

KING CONSERVATION DISTRICT

**Special Board of Supervisors
Meeting Minutes**

September 27th, 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:** Randy Brinson – Third Sector, Alan Chapman – WACD, Tiana
4 Santiago Pastrana – King County Council, Pat McCowan – Third Sector, Jean Fike – WSCC

5 **Staff Present:** Lorna Miss, Rosa Méndez-Perez, Liz Clark, Ellen Arnstein, Kathryn Lewis, Jessica
6 Saavedra, Carrie King

7 **Preliminary Matters:**

8 Chair Haugen called the meeting to order at 6:02 PM. All attendees introduced themselves.

9 Haugen asked for additions or corrections to the agenda. There were none.

10 **Porter moved; Mosby seconded, passed unanimously a motion to approve the agenda (5-**
11 **aves, 0-nays).**

12 **Public Comment:** There was no public comment.

13

14 Haugen introduced KCD's new Executive Director Rosa Méndez-Perez.

15

16 **Executive Director Report:**

17 Méndez-Perez gave an update on her first week at the district.

18

19 **Unfinished Business:**

20 Ellen Arnstein provided an overview of the projects on the Natural Resource Inventory
21 application.

22

23 The board discussed the draft board governance polices. A final draft with all edits will be
24 approved at the next meeting.

25

26 **New Business:**

27 **Knutsen moved; Bush-Bollay seconded, passed unanimously a motion to approve AI 21-063:**
28 **Resolution 21-004: Appointing a Claims Agent (5-aves, 0-nays).**

29 **Mosby moved; Porter seconded, passed unanimously a motion to approve AI 21-064:**
30 **Resolution 21-005: Adopting Updated Rules Governing Public Inspection and Copying of**
31 **Public Records Agent (5-aves, 0-nays).**

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32 Mosby moved; Bush-Bollay seconded, passed unanimously a motion to approve AI 21-065:
33 Resolution 21-005: Banking Resolution (5-ayes, 0-nays).

34 Mosby moved; Porter seconded, passed unanimously a motion to grant signature authority:
35 The Executive Director is authorized by the Board of Supervisors to sign or submit forms,
36 applications, addendums, payment requests, agreements, etc. to carry out District business.
37 Board authorization is still required for those Grantors that request Board or Board Chair
38 approval. For purchases within the annually Board approved budget, the Executive Director
39 has the authority to authorize up to \$15,000 per transaction without seeking approval from
40 the Board of Supervisors. All purchases over \$15,000 must be approved by action of the
41 Board of Supervisors. (5-ayes, 0-nays).

42 No resolutions were submitted for the WACD Northwest Area meeting.

43 Knutsen inquired about an employee vaccination policy. Méndez-Perez will bring back a
44 recommendation to the next meeting after discussions with the attorney and employee union.

45 Bush-Bollay moved; Porter seconded, passed unanimously a motion to adjourn the meeting
46 (5-ayes, 0-nays).

47 Haugen adjourned the meeting at 8:08 PM.

48

49



10/12/21

50 Authorized Signature

Date

51

52

53

Summary of Motions

54 Porter moved; Mosby seconded, passed unanimously a motion to approve the agenda (5-
55 ayes, 0-nays).

56 Knutsen moved; Bush-Bollay seconded, passed unanimously a motion to approve AI 21-063:
57 Resolution 21-004: Appointing a Claims Agent (5-ayes, 0-nays).

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59 Resolution 21-005: Adopting Updated Rules Governing Public Inspection and Copying of
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