists with a framework for equity-centered community-led research, the program's long-term goal is to establish <i>engineering</i> solutions and an inclusive culture of innovation, emerging directly from youth and community's most urgent needs and immediate desires. This project builds upon a series of pilot programs implemented over the past year, to establish an education department centering public health climate science, and soil and water remediation at the center of the sustainability vision for Seattle.		X				Nurturing Roots	\$20,000.00	\$40,500.00	PDF. # Education sessions?
The Common Acre	Community Food Hubs	The Common Acre will partner with Little Free Pantries, Pedaling Relief Project, Black Star Farmers, Nurturing Roots, and Yes Farm to develop and pilot infrastructure for a network of food hubs that will increase food access for low-income and BIPOC communities in Central and South Seattle. The project will establish pilot food hubs at 4 local farms in Central and South Seattle: each will include a small pantry for dry goods, a refrigerator for produce and perishables, and a farm stall for weekly, in-person distribution activities. Sites will be hosted by The Common Acre, Black Star Farmers, Nurturing Roots, and Yes Farm. Little Free Pantries will contribute pantries for each site. Pedaling Relief Project will be responsible for food distribution and delivery between the hubs. All six partners will contribute marketing, and help to spread the word about our work as we seek to expand the hub network.				X		Little Free Pantries, Pedaling Relief Project, Black Star Farmers, Nurturing Roots, YES Farm	\$20,000.00	\$15,000.00	
Wakulima USA	Wakulima USA Youth Farmer Project	Wakulima USA aims to support immigrants and refugees from East African countries of Kenya, Uganda, Tanzania, and Zanzibar in developing healthy eating habits, create opportunities for immigrant farmers, and make culturally relevant foods easily accessible and affordable.	X		X			Horseneck Farm/Food Access and Aggregation Community Team, Highline College,	\$12,000.00	\$12,700.00	More than one funding priority checked. Student
Weed Warriors Nature Stewards fiscal sponsor for New Start Community	School Garden Infrastructure & Nature Classes	Project will improve production of our school garden by installing a solar powered irrigation system to the beds that grow produce for the food bank and our orchard. We will also create new interpretive signs and offer free classes to the public about gardening and food.				X		White Center Food Bank, KeyTech Labs, Highline School District/New Start	\$20,000.00	\$20,000.00	Staffing includes paying guest speakers, this should be in
White Center Food Bank	White Center Food Bank Dispersed Food Bank Farm	White Center Food Bank community food bank gardens will provide much needed produce for our community using multiple parcels on private and commercial land in our community.						P-Patch, Private Household, local community	\$20,000.00	\$20,000.00	Formatting. No funding priority

\$457,807.81 \$802,529.95

Funding cutoff \$343,216.00

-\$114,591.81



# New Business

King Conservation District Landowner Incentive Program  
2021 February Awards

BUDGET SUMMARY	
Total- Cost-share Budget	\$506,300.00
Total- Cost-share Awarded	\$293,439.38
2021 Awards	\$215,719.38
August Award Cycle	\$77,720.00
<b>Cost-share Budget Remaining</b>	<b>\$212,860.62</b>

Funds Available to Reallocate \$648.45

**Adjusted Balance Available for FY 2021** **\$213,509.07** 192561.57

COST SHARE AWARD DETAIL- August Cycle								
Last Name	First Name	Best Management Practice	Award Amount	Completion Date	Acres	Feet	Plants	Qty
Deglaman	Richard	Forest Health Management - Budget Revision	\$ 2,775.00	12/31/2025				
Dentel	Katie	Riparian Forest Buffer	\$ 26,865.00	21/31/2025	3.49	2,698		
Allen	Ken	Buffer Fence	\$ 14,580.00	8/31/2022		1,625		
Stratton	Susan	Bulkhead Removal	\$ 30,000.00	8/31/2022		105	5400	
Smith	Michael and Domnica	Heavy Use Protection Area	\$ 3,500.00	8/31/2022				1.0
<b>Total</b>			<b>\$77,720.00</b>		<b>3.49</b>	<b>4428.00</b>	<b>5400</b>	<b>1.00</b>

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





2020-05 – Feist – Forest Health Management - Site Prep and Planting



2017-71 - Stolt – Forest Health Management – Final Inspection

**King Conservation District Board of Supervisors Meeting 09/13/2021****Agenda Action Briefing/Report AI 21-****SUBJECT:**

Approve KCD Landowner Incentive Program cost-share application from Jon and Jennifer Wisemen, for a Forest Health Management, in the amount of \$20,947.50.

**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>\$213,509.07</b>
Current Request	<b>\$20,947.50</b>
Balance Remaining	<b>\$192,561.57</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
- NRCS

**BACKGROUND**

The Wisemen's own a 5 acre property 4 of which is forested and will be treated through this forestry project. The stand currently contains a mix of pasture grasses, young early-succession red alder-salmonberry forest, and mature western hemlock-western redcedar forest. There is a small seep in zone D coming from the north edge of the property and draining straight south along the edge of the existing forest down into zone B. No other critical areas are present. The primary resource concerns addressed by this project are invasive species populations - reed canary grass, Himalayan blackberry, English holly, and bittersweet nightshade - along with thinning of the overstocked red alder stands.

This project will treat 2.64 acres of existing forest and 1.37 acres of pasture that will be converted back to native forest cover. Red alder will be thinned. Felled material will be bucked up, lopped and scattered, or chipped and used as mulch on-site as needed to keep fuel depths low. Weeds will be controlled primarily with herbicide spray and mowing to reduce above-ground biomass. A combination of weed matting and mulch will also be used to suppress grasses in planted areas. A total of 600 trees and 250 shrubs will be planted with this project. Suitable species include western redcedar, shore pine, Sitka spruce, and Oregon ash for trees and vine maple, Pacific ninebark, mock orange, red osier dogwood, and swamp gooseberry for shrubs.

**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 Jon and Jennifer Wisemen, for Forest Health Management in the amount of \$20,947.50.

**MOTION**

AI 21-

**King Conservation District Board of Supervisors Meeting 09/13/2021**

**Agenda Action Briefing/Report AI 21-**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Passed a motion to Approve KCD Landowner Incentive Program cost-share application from Jon and Jennifer Wisemen, for Forest Health Management, in the amount of \$20,947.50.



# KING CONSERVATION DISTRICT (KCD) LANDOWNER INCENTIVE PROGRAM APPLICATION

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

Applicant Name: Jon and Jennifer Wiseman		Farm/Business Name: N/A	
Mailing Address: PO Box 1721 Snoqualmie, WA 98065		Project Address: 7329 410th Ave SE Snoqualmie, WA 98065	
Phone (home): 425-301-2015		Phone (work/mobile):	
Email Address: wearybuck@gmail.com		KCD Staff: Brett Anderson	
Parcel #(s): 2824089060	<input type="checkbox"/> Incorporated <input checked="" type="checkbox"/> Unincorporated	Total Farm/Land Acreage: 5.0	<input type="checkbox"/> T.A. <input type="checkbox"/> Farm Plan <input checked="" type="checkbox"/> Forest Plan
Is email an acceptable primary form of communication?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to be added to our newsletter list?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## Section 2. Project Information

<b>Best Management Practice (BMP):</b> Forest Health Management
<b>Project Completion Date (month and year):</b> December 2026
<p><b>Current Site Conditions</b> (Provide a brief summary of resource management problem addressed by BMP; also note if streams, wetlands, and steep slopes are near or within the project area):</p> <p>This property contains a mix of pasture grasses, young early-succession red alder-salmonberry forest, and mature western hemlock-western redcedar forest. There is a small seep in zone D coming from the north edge of the property and draining straight south along the edge of the existing forest down into zone B. No other critical areas are present.</p> <p>The primary resource concerns addressed by this project are invasive species populations - reed canary grass, Himalayan blackberry, English holly, and bittersweet nightshade - along with thinning of the overstocked red alder stands.</p> <p><b>Project Details</b> (Provide a brief summary of the project. Include acres treated, length of fence, dimensions of compost bin, types and numbers of plants, etc.):</p> <p>4.01 acres of this property will be treated by this project; 2.64 acres of existing forest and 1.37 acres of pasture that will be converted back to native forest cover.</p> <p>Red alder will be thinned to a target spacing of 13' on center. Felled material will be bucked up, lopped and scattered, or chipped and used as mulch on-site as needed to keep fuel depths low (&lt;2').</p> <p>Weeds will be controlled primarily with herbicide spray and mowing to reduce above-ground biomass. A combination of weed matting and mulch will also be used to suppress grasses in planted areas.</p> <p>A total of 600 trees and 250 shrubs will be planted with this project. Suitable species include western redcedar, <del>Alnus incana</del>, <del>Sitka spruce</del>, and <del>Green ash</del> for trees and <del>vine maple</del>, <del>Pacific dogwood</del>, <del>blackberry</del>, and <del>salmonberry</del> for shrubs.</p> <p><b>Maintenance Plan</b> (Summarize your plan to maintain the practice. Include frequency and scope of inspections, repairs anticipated, etc.):</p> <p>The contractor will perform any necessary maintenance for the first three years after planting is completed. After this time, the landowner will take on all maintenance responsibilities for the remaining 12 years of the practice lifetime.</p>

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

All activities are part of a county-approved forest stewardship plan and classified as Class I forest practices; thus, no permit is needed.

**Photos:** Before photos must be submitted with this application.

### Section 3. Cost-share Programs

A. Have you previously applied for cost-share through the KCD Landowner Incentive Program (LIP)?

☐ Yes

☒ No

If yes, please list contract number and BMP below:

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

☐ Yes

☒ No

Please describe below:

1. **King County Cost-share**

Please list practices and date installed below:

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

Please list practices and date installed below:

3. **Other**

Please list agency and describe project:

**Other Cost-Share History/Notes:**

### Section 4. Budget (attached as Exhibit A)

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

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

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

## Section 5. Education and Outreach

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

- Will you consider becoming a demonstration project?

☒ Yes ☐ No

## Section 6. Maintenance and Monitoring Expectations

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

☒ A.

I understand the lifetime of the BMP is 15 years.

☒ B.

I understand KCD will work with me to verify proper maintenance of the installed BMP, which will include a combination of site visits with KCD staff and/or annual photo documentation submitted by me for the lifetime listed in Section 7A.

☒ C.

I understand I am obligated to maintain and monitor the BMP for the lifetime listed in Section 6A.

## Section 7. Application and Agreement

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

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

SW JWW (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. SW JWW (Initial Here)

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

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

SW JWW (Initial Here)

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

SW JWW (Initial Here)



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

hw jlw (Initial Here)

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

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

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

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

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

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

Jon and Jennifer Wiseman

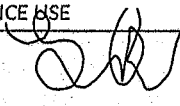
Signature of applicant

Date

Signature of Landowner (if applicant if Lessee)

Date

FOR KCD OFFICE USE

	09/03/2021
Approved for Award (KCD LIP Coordinator)	Date
Approved for Funding (KCD Management)	Date
	LIP ID:



# Landowner Incentive Program Applicant Budget

Cooperator: Jon and Jennifer Wiseman

Budget Items	Units	Cost
Zone A thinning and weed control		\$4,000.00
Zone B Site prep and planting		\$2,420.00
Zone C Invasive species control		\$500.00
Zone D, F, and G site prep and planting		\$12,310.00
Zone E thinning and weed control		\$1,300.00
Maintenance 2023		\$3,000.00
Maintenance 2024		\$2,400.00
Maintenance 2025		\$2,000.00
Machinery Rental (not personally owned equipment)		\$0.00
	<b>Subtotal</b>	<b>\$27,930.00</b>

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

Project Totals		
<b>Total Cost</b> (Budget Items + In Kind Labor/Machinery)		<b>\$ 27,930.00</b>
Units	Project	1.00
Cost/Unit		\$ 27,930.00

Conservation Practice	select BMP (x)	Cost Share Am
Animal Trails & Walkways		
Aquatic Area Buffer		
Aquatic Area Buffer (WCC)		
Buffer Fencing		
Building Relocation for Aquatic Area/Buffer		
Bulkhead Removal (Freshwater, Marine)		
Cover Crops		
Cross Fencing		
Forest Health Management	x	\$ 20,947.50
Heavy Use Area Protection		
Pasture & Hay Planting		
Roof Runoff Management		
Stream Crossing		
Subsurface Drain		
Upland Wildlife Habitat Management		
Waste Storage Facility		
Watering Facility		

Amount eligible for reimbursement  
(based on 2015 rates)

**\$20,947.50**



# JOB SHEET

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

Landowner: Jon and Jennifer Wiseman	Lifetime of Practice: 15 years
-------------------------------------	--------------------------------

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

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

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

- 1) See attached map  
 Zone A: 0.79 acres  
 Zone B: 0.66 acres  
 Zone C: 0.48 acres  
 Zone D: 1.14 acres  
 Zone E: 0.57 acres  
 Zone F: 0.14 acres  
 Zone G: 0.23 acres
- 2, 3) See attached Scope of Work

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

All activities are part of a county-approved forest stewardship plan and classified as Class I forest practices; thus, no permit is needed.

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

1) Forest landowners may need a permit from the WA State DNR for forest management activities

<http://www.dnr.wa.gov/businesspermits/forestpractices/Pages/Home.aspx>

Or

From through the Forest Practices Rules, see the King County specifics here:

<http://www.co.king.wa.us/property/permits/info/SiteSpecific/forest.aspx>

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



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

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

Timberline Silvics, the contractor, will plant bareroot plants that have been sourced from the Puget Sound. If additional plant material is purchased to augment the Spring 2022 and 2023 plantings, that material can be bareroot, live stake, potted nursery stock or ball and burlap inventory. There are a number of local native plant nurseries where native trees, shrubs and emergents can be purchased. Refer to the attached list of native plant nurseries for local King County sources of native plant material as well as sources in the greater Puget Sound region.

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

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

*\*It recommended that landowners work with a professional licensed herbicide applicators for applications in sensitive areas or with difficult to remove species. It may be that some of the following formulations are only available for sale to a licensed applicator.*

**Weed Control Prescriptions:**

Himalayan & Evergreen Blackberry Control –

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

Reed Canary Grass Control –

- *Manual Control:*
  - Mowing reed canary grass depletes carbohydrate root reserves, and if done repeatedly it will result in the thinning or death of the grass. The ideal time to mow is at or near the flowering stage. The grass should be cut as near to the ground as possible (1 inch or lower). Twice yearly mowing (in early-mid June and early October) has shown increased survivorship of native plants planted into reed canary.
  - Shading is highly effective in reducing reed canary grass stands. A dense planting of conifers, once established, is ideal for shading. Faster growing deciduous trees and shrubs, especially those that develop foliage in the early spring, combined with an under-planting of conifers can be effective. Artificial methods of shading can be used in conjunction with native plantings. Sheets of thick cardboard or landscaping fabric placed around each individual plant should be secured to the ground by long staples or stakes and covered with 5-6 inches of mulch. The combination of sheeting and mulch provides temporary suppression of the grass, allowing the desirable vegetation to thrive without competition. *Not recommended for flood prone areas.*

- *Chemical Control:* Herbicide can be effective in elimination of Reed Canary grass when properly applied. Studies show that spraying Glyphosate (the active ingredient in products such as ®Rodeo) after a stand is mown or when the grass has the minimum available carbohydrate reserves (after flowering) is an effective control method. Follow-up spraying the next year may be necessary to eliminate the remaining grass. **Always follow label rates and instructions.**

#### Bittersweet Nightshade Control-

- *Manual Control:* Hand pull stems that are close to the ground and pull or dig up roots. Take care not to break roots apart as small root or stem fragments left behind can re-sprout. For larger, more mature stands, dig out with a shovel or spade.
- *Chemical Control:* Two herbicide formulas are effective. Products containing glyphosate can be applied after berries have formed or in the early summer after plants have fully leafed out, but before they have flowered. Glyphosate is absorbed through leaves, but is “non-selective” and will damage other foliage it contacts. Products containing imazapyr are absorbed through leaves and woody stems. Apply the chemical when plants are actively growing, early to mid-summer is best. This herbicide is also non-selective. **Always follow label rates and instructions.**

#### English Holly Control-

- *Manual Control:* Not recommended. Small plants can be dug up when the soil is moist. Regularly check area for re-growth. For larger plants cut stems and trunks as close to the ground as possible. Roots may be dug out. Be sure to stabilize soil if large quantities are disturbed. If roots are not dug up, break off any new stems as they grow back for multiple growing seasons.
- *Chemical Control:* Large holly trunks should be cut as close to the ground as possible. Immediately (within minutes) treat the cut stump with an application of triclopyr or imazapyr herbicide. An alternate technique, called frilling, involves incising deep cuts through bark into trunks at a 45 degree angle. Immediately treat the frills by pouring triclopyr or imazapyr herbicide into the cuts. Best results are achieved during periods of active growth and after full leaf expansion. Monitor for re-growth (seedlings and re-sprouting) and treat accordingly. Do not spray herbicide directly holly leaves as they have a waxy layer that prevents chemicals from being absorbed. **Always follow label rates and instructions.**

#### *Overstory Manipulation Prescriptions:*

Felling: Felling is the act of cutting down a tree. This is one of a few techniques that can be utilized to increase light penetration to the understory and remove undesirable trees from the canopy. The target species for thinning is red alder.

*Pre-commercial/Non-commercial Thinning:* Thinning will be prescribed by the following stand density guide. If under planting of shade tolerant species is planned post thinning, thinning must reduce canopy cover to 30-50% where new tree seedlings will be planted. Red alder will be thinned to a target spacing around 13’.

	A	B	C	D	E
Shade Tolerance Class	Species	Minimum Reforestation Density (<2" dbh)	Young Stand Density (2-9" dbh)	Older Stand Density (>10" dbh) Thin To:	Thin Again When:
Intolerant	Red alder	13' x 13'	13' – 15'		
	Western larch	or	or	D + 7	D + 4
	Lodgepole pine	258 spa	194-258 spa		
	Black Cottonwood				

### *Biomass Management Prescriptions:*

When trees and shrubs are managed within the forest, biomass is created. This downed woody material is important to be retained on-site to maintain soil nutrients, wildlife habitat, and suppression of weed seed germination.

#### Native Shrub Retainage –

- At minimum, 15% of existing native shrub cover will be retained during site prep. This may be grouped around retained trees.
- During maintenance: all native shrubs that are not within the 4-foot clearing zone around planted trees, or otherwise not directly competing for light with planted trees will be retained

#### Standing Dead Wood (Snags) –

- All existing standing dead wood greater than 10 inches (snags) will be left standing onsite unless the tree poses significant hazard to structures or humans.
- Consider topping trees in order to create future snags. As a point of reference: in unmanaged lowland Western WA forests, there are an average of 11 snags per acre.

#### Downed Dead Wood (greater than 5 inches) –

- There will be a minimum of 6% cover (on the ground) of downed dead wood greater than 5 inches. Some wood may be piled to create habitat piles. This will equal 2 trees at 20 feet long (If feasible, at least 12 inches DBH on small end) per acre or ~2,615 square feet of downed wood. Wildlife experts recommend greater retention, 15-20% if protection of small animals and their predators is a management objective.

#### Fine Woody Debris (Mulched material or woody material less than 4 inches in diameter) –

- All fine woody debris (that does not include invasive species) will remain on site, either masticated, loped and scattered, or piled for wildlife habitat.
- If sites are not receiving mastication, then at least 40% of fine woody debris will be left on site. For steep slopes, at least 50%.

#### Home Ignition Zone (depending on slope, 150-200 feet around homes)

- Although Forest Health Management contracts do not specifically address firewise principles, considerations on biomass management can be made in the home ignition zone. *Please note these considerations here:*

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

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

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

#### *1) Plant Installation Prescription:*

Potted & Plug Inventory: Potted plant material should be shovel planted to the same depth that they grew in the pot. Plants will be well watered prior to planting. Prior to digging a hole for the plant, prepare the planting location by removing a grass sod within a 1.5 feet diameter circle, being careful to remove roots as well as above ground portions of the plant. Dig a hole for the container in the center of this cleared circle twice the size

of the plant's pot. Backfill the hole with soil while using care to avoid leaving air pockets in the soil. Refer also to the attached planting instructions in *Planting Container Trees and Shrubs*.

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

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

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

#### 3) *Weed Suppression Prescription*

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

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

#### 4) *Erosion Control Prescription*

No erosion control will be needed on this property.

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

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

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

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

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





## Legend

 Project Area

### Project Zone

-  A
-  B
-  C
-  D
-  E
-  F
-  G

 Property Boundary

EagleView Technologies, Inc.

## Forest Health Management Project Map Jon and Jennifer Wiseman 7329 410th Ave SE, Snoqualmie, WA



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

KCD Planner: Brett Anderson  
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August 04, 2021



## Forest Health Management Project Scope of Work- King Conservation District

**Cooperator:** Jon and Jennifer Wiseman  
**Project Address:** 7329 410<sup>th</sup> Ave SE  
Snoqualmie, WA 98065

**Date Prepared:** 08/05/2021  
**Plan Preparer:** Brett Anderson

**Contact Information:** 425-301-2015, [wearybuck@gmail.com](mailto:wearybuck@gmail.com)

**Project Description: [GENERAL FOREST DESCRIPTION: acreage, canopy species, canopy cover, stocking levels, average size of trees, understory vegetation density].** Jon and Jennifer's property is 5 acres, 2.64 acres of which is forested and will receive treatment through this forest health management project and another 1.37 acres that is currently a mix of pasture grasses that will be converted back to native forest. The remainder of the property contains the homesite, storage shed, driveway, and associated lawn and landscaping. There are three main forest types on this property: Early succession red alder-salmonberry (zones A and E), mature western redcedar-western hemlock forest with a native, moderately dense understory (zone C), and a mixed conifer-deciduous forested wetland dominated mostly by native shrubs with minor amounts of bigleaf maple, red alder, western hemlock, and western redcedar on zone edges where soils are drier (zone B). Zones D and G contains the portion of pasture to be converted back to native forest. Overall forest health is high, with high vigor of overstory species and a diverse native understory.

**[INVASIVE SPECIES: species present, approx. level of infestation, approx. locations].** Invasive species presence in the understory is moderate, with large patches where Himalayan blackberry is the dominant vegetation present primarily in the southern portion of the forest. English holly and reed canary grass are also present at low levels, holly in the understory of the forest and reed canary grass in small canopy gaps present along the western edge of the property (zone F). Two small infestations of bittersweet nightshade are also present: along the north edge of zone C and in zone F.

**[PROJECT SUMMARY: Main tasks performed, approx. tree/shrub numbers].** This project will focus mainly on treatment of invasive species and replanting with native trees and shrubs as needed. Areas dominated by grasses will be converted back to forest cover. Light thinning will also occur as defined below, in areas where stocking levels are too high and trees are competing with one another. Total estimated plant numbers for this project are 600 trees and 250 shrubs; these numbers are subject to change based on contractor estimates as needed.

Landowners should identify and mark their property boundaries prior to site visits by potential contractors, preferably with solid blue or yellow flagging tape, so contractors are able to provide accurate bids.

**Soil type:** Tokul gravelly loam, 6-15% slopes

<b>Zones</b>	<b>Amount</b>	<b>Season and year</b>	<b>Invasive Species Present</b>	<b>Prescription</b>
Project Area	4.01 acres	Summer-Fall 2021 / Spring-Summer 2022	English holly	<b>Invasive Species Treatment:</b> Several mature holly plants and clumps of plants are present in the southwest portion of the forest, between zones B and C. Treat with herbicide through injection pellets, frill and squirt, or cut and paint methods.

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

			<p>Himalayan blackberry</p> <p>Blackberry is present along forest edges and in a dense patch mixed with grasses on the west edge of zone A. It is also present at low levels in the understory of zones A and E. Blackberry can be cut in the spring or summer, then treated with herbicide through foliar application after sufficient regrowth has occurred. Alternatively, foliar treatment of blackberry without mowing or cut and paint of canes can also be used. Fall application is best.</p> <p>Reed canary grass</p> <p>Reed canary grass is present at low levels in the western portion of zone A and in a dense patch occupying all of zone F. It will be treated via herbicide application in early spring when grass has just started to grow vigorously and before it reaches 6" in height.</p> <p>Bittersweet nightshade</p> <p>Located at low levels in zone F and along the northern edge of zone C. Small infestations can be hand-pulled and bagged to dispose of off-site, especially if plants have fruited. Herbicide control is also effective; glyphosate and imazapyr application during active growing in early-mid summer is typically most effective.</p> <p>All invasive species management should follow King County Noxious Weeds Best Management Practices. Control any other invasive or noxious weeds found within the project boundary.</p>
Zone A	0.79 acres	Fall 2021	<p>Himalayan blackberry, reed canary grass</p> <p><b>Site Prep/Thinning:</b> Invasive species will be treated according to best management practices. Red alder will be thinned to an average spacing of 13'. Felled material will be bucked up as necessary to ensure stems and branches are in contact with the forest floor or chipped to use as mulch in planted zones.</p> <p><b>Planting:</b> This stand is currently overstocked and no monocultures of invasive species are present in the understory, thus no planting will be needed for this zone.</p>
Zone B	0.66 acres	<p>Fall 2021</p> <p>Spring-Fall 2022</p>	<p>Himalayan blackberry, English holly, reed canary grass</p> <p><b>Site Prep/Thinning:</b> Invasive species will be treated according to best management practices. This zone is inundated with water during the winter months and is currently dominated by native shrub cover. Where shrub cover is lighter and drier microsites are present, 4'-diameter planting circles will be cleared to establish native tree species. A lighter touch will be used in this zone to minimize disturbance to the healthy, intact shrub layer.</p> <p>Slash the sprayed area to reduce above-ground vegetation and improve access for planting. Follow-up spray of any invasive plants as needed</p>

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		Spring 2023		<p><b>Planting:</b> Portions of this zone experience periodic flooding. Suitable species for planting include shore pine, western redcedar, Oregon ash, Sitka spruce, and Pacific willow. An estimated 30 trees will be needed to replant this area.</p>
Zone C	0.48 acres	Fall 2021	Himalayan blackberry, English holly, bittersweet nightshade (N edge)	<p><b>Site Prep/Thinning:</b> Invasive species will be treated according to best management practices.</p> <p><b>Planting:</b> This stand is currently well-stocked with a dense, healthy understory, thus no planting is needed at this time.</p>
Zone D	1.14 acres	Fall 2021  Spring 2022	Pasture grasses, creeping buttercup	<p><b>Site Prep/Thinning:</b> Invasive species will be treated according to best management practices. Grass will be mowed to reduce above-ground vegetation and sprayed with herbicide in 3'x3' planting spots to minimize moisture competition for planted seedlings.</p> <p><b>Planting:</b> There is a seasonal seep draining from the north property boundary through the west edge of this zone down into zone C. This zone will be replanted with native species well-adapted to saturated soil conditions, such as Sitka spruce, Oregon ash, western redcedar, and shore pine. Trees will be planted at 10' spacing; approximately 500 trees will be needed to replant this zone.</p> <p>A combination of mulch and weed matting will be used to suppress grasses around planted seedlings.</p>
Zone E	0.57 acres	Fall 2021	Himalayan blackberry, reed canary grass	<p><b>Site Prep/Thinning:</b> The northern portion of this zone contains dense, young alder that will be thinned to an average spacing of 13'. Felled material will be bucked up as necessary to ensure stems and branches are in contact with the forest floor or chipped to use as mulch in planted zones. Invasive species will be treated according to best management practices.</p> <p><b>Planting:</b> This zone is currently overstocked and has a healthy, dense understory with only sparse invasive species cover; thus, no planting is needed in this zone.</p>

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Zone F	0.14 acres	Fall 2021  Spring 2022	Reed canary grass, bittersweet nightshade	<p><b>Site Prep/Thinning:</b> Invasive species will be treated according to best management practices. Grass will be mowed to reduce above-ground vegetation and sprayed with herbicide in 3'x3' planting spots to minimize moisture competition for planted seedlings.</p> <p><b>Planting:</b> This zone will be replanted with species adapted to wet soil conditions, such as Sitka spruce, shore pine, western redcedar, and Oregon ash. Approximately 65 trees will be needed to replant this zone.</p> <p>A combination of mulch and weed matting will be used to suppress grasses around planted seedlings.</p>
Zone G	0.23 acres	Fall 2021  Spring 2022	Pasture grasses, creeping buttercup	<p><b>Site Prep/Thinning:</b> Invasive species will be treated according to best management practices. Grass will be killed with herbicide to minimize moisture competition for planted seedlings.</p> <p><b>Planting:</b> This portion of the property will be planted with tall shrubs to leave a narrow view corridor open for landowners to see Rattlesnake Ledge through. Examples of suitable species include vine maple, Pacific ninebark, mock orange, red osier dogwood, and swamp gooseberry. Shrubs will be planted at 6' spacing; approximately 250 shrubs will be needed for this zone.</p> <p>Existing native tree/shrub cover in this corridor will not be modified or removed. A combination of mulch and weed matting will be used to suppress grasses around planted seedlings.</p>
Project Area	4.01 acres	Summers 2023, 2024, 2025		<p><b>Maintenance:</b> Maintain entire project area to achieve continued control of invasive species populations and 80% survivorship of planted trees. This may be completed through a variety of methods including manual, mechanical, or herbicide treatments.</p> <p>It is required that the contractor perform maintenance for the first three years after initial planting to achieve good control of invasive species populations and the target percentage of seedling survival. Each technique should follow King County Noxious Weeds BMPs for appropriate species.</p>

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North edge of zone A, looking south-southeast



Southeast edge of zone B, looking west





Between zones A and C, looking south



Southeast corner of zone D, looking west





Southwest corner of zone D, looking north



South edge of zone E, looking northwest



# KING CONSERVATION DISTRICT BOARD OF SUPERVISORS

Policies and Procedures

**KING CONSERVATION DISTRICT BOARD OF SUPERVISORS**  
**Work Group as of *DRAFT 9/7/21***

Prepared with assistance from Third Sector Company

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## **Policy Type: Governance Culture**

### **GC-1**

#### ***Introduction***

**King Conservation District (KCD)** is a natural resources assistance agency authorized by Washington State and assisted by the Washington State Conservation Commission. KCD's mission is to promote the conservation and best use of renewable natural resources through the following objectives:

- Provide and support an environment that encourages teamwork, creativity, resourcefulness, and personal growth of personnel.
- Influence policy to sustain natural resources.
- Promote an awareness of natural resource issues through education and outreach so that stakeholders can make informed choices and decisions.
- Assist land-users in the planning and implementation of best management practices.
- Coordinate the resources required to develop/implement effective solutions.
- Continually evaluate workload to match to available resources.

A five-member Board of Supervisors is responsible for overseeing all KCD programs and activities.

#### ***Board of Supervisors Purpose***

The Board's purpose is to assure that KCD achieves its mission through a Long-Range Renewable Resources Program and related Annual Work Plans, doing so with a commitment to the values and benefits of diversity, equity, inclusion, and accessibility.

The Board leads, represents and holds itself accountable to the stakeholders in the District by ensuring that all Board and organizational action is consistent with RCW 89.08 and the Board's policies.

## Policy Type: Governance Culture

### GC-2

#### ***Governing Commitments***

The Board will govern lawfully with primary emphasis on achieving the District's mission; encourage full exploration of diverse viewpoints; act with integrity as ethical leaders; focus on **governance matters** rather than **administrative issues**<sup>1</sup>; observe clear separation of Board and Executive Director roles; make all official decisions by formal vote of the Board; and govern with long-term vision.

1. A majority of the Supervisors shall constitute a quorum and the concurrence of a majority of those voting is required for any official action or determination.
2. The Board holds authority as a collective group, not as separate individuals. No officer, individual, or committee of the Board will be permitted to impede or obstruct the Board in fulfilling its commitments.
3. Healthy debate and dissent in Board discussions contributes to better decisions. Supervisors are encouraged, without fear of reprisal, to offer alternative points of view to the prevailing sense of the meeting, the status quo, or to decisions previously made or to policies in place. Honest dissent is welcomed in an environment of mutual trust that encourages an open and free exchange of ideas.
4. The Board is responsible for its own performance, and commits itself to continuous improvement. The Board will assure that its Supervisors are provided with training and professional support necessary to govern effectively, including resources and activities to support the Board's commitment to Diversity, Equity, Inclusion, and Accessibility. After attending conferences or events, Supervisors will report back to the Board about what they have learned.
5. As a means to assure continuous improvement, the Board regularly and systematically will monitor all policies in this section, most often occurring in conjunction with the annual planning session.
6. The Board will carry out an annual summative self-assessment with full, honest, and timely participation by all Supervisors. The assessment will include an evaluation of the Board as a whole, based on the following questions:
  - a. How well has the Board followed Board policies during the year?
  - b. How effective has the Board been in assuring measured impact through the KCD's mission?
  - c. How effective has the Board been in being in relationship with the community as advocates for the KCD's mission?
  - d. How effective has the Board been in assuring that KCD is a resilient organization?

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<sup>1</sup> See Glossary

## **Policy Type: Governance Culture**

- e. How effective has the Board been in assuring that the Staff, Supervisors, and other volunteers are working well together to achieve KCD's mission?
- 7. To ensure that the Board's meetings are conducted with maximum effectiveness and efficiency, Supervisors will:
  - a. come to all meetings adequately prepared
  - b. notify Chair or Executive Director if unable to attend
  - c. communicate openly and respectfully with each other and with staff
  - d. support the Chair's efforts to facilitate an orderly meeting
- 8. A vacancy in the office of appointed Supervisors shall be filled by the Washington State Conservation Commission. A vacancy in the office of elected Supervisors shall be filled by the Board of Supervisors after consultation with the Conservation Commission, for the remainder of the unexpired term, subject to the verification of Supervisor qualifications by KCD and notification to the Conservation Commission. Due notice to the affected community shall be required.
  - a. The application process shall require, at a minimum, that the Board of Supervisors pass a resolution:
    - i. Acknowledging that the office is vacant;
    - ii. The dates of the four-week period for applicants to apply; and
    - iii. Describing the minimum requirements of applicants.
  - b. The resolution shall then be advertised to the public at least one week prior to the commencing of the four-week period, and in the same manner as the due notice of an election resolution.
- 9. The Board, by majority vote, may revise or amend its policies at any time.

## Policy Type: Governance Culture

### GC-3

#### ***Board Job Description***

The Board's job is to govern by establishing expectations for organizational results, and by monitoring actual performance against those expectations.

The Board will:

1. Advocate for the District and its mission.
2. Ensure that proper policies and procedures are developed and upheld.
3. Hire and support the Executive Director, and evaluate their performance.
4. Develop and approve the Long Range Renewable Resources Program and Annual Work Plans.
5. Adopt and monitor annual budgets.
6. Evaluate Board performance.
7. Review and accept the annual report of the State Auditor.
8. Evaluate and approve rates/assessments annually.
9. Evaluate and approve Board contracts.
10. Contract independently with legal counsel to support the Board in its work.
11. Review reports of investment activities.
12. Periodically review and update as appropriate the KCD District Supervisor position description, which can be found on the KCD website and the Washington State Conversation Commission [https://uploads-ssl.webflow.com/5ec2d4f7da309c68cdc0655a/5f36cdf2c5c0fd91e25dd62b\\_DO-Brief-3-2008-District-Supervisor-Responsibilities.pdf](https://uploads-ssl.webflow.com/5ec2d4f7da309c68cdc0655a/5f36cdf2c5c0fd91e25dd62b_DO-Brief-3-2008-District-Supervisor-Responsibilities.pdf)
13. Fulfill other duties and obligations as specified in RCW 89.08.210 and 89.08.220.

## Policy Type: Governance Culture

### GC-4

#### ***Officers' Roles***

The officers of the Board are those listed in this policy. Their duties are those assigned by this policy, and others required by law. All officers shall be elected by the Board each year.

#### **Chair**

The Chair provides leadership to the Board, ensures the faithful execution of the Board's processes, exercises interpretive responsibilities with integrity while reflecting the spirit and intent of the Board's policies, and normally serves as the Board's official spokesperson.

The Chair has the following specific authority and duties:

1. Monitor Board actions to assure that they are consistent with the Board's own rules and policies and with other obligations imposed by agencies whose authority supersedes the Board's own authority:
  - a. Conduct and monitor Board meeting deliberations to assure that Board discussion and attention are focused on Board issues, as defined in Board policy (see GC-3);
  - b. Assure that Board meeting discussions are productive, efficient and orderly;
  - c. Chair Board meetings using the authority normally vested in the Chair as described in *Robert's Rules of Order*;
  - d. Lead timely Board meeting debriefings and periodic self-assessments to ensure continuous process improvement.
2. Make all interpretive decisions of Board policies in the ***Governance Culture*** and ***Board/Executive Director Relationship*** sections, using reasonable judgment. The Chair is not authorized to:
  - a. Make any interpretive decisions about policies created by the Board relating to operational matters. Interpretation of these policies is the responsibility of the Executive Director;
  - b. Exercise any authority as an individual to supervise or direct the Executive Director.
3. Facilitate and compile the Board's summative evaluation of the Executive Director, as described in Policy B/ED-6.
4. Represent the Board as its official spokesperson about issues decided by Board and other matters related to official Board business.
5. Execute all documents authorized by the Board, except as otherwise provided by law.
6. Appoint members of all Board-authorized committees.
7. On behalf of the Board, and in concert with the Executive Director or designee, develop



## **Policy Type: Governance Culture**

proposed Board meeting agendas consistent with the Board's annual calendar.

### **Vice-Chair**

1. Serve as Chair in the absence or inability of the Chair.
2. Serve as the Alternate Auditing Officer.

### **Auditor**

1. Serve as Chair in the absence or inability of the Chair and Vice-Chair.
2. Review and present monthly Treasurer's Report.
3. Participate in the annual internal audit.
4. Participate in the State Auditor's Office audit and any other audits in which the District may engage.

### **Treasurer**

As per RCW 89.08.215, the treasurer of King County is ex officio treasurer of the District. However, the Board of Supervisors by resolution may designate some other person having experience in financial or fiscal matters as KCD's Treasurer. The Board of Supervisors shall require a bond, with a surety company authorized to do business in the state of Washington, in an amount and under the terms and conditions which the Board of Supervisors by resolution from time to time finds will protect the District against loss. The premium on this bond shall be paid by the District.

## **Policy Type: Governance Culture**

### **GC-5**

#### ***Board Committees***

The Board may create committees if they are deemed helpful to assist the Board in the performance of its responsibilities. If committees are established, they will be used exclusively to support the work of the Board as described in Policy GC-3.

1. Board committees and other such entities by whatever name created by the Board will not be used to direct, advise, assist, or oversee the staff. Committees customarily will prepare recommendations for Board consideration. Board committees will have no authority over staff, and may exercise demands on staff time and organizational resources only to the extent authorized in this policy.
2. Board committees may not speak or act for the Board unless specifically authorized. The responsibilities and authority of all Board committees are carefully stated in this policy to assure that committees fully understand their duties and extent of authority, and to assure that committee work will not usurp or conflict with the Board's own authority or conflict with authority delegated to the Executive Director.
3. Board committees can be formed as needed with Board approval.

## **Policy Type: Governance Culture**

### **GC-6**

#### ***Annual Board Activities Plan***

The Board will follow an annual plan of activities that includes continuing monitoring and review of all policies, dialog sessions with membership, and activities to improve Board performance.

The Board's annual plan for the next year will include:

1. Scheduled interaction with partner agencies and persons/organizations whose viewpoints are considered helpful to the Board;
2. Governance process improvement activities, including orientation of candidates and new Board members in the Board's governance process, and other discussions by the Board about means to improve its own performance, especially Board member knowledge and skill-building;
3. Scheduled monitoring of all Board policies;
4. Other events and activities that are parts of the Board's responsibilities and interests.

**Policy Type: Governance Culture**

**GC-6.E**

***Annual Board Activities Plan Sample***

*(Template for Illustrative Purposes)*

MONTH	PLANNING ACTIVITIES	POLICY REVIEW	ELECTION & ONBOARDING	COMMUNITY INTERACTIONS	BOARD DEVELOPMENT	OTHER BUSINESS
JAN						
FEB						
MAR			Open Supervisor Position Elections	Plant Sale		
APR		Review Board Policies				
MAY						
JUNE						
JULY						
AUG						
SEPT						ED Self- Assessment
OCT						ED Performance Review
NOV						
DEC	Approve annual budget					

## **Policy Type: Governance Culture**

### **GC-7**

#### ***Supervisors' Code of Conduct***

The Board and its Supervisors will conduct themselves lawfully, with integrity and high ethical standards, in order to model the behaviors expected of staff and to build stakeholder confidence and credibility.

1. Supervisors will adhere to the State of Washington ethics requirements for municipal officers set forth in RCW 42.23.030 and RCW 42.23.070.
2. To build trust among supervisors and to ensure an environment conducive to effective governance, Supervisors will:
  - a. Exercise honesty in all written and interpersonal interaction;
  - b. Make every reasonable effort to protect the integrity and promote the positive image of the organization, staff, and one another;
  - c. Maintain confidentiality appropriate to sensitive issues and information that otherwise may tend to compromise the integrity or legal standing of the Board, especially those matters discussed in executive session.
3. Supervisors will not attempt to exercise individual authority over the organization.
  - a. Individual Supervisors will not attempt to assume personal responsibility for resolving operational problems or complaints, unless assigned that responsibility by the Board;
  - b. Individual Supervisors will not personally direct any part of the operational organization, unless assigned that responsibility by the Board;
  - c. Supervisors will respect and comply with decisions of the Board. While the constructive expression of dissent is essential to good governance, such dissent must not extend to actions or behaviors by individual Supervisors that may impede or obstruct the implementation of decisions made by the Board.
  - d. Supervisors will not publicly express individual negative judgments about the Executive Director or staff performance. Such discussions will take place during performance evaluation periods or in executive session.
4. Only the designated spokesperson(s) for the District or Board will provide formal or informal comments to the press or media on behalf of the District or Board. In the circumstance where Supervisors participate in meetings or events where it may not be clear from which perspective or which organization they are representing, all Supervisors will make it very clear that while they do serve as a KCD Supervisor, they are not speaking on behalf of, or representing the District unless formally designated to do so by the Chair or Executive Director. Supervisors may be involved in numerous aspects of renewable natural resources use and conservation in roles outside of their service as a Supervisor; it is essential when speaking as a Supervisor to ensure that the policies and formal positions adopted by the full Board and District are represented accurately and are not undermined.
5. Supervisors will serve the interests of the entire organization and the natural resources of King County.

## **Policy Type: Governance Culture**

### **GC-8**

#### ***Supervisor Conflict of Interest***

Supervisors are expected to avoid conflicts of interest involving all matters considered by the Board. A conflict of interest exists when a Supervisor is confronted with an issue in which there is a personal or financial interest or an issue or circumstance that could render the Supervisor unable to devote complete loyalty and singleness of purpose to KCD's interest.

1. Supervisors will adhere to the State of Washington ethics requirements for municipal officers set forth in RCW 42.23.030 and RCW 42.23.070.
2. To assure that there is no perception of impropriety or unethical behavior, Supervisors will recuse themselves from any discussion or decision which directly involves or affects them.
3. If a Supervisor does not recuse themselves when it may be improper for them to participate in discussion or decisions, other Board members, including the Executive Director, have the right and obligation to request that Supervisor's recusal.
4. A Supervisor shall not also be an employee of KCD, nor receive any compensation for services rendered to the organization. This provision shall not prohibit Supervisors from receiving reimbursement for authorized expenses incurred during the performance of Board duties.
5. A Supervisor is expected to avoid conflicts of interest in the exercise of their fiduciary responsibility. Accordingly, a Supervisor may not:
  - a. Disclose or use confidential information acquired during the performance of official duties as a means to further the Supervisor's own personal financial interests or the interests of a member of the Supervisor's immediate family;
  - b. Accept any gift of value or economic benefit which would tend to improperly influence a reasonable person, or which the Supervisor knows or should know is primarily for the purpose of a reward for official action;
  - c. Engage in a substantial financial transaction for private business purposes with a person whom the Supervisor directly or indirectly supervises.

## Policy Type: Governance Culture

### GC-8.E

#### *King Conservation District Code of Ethics*

##### **Code of Ethics Guidelines**

Establishing a clear appearance of fairness is crucial to maintaining a trusting relationship with the citizens of King County. All services and programs will be offered to the constituents of King County without discrimination.

The King Conservation District expects all employees, volunteers, and officials to act with integrity, honesty, and in an ethical manner. The KCD Employee Handbook states the policies of the District as they relate to employee status, conduct, benefits, personnel actions and remedies. These policies and procedures apply to all individuals employed by the King Conservation District, District Supervisors and Associate Supervisors, and other volunteers of KCD unless otherwise governed by statute.

In summary:

1. All KCD Employees are expected to follow strict standards of conduct, set forth in the above referenced handbook. District Supervisors are included in these standards of conduct and shall operate under the same policies and procedures where applicable to include but not be limited to, guidelines addressing conflict of interest, gifts, computing resources, nepotism, credit card use, drug and alcohol use, and verbal, physical, and visual forms of **harassment<sup>2</sup>**.
2. Improper use of a Supervisor's position for personal gain or for political or religious reasons is strictly prohibited. In addition, the use of District property or facilities for reasons other than KCD business is prohibited.
3. District Supervisors and employees who participate in executive sessions are not allowed to disclose information provided in an executive session unless a legal counsel advises such disclosure.

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<sup>2</sup> See Glossary

## **Policy Type: Governance Culture**

### **GC-9**

#### ***Process for Addressing Supervisor Violations***

The Board and each of its Supervisors are committed to faithful compliance with the provisions of the Board's policies and the KCD Code of Ethics. The Board recognizes that its failure to deal with deliberate or continuing violations of its policies risks the loss of confidence in the Board's ability to govern effectively. Therefore, in the event of a Supervisor's extraordinary, willful, and/or continuing violation of policy, the Board ordinarily will address the issue by the following process:

1. First, a conversation in a private setting between the offending Supervisor and the Board Chair or other individual Supervisor designated by the Board Chair;
  - If the Chair's compliance is in question, the Vice-chair will be notified.
2. Second, a discussion in a private executive session pursuant to RCW 42.30.110(f), as may be amended, between the offending Supervisor and the full Board;
  - The Board may allow individuals other than the offending Supervisor and the Board to attend all or any portion of the executive session if such attendance will assist the Board and the discussion;
3. Third, possible removal by majority vote of the Board from any leadership or committee positions to which the offending Supervisor has been appointed or elected;
4. Fourth, censure of the offending Supervisor by resolution of the Board as a means of separating the Board's focus and intent from those of the offending Supervisor;
5. Fifth, possible removal from the Board by petitioning the Conservation Commission in accordance with RCW 89.08.200, as may be amended.

Depending on the severity of the violation of the policy, the Board may address the issue by commencing at any level of the process that the Board, in its discretion, deems to be appropriate.



## **Policy Type: Governance Culture**

### **GC-10**

#### ***Whistleblower Protection***

Supervisors should be familiar with the Whistleblower Protection Policy and Procedures found in the *Washington Association of Conservation Districts Policy and Procedures Manual* which applies to non-union employees and the Anit-Discrimination and Grievance Procedure sections found in the *Collective Bargaining Agreement Between King Conservation District and Washington Federation of State Employees AFSCME Council 28, AFL-CIO* for union employees.

## **Policy Type: Governance Culture**

### **GC-11**

#### ***Dissolution***

Voters of the District may file a petition to dissolve KCD. Per RCW 89.08.350, the petition must be filed with the Commission. Within sixty days from receipt of the petition, notice of an election on the question of the dissolution is issued. A majority of votes for dissolution will result in the District being dissolved. Supervisors must terminate District affairs, dispose of all district property at public auction, pay District debts, and file a verified application with the Secretary of State in accordance with RCW 89.08.370.

## **Policy Type: Board/Executive Director Relationship**

### **B/ED-1**

#### ***Single Point of Connection***

The Executive Director is the Board's sole point of connection to the operational organization. The Board will direct the operational organization only through the Executive Director or their designee.

## **Policy Type: Board/Executive Director Relationship**

### **B/ED-2**

#### ***Single Unit Control***

The Board will direct the Executive Director only through official decisions of the full Board.

1. The Board will make decisions by formal, recorded vote in order to avoid any disclarity about whether direction has been given.
2. The Executive Director is neither obligated nor expected to follow the directions or instructions of individual Supervisors, officers or committees unless the Board has specifically delegated such exercise of authority.
3. Should the Executive Director receive a request from an individual Supervisor or a committee requests a significant amount of staff time, the Executive Director is expected to ask that the committee or the Supervisor refer such requests to the full Board for authorization.

## Policy Type: Board/Executive Director Relationship

### B/ED-3

#### ***Staff Accountability***

The Executive Director is responsible for all matters related to the day-to-day operation of the organization, within the values expressed by the Board in policy. All staff members are considered to report directly or indirectly to the Executive Director.

1. The Board will not give direction to any contractor or any employee other than the Executive Director.
2. The Board will not participate in decisions or actions involving the hiring, evaluating, disciplining or dismissal of any contractor or any employee other than the Executive Director, unless requested to do so by the Executive Director or the Executive Director position is vacant.
3. This policy shall apply to the Board's relationship with any Interim or Acting Executive Director hired as a temporary W2 **employee**<sup>3</sup> by the Board. However, if an independent contractor is functioning as Interim or Acting Director, the Board's approval is required for any personnel decisions in order to manage the potential liability around such decisions.

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<sup>3</sup> See Glossary

## **Policy Type: Board/Executive Director Relationship**

### **B/ED-4**

#### ***Authority of the Executive Director***

The Board will provide direction to the Executive Director through written policies that define the organizational results to be achieved and define operational conditions and actions to be accomplished or avoided. The Board may change these policies, and in so doing shift the boundary between the Board's and Executive Director's areas of responsibility. The Board will respect and support any reasonable interpretation of its policies by the Executive Director, even though the Executive Director decisions may not be the decisions the Board may have made.

1. The Executive Director will work with the Board to develop a Long Range Renewable Resources Program and related Annual Work Plans which define the intended results of the District's work.
2. As long as the Executive Director uses any reasonable interpretation of the Board's direction as expressed in the Long Range Renewable Resources Program, Annual Work Plans, and any related Board policies, the Executive Director is authorized to establish any additional operational policies or procedures, make any decisions, establish any practices and develop any activities the Executive Director deems appropriate to achieve the Board's intended organizational results. The Executive Director is not expected to seek Board approval or authority for any such decision falling within the Executive Directors' area of delegated authority.
3. The Executive Director may exercise any additional authority that the Board chooses to delegate.

## **Policy Type: Board/Executive Director Relationship**

### **B/ED-5**

#### ***Board Expectations of Executive Director***

In addition to assuring the implementation of KCD's Annual Work Plans, the Board has the following expectations of the Executive Director.

1. The Executive Director shall assure that the District meets all its contractual obligations.
2. The Executive Director shall assure that the District meets all applicable audit standards.
3. The Executive Director shall designate at least one other executive staff member who is familiar with the Board's governance process and issues of current concern and is capable of assuming Executive Director responsibilities on an emergency basis.
4. The Executive Director shall maintain an organizational culture that treats its constituents with high professional standards and respect, dignity and courtesy.
5. The Executive Director shall maintain processes for the effective handling of complaints.
  - a. Any good-faith complaint about the Executive Director's performance should first be addressed directly with the Executive Director if at all possible. If that is not possible or not appropriate, the complaint should be communicated to the Board Chair. The lodging of frivolous or intentionally inaccurate complaints is not allowed.
6. The Executive Director shall assure the recruitment, employment, development, evaluation and compensation of employees in a manner necessary to enable the District to accomplish its work.
7. The Executive Director shall maintain adequate job descriptions for all staff positions.
8. The Executive Director will develop a budget that:
  - a. Is in a summary format understandable to the Board and presented in a manner that allows the Board to understand the relationship between the budget and the Board's expectations;
  - b. Credibly describes revenues and expenditures.
  - c. Shows the amount spent in each budget category for the most recently completed fiscal year, the amount budgeted for each category for the current fiscal year and the amount budgeted for the next fiscal year.
  - d. Discloses budget-planning assumptions on future growth, staffing needs, capital and operation expenses, and revenues.
  - e. Reflects anticipated changes in employee compensation, including inflationary adjustments, performance increases and benefits.

## **Policy Type: Board/Executive Director Relationship**

- f. Assures fiscal soundness in future years.
  - g. The Executive Director may not develop a budget that plans for the expenditure in any fiscal year of more funds than are conservatively projected to be available during the year.
  - h. The Executive Director will keep complete and accurate financial records by funds and accounts in accordance with generally recognized principles of governmental accounting and standards established by the Governmental Accounting Standards Board.
- 9. The Executive Director will assure that payroll and legitimate debts of the District are promptly paid when due.
  - 10. The Executive Director will assure that all purchases are based on comparative prices of items of similar value, including consideration of both cost and long-term quality.
  - 11. The Executive Director will submit the Annual Report, co-signed by the Board Chair and Executive Director, to the State Auditor's Office and arrange for the annual audit of all funds and accounts to be presented to the full Board.
  - 12. The Executive Director will assure that all organizational assets are adequately protected, properly maintained, appropriately used and not placed at undue risk.
  - 13. The Executive Director may not allow facilities and equipment to be subject to improper use or insufficient maintenance.
  - 14. The Executive Director may not purchase or sell real estate on the District's behalf, including land and buildings, without Board approval.
  - 15. The Executive Director will provide for the Board in a timely manner information about trends, facts, and other information relevant to the Board's work and the health of the organization.
  - 16. The Executive Director will inform the Board of changes substantially affecting the District's financial condition.



## **Policy Type: Board/Executive Director Relationship**

### **B/ED-6**

#### ***Annual Performance Review***

#### ***For the Executive Director***

1. Prior to the beginning of each fiscal year, the Executive Director and Board agree on annual performance plan for the Executive Director that includes:
  - a. Key organizational goals as articulated in the Board-approved Annual Work Plan
  - b. Other personal performance goals that the Executive Director and Board agree will help advance the mission of the District, if achieved

The annual performance plan is documented for future reference. Details may be modified during the year by mutual agreement between the Executive Director and Board, as changing circumstances warrant.

2. Nine months into the fiscal year, the Executive Director initiates the performance review process by completing a self-assessment based on their performance plan for that year, and then sharing that self-assessment with the Board.
3. Each Supervisor reviews the Executive Director's self-assessment and then completes an assessment tool which is also based upon the Executive Director's performance plan for that year.
4. The Chair compiles Supervisor responses into a single document.
5. The Board meets in executive session, without the Executive Director, to review, discuss, and revise their collective evaluation.
6. The Chair meets with the Executive Director no later than ten months into the fiscal year to discuss both the Executive Director self-evaluation and the Board evaluation. Outcomes recognize excellence in performance and opportunities for improvement. The Chair and the Executive Director also agree on any personal performance goals that are to supplement the Board-approved Annual Work Plan for the year ahead. Signatures of the Chair and Executive Director on the Board evaluation report document that the performance review process has been completed.
7. The Executive Director's compensation package will be reviewed soon after the performance review process and approved by the Board using appropriate salary comparison data. This step will be completed in time to inform the budget for the upcoming fiscal year.

## Glossary

**Employee** – In this case, employee refers to a District employee, not an independent contractor. The general rule is that an individual is an independent contractor if the payer has the right to control or direct only the result of the work, not what will be done and how it will be done.

Per the IRS - Under common-law rules, anyone who performs services for you is your employee if you can control what will be done and how it will be done. This is so even when you give the employee freedom of action. What matters is that you have the right to control the details of how the services are performed.

### **Governance Matters versus Administrative/Management/Operations Issues**

**Governance** – Governance is the distribution of legitimate authority to influence and enact policies and decisions; it defines who has the power, who is in charge, and who is responsible. To govern is to exercise sovereign authority; to make and administer public policy; to exercise a deciding or determining influence on. The board governs to exercise its sovereign authority over the organization. Its primary governing roles include setting the direction, ensuring adequate resources, and overseeing the health of the organization. (Cathy Trower, 2010)

**Management** - Management is the practice of directing or supervising. To manage is to direct or exert control; to handle, administer, or be in charge of. The board delegates the management role to the chief executive who becomes responsible for the daily operations of the organization. (Cathy Trower, 2010)

Here is an example of how a board policy might be implemented through policies developed at different levels in the organization:

#### **Governance**

A local art museum board established a policy granting equal amounts of annual leave for all staff regardless of exempt or nonexempt status.

#### **Administrative/Management/Operations**

The chief executive developed a policy that annual leave would be severely curtailed for all personnel dealing with the visiting public during the busiest season.

The human resources department policy stated that the needs of employees with school-age children would be accommodated whenever possible when developing vacation schedules.

The person staffing the information desk developed an informal policy for herself that she would always take her vacation during times when there is a decrease in the number of visitors.

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**Harassment** – It is the intent of the District to provide a work environment free from all verbal, physical, and visual forms of harassment. All Supervisors are expected to be sensitive to and respectful of their colleagues, District staff, and others with whom they come into contact while representing the District. The District prohibits all forms of harassment, whether due to sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, disability, or any other reason.

# Reports

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**KING CONSERVATION DISTRICT  
BOARD MEETING**

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**TO:** KING CONSERVATION DISTRICT BOARD MEMBERS

**FROM:** CYNTHIA SETEL

**SUBJECT:** EXECUTIVE DIRECTOR'S REPORT

**DATE:** SEPTEMBER 13, 2021

**CC:** LORNA MISS

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**Finance**

Our Interim Finance team continues to work to develop accurate financial plans. While preparing the financial statements for our Annual Plan, which must be submitted to the County Council by September 30 each year, it became apparent that we still need to do a lot of clean up of our financial data for 2020. As a result, we requested an extension for our Annual Plan, until December 30. Our consultants from Your Part Time Controller anticipate having this work completed by the next Advisory Committee meeting and will provide an update at the October AC meeting. Amy Michael will present her findings at the AC meeting as well.

Amy Michael and Marjorie Kittle, who has been working to develop policies and procedures for the finance team, among other critical functions, will both be completing their work at KCD soon. They have been extremely valuable during this time of transition. Teresa Lafferty will continue managing AP and AR for the agency and Erin Reed will oversee all financial management for the interim. Kathryn Lewis, former ED and Finance Director for Pierce Conservation District, will be contracting with KCD part time to assist with grants management and we are in the process of hiring a permanent accountant.

**Trees for Rails (Sound Transit)**

Trees for Rail had its first site visit August 31<sup>st</sup>. Trees for Rail is a partnership between KCD, the City of Shoreline, and Sound transit to re-green the Lynnwood Link light rail corridor with native trees and shrubs as it passes through the City of Shoreline by working voluntarily with homeowners along the eastside of the I-5 corridor. KCD has had 14 requests from the roughly 250 private homeowners that qualify, with postcard mailers and Facebook ads going out at the end of this week.

**On-Site Septic – Vashon Island**

The On-Site Septic Rebate project, a collaboration with Public Health, Seattle & King County, has kicked off and we are beginning to process rebates for property owners who watched an informative video, complete a quiz and then submitted a rebate request to KCD.

### **Shore Friendly**

We have been working with our partners at Mid Sound, King County, WRIA 8 and WRIA 9 to transition the management of this program from KCD to Mid Sound. In the process and working collaboratively we have redefined the scope of the work, developed an MOA with partners, hired a consultant to create a website, provided educational materials and drafted a new budget for the work. The change to the contract will begin October 1.