

**KING CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
October 11th, 2021
5:00 PM to 7:10 PM– via Teleconference Only
Zoom Link: <https://zoom.us/j/95893176590>
Call In Number: (253) 215-8782
Meeting ID: 95893176590**

Meeting Agenda

Call to Order

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

- | | |
|--------------------------|--------------------------|
| 2. Consent Agenda | 5:10 PM – 5:15 PM |
|--------------------------|--------------------------|

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

- a) Board Minutes
 - 1. 9/13/21 KCD Board of Supervisors Meeting
 - 2. 9/27/21 KCD Special Board of Supervisors Meeting
 - 3. 9/27/21 KCD Grant Subcommittee Meeting

- b) Member Jurisdiction Grant Applications
 - 1. AI 21 – 066: City of Clyde Hill – 2019 Arbor Day Celebration – Saavedra
 - 2. AI 21 – 067: City of Sammamish – 2021-2022 Stormwater Outreach – Saavedra

- | | |
|--------------------------|--------------------------|
| 3. Public Comment | 5:15 PM – 5:20 PM |
|--------------------------|--------------------------|

- | | |
|--|--------------------------|
| 4. Finance | 5:20 PM – 5:50 PM |
| a) Financial Assessment and Recommendations – Amy Michaels | |
| b) 2020 Financial Reports – Erin Reed | |
| c) Check Registry | |

- | | |
|---|--------------------------|
| 5. Presentations | 5:50 PM – 6:00 PM |
| a) Regional Food Systems Program – Embleton | |

- | | |
|--|--------------------------|
| 6. Unfinished Business | 6:00 PM – 6:15 PM |
| a) AI 21 – 062: Board Policies | |
| b) AI 21 – 068: WSCC Natural Resources Investments Addendum | |
| c) AI 21 – 069: Trees for Rails (Sound Transit) – Sponsor Change | |

- | | |
|------------------------------------|--------------------------|
| 7. Work Session | 6:15 PM – 6:30 PM |
| a) Review 2015-2021 Strategic Plan | |

- | | |
|--|--------------------------|
| 8. Other Reports | 6:30 PM – 6:45 PM |
| a) Executive Director | |
| b) Board of Supervisors | |
| c) Washington Federation of State Employees (WFSE) | |

**KING CONSERVATION DISTRICT
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Zoom Link: <https://zoom.us/j/95893176590>

Call In Number: (253) 215-8782

Meeting ID: 95893176590

Meeting Agenda

9. Executive Session

6:45 PM – 7:15 PM

- a) Collective Bargaining RCW 42.30.140(4)

Consent Agenda

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

September 13th, 2021

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

3 **Guests Present** Randy Brinson – Third Sector, Alan Chapman – WACD, Carmela Ennis –
4 King County Council

5 **Staff Present:** Lorna Miss, Cynthia Setel, Laura Redmond, Jessica Saavedra, Elizabeth Clark,
6 Nikki Wolf, Kathryn Lewis, Carrie King, Liz Stockton, Mike Lasecki, Rosa Méndez-Perez,
7 Debbie Meisinger, Mark Dostal

8 **Preliminary Matters:**

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

10 The Board welcomed Rosa Méndez-Perez, incoming Executive Director.

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

12 **Porter moved; Mosby seconded, passed unanimously a motion to approve the agenda**
13 **(5-ayes, 0-nays).**

14 **Consent Agenda:**

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

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

18 **Finance:**

19 Interim Executive Director Setel gave a financial update. She introduced Kathryn Lewis,
20 formerly of Pierce Conservation District, who will assist the district with finances and grants.

21 **Unfinished Business:**

22 Laura Redmond gave a report on the Landowner Incentive Program and an updated process
23 to include the Board.

24 Nikki Wolf and Debbie Meisinger updated the Board on the KCD Nursery. The Board
25 discussed the security and insurance issues related to the arson.

26 Review of the Regional Food System Competitive Grant Applications was postponed as staff
27 did not attend.

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Board of Supervisors Meeting Minutes
September 13th, 2021

28 **New Business:**

29 **Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 21-061:**
30 **LIP Application – Wiseman (5-ayes, 0-nays).**

31
32 The Board was updated about current staff vacancies, including the Accountant, Temporary
33 Financial Assistance position, Community Agriculture Position, and the Senior Resource
34 Specialist Position.

35
36 Mark Dostal gave an update on Orca Recovery Day to be held October 16.

37 **Porter moved; Knutsen seconded, passed unanimously a motion to approve the**
38 **appointment of Heather Trim to the Advisory Committee (5-ayes, 0-nays).**

39
40 Lorna Miss alerted the Board about current issues involving KCD Fleet Vehicles, including
41 thefts, insurance challenges, and security concerns.

42 Supervisor Porter and Randy Prinson from Third Sector presented the draft board policies.
43 The board discussed postponing consideration of the draft policies to allow for more time to
44 review.

45 **Mosby moved; Knutsen seconded, passed unanimously a motion to table AI 21-062:**
46 **Board Policies until the meeting on September 27 (5-ayes, 0-nays).**

47
48 **Reports:**

49
50 Setel gave her last Interim Executive Director Report. The Board thanked her for her
51 leadership.

52 Porter updated the Board about the upcoming WACD conference and the WACD Diversity,
53 Equity, and Inclusion committee.

54 Knutsen gave kudos to Liz Stockton for her ditch cleaning progress.

55 Haugen discussed the WSCC election reform proposal, which includes the option for
56 conservation districts to go on the regular ballot.

57 Jessica Saavedra, Nikki Wolff, and Mike Lasecki gave a report on WFSE.

58 There was no more business before the Board.

59
60 **Porter moved; Mosby seconded, passed unanimously a motion to adjourn the meeting**
61 **at 7:42 PM (5-ayes, 0-nays).**

62

63

Page 3 of 3
Board of Supervisors Meeting Minutes
September 13th, 2021

64

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67

Authorized Signature

Date

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Summary of Motions

71

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

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

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Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 21-061: LIP Application – Wiseman (5-ayes, 0-nays).

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Porter moved; Knutsen seconded, passed unanimously a motion to approve the appointment of Heather Trim to the Advisory Committee (5-ayes, 0-nays).

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Mosby moved; Knutsen seconded, passed unanimously a motion to table AI 21-062: Board Policies until the meeting on September 27 (5-ayes, 0-nays).

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84

Porter moved; Mosby seconded, passed unanimously a motion to adjourn the meeting at 7:42 PM (5-ayes, 0-nays).

85

KING CONSERVATION DISTRICT

Special Board of Supervisors Meeting Minutes

September 27th, 2021

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

Other Attendees Present: Randy Brinson – Third Sector, Alan Chapman – WACD, Tiana Santiago Pastrana – King County Council, Pat McCowan – Third Sector, Jean Fike – WSCC

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

Preliminary Matters:

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

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

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

Public Comment: There was no public comment.

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

Executive Director Report:

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

Unfinished Business:

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

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

New Business:

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

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

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Special Board of Supervisors
Meeting Minutes
September 27th, 2021

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

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

No resolutions were submitted for the WACD Northwest Area meeting.

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

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

Haugen adjourned the meeting at 8:08 PM.

Authorized Signature

Date

Summary of Motions

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

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

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

Page 3 of 3
Special Board of Supervisors
Meeting Minutes
September 27th, 2021

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

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

71 Bush-Bollay moved; Porter seconded, passed unanimously a motion to adjourn the meeting
72 (5-ayes, 0-nays).

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

Monday, September 27th, 2021

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

2 **Associate Supervisors Present:** None.

3 **Guests Present:** None

4 **Staff Present:** Jessica Saavedra, Lorna Miss, Kathryn Lewis, Rosa Mendez-Perez

5 **Preliminary Matters:**

6 Meeting called to order at 5:00 pm by Kirstin Haugen.

7 Applications

8 Knutsen moved, Mosby seconded, unanimously passed a motion to recommend the Member
9 Jurisdiction grant application from the City of Clyde Hill for the 2019 Arbor Day
10 Celebration project for approval at the next Board of Supervisors meeting.

11 Mosby moved, Knutsen seconded, unanimously passed a motion to recommend the Member
12 Jurisdiction grant application from the City of Sammamish for the 2021-2022 Stormwater
13 Outreach project for approval at the next Board of Supervisors meeting.

14 Amendments

15 Knutsen moved, Haugen seconded, unanimously passed a motion to approve the amendment
16 request from City of Bellevue for the Scoping Animal Relief Areas for Bellevue project
17 extending the completion date from 12/31/21 to 6/30/22.

18 Knutsen moved, Mosby seconded, unanimously passed a motion to approve the amendment
19 request from WSU Snohomish County Extension for the WSU Extension On-Demand
20 project extending the completion date from 12/31/21 to 12/31/22.

21 Close outs

22 Mosby moved, Knutsen seconded, unanimously passed a motion to close the Mountains to
23 Sound Greenway Trust Rotary Community Park and Little Bear Creek Volunteer
24 Restoration grant agreement.

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

Monday, September 27th, 2021

25 Knutsen moved, Haugen seconded, unanimously passed a motion to close the City of
26 Issaquah Green Issaquah grant agreement.

27 Mosby moved, Knutsen seconded, unanimously passed a motion to close the City of
28 Sammamish 2020-2021 Stormwater Outreach grant agreement.

29 Mosby moved, Haugen seconded, unanimously passed a motion to close the White River
30 Valley Museum 2020 Farm Program and Project Support grant agreement.

31 Haugen moved; Mosby seconded unanimously passed a motion to adjourn the meeting at
32 pm

33

34

35 _____
Authorized Signature

Date

**King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: October 11, 2021**

SUBJECT: AI 21-

- Motion to approve the Member Jurisdiction grant application from Clyde Hill for the 2019 Arbor Day Celebration project

FISCAL IMPACT

- The applicant is requesting \$1,773.87 from 2019 KCD-Clyde Hill Member Jurisdiction funds

POLICY CONSIDERATION

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

STAKEHOLDER INTERESTS

- Clyde Hill Elementary School

BACKGROUND

- The grant subcommittee reviewed this application at their September 27th, 2021, meeting and supports the project.

EFFECTIVE DATE:

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

OPTIONS

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

RECOMMENDATION

- The grant subcommittee recommends approval of this grant application.

MOTION

- Motion to approve the Member Jurisdiction grant application for \$1,773.87 from KCD-Clyde Hill Member Jurisdiction 2019 funds for the Clyde Hill 2019 Arbor Day Celebration project

2019 Arbor Day Celebration

Member Jurisdiction Grant Program

Clyde Hill

9605 NE 24th Street
Clyde Hill, WA 98004

Courtney Benjamin

9605 NE 24th Street
Clyde Hill, WA 98004

courtney@clydehill.org
O: 425-453-7800

Application Form

Summary Information

Project Title*

2019 Arbor Day Celebration

Project Description - Short*

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

City of Clyde Hill 2019 Arbor Day Celebration.

Principal Partners (if any)

Amount of KCD Funding Requested*

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

\$1,773.87

Total Project Cost*

\$1,773.87

Total Matching Funds (optional)

Project Start Date*

05/10/2019

Project End Date*

05/10/2019

Close Date

Project Location*

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

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

9605 NE 24th Street, Clyde Hill WA 98004

Jurisdiction

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

[Unanswered]

Is your project on public or private land?*

Public

State Legislative District #*

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

48

King County District #*

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

6

Narratives, Budget, & Attachments

Project Description - Detailed*

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

Annually the City of Clyde Hill and the Bellevue School District sponsor an "Arbor Day Celebration". The City's purpose is to educate the children of Clyde Hill Elementary School in the values and aims of the National Arbor Day Foundation. The staff of the City work in conjunction with the Bellevue School District in conducting a contest involving the students in both a poem and a poster contest. The first, second and third place winners of the contests this year received special books relating to trees: "Meetings with Remarkable Trees", and "Remarkable Trees of the World".

The Mayor began the Ceremony by reading a Proclamation designating Arbor Day 2019 in Clyde Hill. The City's Arborist (Phil Bennett) and a representative from the Department of Natural Resources were invited to take part in the Celebration. At the conclusion of the event, each student was presented with a small tree to

plant at home and informational booklets from the National Arbor Day Foundation. Our Arbor Day Celebration was held on Friday, May 10, 2019, 1:00PM.

The project objective is to educate the students in the value of trees, an important natural resource, and to help them become good stewards of this natural resource. Before completing the poems and posters, the students are involved in a class room discussion on conserving this natural resource. In addition, the Arbor Day Celebration helps to educate all those in attendance on the history of Arbor Day, the value of trees, and the proper care of trees. as noted above, each student will receive a plant to take home, again renewing a natural resource.

Project Activities and Measurable Results*

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

The students actively participate in the annual celebration and take pride in both their posters and their poems. As a final part of the Celebration, a City Arbor Day Tree is planted and the 5th grade students know that this is "their Tree". In 2019, the Arbor Day Tree, a Dove Tree, was planted near the playground at Clyde Hill Elementary.

The Clyde Hill Elementary School property adjoins Clyde Hill City Hall property and the two entities work together as partners in several areas. Therefore, the City feels that it is appropriate to invite the school's fifth graders to join in the annual Arbor Day Celebration.

Clyde Hill believes that to educate a child is to educate the family. By teaching the children the value of our natural resources, we hope the children will teach the family.

The target audience is the Clyde Hill Elementary students and their families. The students live in the Clyde Hill, Medina, and Bellevue neighborhoods and will be planting their trees/ plants in those neighborhoods.

The best and most positive evaluation mechanism the staff has is watching the students carry their new plants home. The plants are often larger than the student! In addition, the City of Clyde Hill staff has been told that the students look forward to entering fifth grade and taking part of this program. The staff has also been told that the students from previous years visit their particular Arbor Day Tree for the year they were in fifth grade.

Project Budget and Expenses*

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

KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx

Member Jurisdiction Authorization Letter

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

Additional Attachments

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

Natural Resource Improvement Actions- Criteria Checklist

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

Direct Improvement of Natural Resource Conditions*

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

Does your project directly address this issue?

Yes

Education and Outreach*

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

Does your project directly address this issue?

Yes

Pilot and Demonstration Projects*

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

Does your project directly address this issue?

No

Capacity Building*

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

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

Does your project directly address this issue?

No

Project Type*

Education

KCD Acknowledgement and Signature

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

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

Authorized Applicant Electronic Signature*

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

Courtney Benjamin

Title

Deputy City Clerk

Date*

09/22/2021

File Attachment Summary

Applicant File Uploads

- KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx



Member Jurisdiction Grant Program

Grant Application Project Budget Form

Promoting sustainable uses of natural resources through responsible stewardship

Project Name	2019 Arbor Day Celebration			
Applicant	City of Clyde Hill			
Contact	Courtney Benjamin			
Mailing Address	9605 NE 24th Street, Clyde Hill, WA 98004			
E-mail	courtney@clydehill.org	Project Start Date:	5/10/2019	
Phone	425-453-7800	Project End Date:	5/10/2019	
Budget Item	KCD Funds	Other Funds	Other Funds	Total
		(identify source and status of matching funds here ex. Rose Foundation - Pending)	(identify source and status of matching funds here ex. DON Small and Simple - Secured)	
Salaries & Benefits				\$0
Travel/ Meals/ Mileage (for - volunteers, staff)				\$0
Supplies				\$0
Other: (Arbor Day Tree & Planting Materials & Tree Plaque)	\$562.11			\$562.11
Other: (Plants for Distribution to Students/ Books & Informational Handouts)	\$1,211.76			\$1,211.76
TOTAL	1,773.87	\$0	\$0	1,773.87

Total Project Cost	1,773.87
Total Match	\$0
Amount of KCD Funding Requested	1,773.87
Match Percentage	0%

**King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: October 11, 2021**

SUBJECT: AI 21-

- Motion to approve the Member Jurisdiction grant application from the City of Sammamish for the 2021-2022 Stormwater Outreach project

FISCAL IMPACT

- The applicant is requesting \$30,600 from 2018-2019 KCD-Sammamish Member Jurisdiction funds

POLICY CONSIDERATION

- The proposal meets the following natural resource improvement actions which are criteria for funding from the grant program
 - Education and Outreach

STAKEHOLDER INTERESTS

- Eleven elementary schools in Sammamish, NPDES Education and Outreach requirements, Puget Sound Starts Here campaign

BACKGROUND

- The grant subcommittee reviewed this application

EFFECTIVE DATE:

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

OPTIONS

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

RECOMMENDATION

- The grant subcommittee recommends approval of this grant application.

MOTION

- Motion to approve the Member Jurisdiction grant application for \$30,600 from KCD-Sammamish Member Jurisdiction 2018-2019 funds for the City of Sammamish 2021-2022 Stormwater Outreach project

2021-2022 Stormwater Outreach

Member Jurisdiction Grant Program

Sammamish

Lisa Werre
801 228th Ave SE
Sammamish, WA 98075

Ashley Hill

ahill@triangleassociates.com

Application Form

Summary Information

Project Title*

2021-2022 Stormwater Outreach

Project Description - Short*

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

On behalf of the City of Sammamish, Triangle Associates will adapt and provide classroom stormwater workshops and interactive community event booths incorporating lessons learned in 2020-2021. Outreach will align with regional messaging.

Principal Partners (if any)

Triangle Associates, Inc.

Amount of KCD Funding Requested*

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

\$30,600.00

Total Project Cost*

\$30,600.00

Total Matching Funds (optional)**Project Start Date***

09/01/2021

Project End Date*

08/31/2022

Close Date

Project Location*

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

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

Multiple locations including up to 11 elementary schools in the City of Sammamish and four community events held at Sammamish City Hall Commons (801 228th Ave SE, Sammamish WA 98075), Confluence Park (595 Rainier Blvd N Issaquah WA 98027), and Beaver Lake Park (801 228th Ave SE, Sammamish WA 98075).

Jurisdiction

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

Sammamish

Is your project on public or private land?*

Public

State Legislative District #*

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

41

King County District #*

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

3

Narratives, Budget, & Attachments

Project Description - Detailed*

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

On behalf of the City of Sammamish, Triangle Associates will adapt previously developed classroom stormwater workshops and interactive community event booths based on lessons learned from the City's 2020-2021 stormwater outreach program. The project team will collect information on targeted behaviors in program participants through surveys during and after events. Professional educators will present hands-on classroom workshops for third through fifth-grade students at up to 11 elementary schools in Sammamish and facilitate interactive community booths at up to four community events. The activities will accommodate

a variety of learning styles and will be designed to involve and educate students and community members on the effects of non-point pollution in local stormwater. The program will teach participants how their individual actions can positively or negatively impact local waterways and kokanee salmon. These classroom workshops and community events will be held in-person or virtual as appropriate.

The educational goals are to teach students and community members the following:

- 1.) what a watershed is and to recognize that their drainage basin is part of a larger system,
- 2.) their personal choices can have positive and negative impacts in the local ecosystem and on aquatic life, including kokanee salmon in Sammamish, and
- 3.) that certain animal species are indicators of surface water health.

Messaging will be consistent with National Pollution Discharge Elimination System (NPDES) permit education requirements, the regional Stormwater Outreach for Regional Municipalities (STORM) committee's Puget Sound Starts Here campaign, and the City of Sammamish education and outreach objectives as adopted in the City's 2016 Storm and Surface Water Management Comprehensive Plan. Kokanee salmon, "the little red fish", are native to the Lake Sammamish watershed but now spawn in only a few streams that feed into Lake Sammamish. These education programs will promote positive behavior change by informing students and community members on how best to protect kokanee and their habitat through everyday actions.

There are two target audiences for this stormwater outreach project: school-aged youth and community members/families. Educational programming for school-aged youth is important in the adoption of desired behavior changes. Classroom workshops and community events will allow the greatest success at reaching this target audience. Community members and families are a second target audience for this outreach. Development and preparation of updated classroom and community event materials will occur throughout 2021-2022 as appropriate. Classroom workshops will be offered to all elementary schools (either virtually or in-person as appropriate) in the City of Sammamish from September 2022 to August 2022.

Materials will include hands-on visuals and participation incentives used to educate and engage students and community members on how to protect local stormwater and aquatic life. Materials will include replenishing consumables as needed for each component of outreach. These incentives will continue to be integral to increasing community member participation and adoption of target behavior changes in 2021-2022. Incentives will be branded with or connect to messaging that aligns with the NPDES permit education requirements, regional STORM Puget Sound Starts Here campaign and the City of Sammamish outreach objectives. The branded materials will be an incentive to engage in stormwater education and a vehicle for sharing key messages and content. With the target audience in mind, current incentives include Puget Sound Starts Here pencils and frisbees, kokanee salmon branded bracelets and reusable tote bags, and pet waste bag holders to encourage proper disposal of pet waste.

Project staff will compile evaluation materials and feedback from teachers, students, and community members and work with event coordinators to obtain feedback regarding the City's presence at community events. A final report will include a summary of services provided (including, when possible, information on behavior change for targeted behaviors), photos (when applicable), project successes, and project difficulties.

KCD funding is critical for the City of Sammamish to continue providing stormwater educational programs.

Project Activities and Measurable Results*

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

- 1) School Outreach: Project will provide workshops for 22-55 classes at elementary schools located within the City of Sammamish. These workshops may be in person or virtual depending on public health

guidance. Evaluation of workshops will come from electronic teacher evaluations and additional verbal anecdotal student/teacher feedback collected by the presenter. Timeline: Classroom workshops will be offered between September 2021 and June 2022.

2) Community Events: The project will include interactive outreach at up to four community events. Success will be measured by the number of participants, number of signed stormwater pollution prevention pledges, number of participants in the electronic survey, survey results, feedback from participants and event organizers, and number of take-home materials handed out. Timeline: Community event outreach will occur between April-August 2022. The project team will be prepared to develop content and attend virtual community events if and as needed.

3) Materials: The project will include participation incentives and updated hands-on visual materials to assist with educating students and community members on how to protect local stormwater and aquatic life. Messaging on materials will be consistent with NPDES permit education requirements, the regional STORM committee's Puget Sound Starts Here campaign, and the City of Sammamish outreach objectives. New materials will take into consideration 2020-2021 project lessons learned. Timeline: Updated materials will be completed throughout 2021-2022, with materials ready at least one week before each community event and classroom workshop.

4) Project Management and Reporting: Project will include efficient administration, quality assurance and quality control, and coordination for the work defined in this grant. In addition, the project will include the required reporting including a final narrative about project successes and difficulties, a summary of comparison with 2020-2021 results and adopted behaviors reported, and photographs when applicable. Timeline: Project management and reporting will be ongoing throughout the project between September 2021 and August 2022.

Project Budget and Expenses*

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

21-22 Samm KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx

Member Jurisdiction Authorization Letter

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

Additional Attachments

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

Natural Resource Improvement Actions- Criteria Checklist

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

Direct Improvement of Natural Resource Conditions*

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

Does your project directly address this issue?

No

Education and Outreach*

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

Does your project directly address this issue?

Yes

Pilot and Demonstration Projects*

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

Does your project directly address this issue?

No

Capacity Building*

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

Does your project directly address this issue?

No

Project Type*
Education

KCD Acknowledgement and Signature

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

*

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

Authorized Applicant Electronic Signature*

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

Ashley S. Hill

Title

Education Associate

Date*

08/25/2021

File Attachment Summary

Applicant File Uploads

- 21-22 Samm KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx



Member Jurisdiction Grant Program

Grant Application Project Budget Form

*Promoting sustainable uses of natural resources
through responsible stewardship*

Project Name	City of Sammamish 2021-2022 Stormwater Outreach			
Applicant	City of Sammamish, Public Works			
Contact	Lisa Were			
Mailing Address	801 228th Avenue SE, Sammamish, WA 98075			
E-mail	lwerre@sammamish.us	Project Start Date:	9/1/2021	
Phone	425-295-0573	Project End Date:	8/31/2022	
Budget Item	KCD Funds	Other Funds	Other Funds	Total
		<i>(identify source and status of matching funds here ex. Rose Foundation - Pending)</i>	<i>(identify source and status of matching funds here ex. DON Small and Simple - Secured)</i>	
Salaries & Benefits		City staff time for identifying public participation incentives, project management, and additional KCD recognition materials (e.g. City newsletter article, etc.) will be paid by internal City of Sammamish salaries		\$0
Travel/ Meals/ Mileage (for volunteers, staff)	\$620			\$620
Office Supplies				\$0
Field Supplies	\$500			\$500
Contracted/ Professional Services	\$29,480			\$29,480
TOTAL	\$30,600	\$0	\$0	\$30,600

Total Project Cost	\$30,600
Total Match	\$0
Amount of KCD Funding Requested	\$30,600
Match Percentage	0%

King Conservation District Landowner Incentive Program
2021 September Awards

BUDGET SUMMARY	
Total- Cost-share Budget	\$506,300.00
Total- Cost-share Awarded	\$328,984.88
2021 Awards	\$293,439.38
September Award Cycle	\$35,545.50
Cost-share Budget Remaining	\$177,315.12
Funds Available to Reallocate	\$648.45
Adjusted Balance Available for FY 2021	\$177,963.57

COST SHARE AWARD DETAIL- SeptemberCycle									
Last Name	First Name	Best Management Practice	Award Amount	Completion Date	Acres	Feet	Plants	Qty	
Wiseman	Jon and Jennifer	Forest Health Management	\$ 20,947.50	12/31/2026	4.00		850		
Fortin	Tammy	Riparian Forest Buffer	\$ 8,415.00	12/31/2022	0.56	520	1300		
Smith	Corrine	Riparian Forest Buffer	\$ 6,183.00	21/31/2022	1.46	680	350		
Total			\$35,545.50		6.02	1200.00	2500	1.00	

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

Finance

October 5, 2021

To: KCD Leadership

From: Amy Michael, Independent Consultant with Amy Michael LLC

RE: Assessment and recommendations on finance and accounting function for King Conservation District

Dear KCD Leadership,

Thank you for the opportunity to engage with you and the KCD team at this important moment in KCD's development. KCD is doing great work and I look forward to watching it develop under new leadership. Following is my assessment of the accounting function at KCD. I look forward to hearing your thoughts and continuing the conversation as you see fit.

Project Background:

This project began in April 2021 as an assessment of the finance and accounting processes and systems, particularly those having to do with grants. The original scope of the project from the initial proposal is here:

Project and Approach:

KCD is seeking support in performing an assessment of current finance and accounting operations including how grants are tracked and billed, how accounting transactions are processed and how this work is accomplished within the department and in partnership with other parts of the organization. This assessment will summarize findings, identify opportunities for improved and streamlined processes, internal controls and policies and recommend solutions where appropriate. The final written assessment would then be reviewed with the Executive Director for feedback.

The assessment would include an evaluation of materials as well as discussions with key staff as identified by the Executive Director. Materials might include financial statements, audited financial statements, internal control and policy documents, written procedures, grant billing requirements and/or grant contracts and other documents identified by the Executive Director and key staff as useful in this evaluation. Discussions with key staff would likely include the Finance Manager, other finance staff, staff responsible for grant management and billing, the Executive Director and other key staff as identified by the Executive Director.

The project was intended to be between 20 and 35 hours total and include high-level conversations, documentation review, recommendations and report about the finance and accounting systems support the grants process, particularly those grant processes that currently are tracked outside of the accounting systems.

In June, the COO/Finance Director was laid off and the remaining accounting staff gave their 2-week notice. At that time, the nature of my engagement shifted to supporting a transition, sourcing temporary staff and ensuring that critical tasks like payroll, A/R, A/P and cash management would

continue. This transition work remained the focus of my work through the bulk of my engagement with KCD. As of September 1, I've had to shift my attention to other work although I remain a resource for KCD as needed.

My report includes reflections and recommendations on the finance and accounting systems generally. While some recommendations cover processing of grants, I had limited access to key staff who held much of this knowledge as their positions were eliminated during the course of my assessment.

Summary of key recommendations:

Finance Department, Systems and Procedures

- Perhaps most importantly, KCD needs to invest in an experienced accounting staff. I would recommend replacing the 3 full-time staff that have left and potentially adding a 4th staff person to coordinate grant and project expense tracking.
- KCD should consider using accrual-based GAAP accounting rather than BARS/cash-basis accounting. The nature of KCD's business includes activities, like billing customers and accruing benefits, that are better served by an accrual-based accounting method.
- KCD should produce a full set of financial statements monthly including a Balance Sheet or Statement of Financial Position
- KCD should develop a full month-end close process and document both the procedure and the workpapers electronically
- KCD should transition from a largely paper-based record keeping system to an electronic-based record keeping system. Employees should keep all files on shared network folders and not on local drives.
- KCD should evaluate whether the accounting software, MIP, can support KCD's business or if KCD should adopt a system like Pierce Conversation District in QuickBooks.
- KCD should find a reliable replacement for outsourcing payroll processing (currently using Intuit)

Grants and Project Tracking

- Current grant and project tracking is decentralized. Each program area uses a unique set of spreadsheets and methods of tracking grant and project spending and billing. KCD should invest in a project and grant tracking program that is centralized and accessible across the organization.
- Program managers spend significant time tracking grant and project spending and billing outside the accounting systems. KCD should consider a centralized staff person to support the administrative parts of grant and project management, allowing program managers to focus on program delivery.
- Program managers need access to timely budget-to-actual reporting and should be a key part of developing the budget each year.

Assessment

➤ Finance at KCD

The Finance Team consisted of three people through mid-2021. The lead for the team, Ava, took over the finance leadership in 2017, adding to her existing scope of HR and operations work. Ava oversaw some significant clean-up efforts as well as an overhaul of the accounting system including how program work was categorized and tracked.

The accounting method at KCD is cash-based and they operate on a calendar year. KCD is subject to state auditing utilizing BARS and the accounting system has been set up to meet those requirements. Accruals are limited to benefits and vacation. The balance sheet accounts don't appear to be reconciled regularly. As of 12/31/2020, many of the liability accounts had debit balances and no work papers could be located to back up any of the liability accounts. Although the recent BARS audits have been "clean", they have limited scope and don't include the production of a full set up of financial statements. ***I recommend that KCD switch to an accrual-based GAAP accounting method and design reports and/or adjustments to meet the BARS/cash requirements. I recommend that KCD produce standard financial statements including a Statement of Activities (or Income Statement), a Statement of Financial Position (or Balance Sheet) and a Statement of Cashflow monthly and perform a full month-end close process that includes the reconciliation of all balance sheet accounts with appropriate work paper back-up. This will involve significant account clean-up as of 12/31/2020, a catch up for 2021 and better training and processes for finance and accounting staff at KCD, including an experienced accountant leading the department.***

Since KCD is working to establish a reputation for sound financial oversight, it will be important to invest in qualified and ample accounting and finance staff. Prior issues cannot simply be attributed to a bad system or an unqualified person but rather an accumulation of under- or mis-placed investment in the finance and oversight function. ***The Board of Supervisors and Executive Director will have to play a significant part in getting finance and accounting on track by authorizing investment in this area, endeavoring to understand challenges that arise and working in partnership with finance leadership to hold all KCD staff accountable to a higher standard of compliance and collaboration. This will have to be an organization-wide effort, not merely a project of a new finance team.***

➤ Finance Systems and Processes:

Shared Drive and paper records:

Most of KCD's accounting records are paper based and there has not been a consistent process for archiving key accounting records on the shared drive. ***I would recommend developing a system for storing key accounting records like month-end reconciliations, financial statements, and bank statements electronically on the shared drive with access restricted to accounting staff for any confidential information.*** Paper records can be a back up for these records rather than the primary source of records. This will make audit and review, as well as remote work, much easier.

MIP: KCD uses MIP for most of its financial accounting. Records in MIP date back to about 2016. Access to MIP is limited to Finance staff and some division of duties had been established in the security setup. Since the team has turned over and fewer resources have been available to do the work, the division of duties in MIP is unclear and needs to be re-addressed when staffing has settled down.

MIP General Set up

The MIP set-up changed significantly at some point in the last few years, and it is unclear if, after that time, enough training was done throughout the organization to support the full utilization of the new codes/tracking systems. It is also unclear whether this altered MIP structure ever allowed to produce a full set of accurate financial statements, either for internal grant and program management or for Board of Supervisors reporting.

If MIP continues to be the primary system utilized by KCD, *I recommend re-evaluating the coding and reporting structure in partnership with program folks to ensure the system meets both internal management needs as well as external reporting needs. Serious consideration should be given to whether MIP or QuickBooks better serves the needs of KCD. Pierce Conservation District uses QuickBooks very effectively. Since QuickBooks is a much more common product, consideration should be given to converting to QuickBooks and enlisting (hiring) PCD to support the conversion and share their coding structure.*

MIP is primarily used to enter and track vouchers from vendors and to cut checks to these vendors twice a month. It seems that most customer invoices are processed in Word and then entered in MIP. Cash receipts are entered into MIP and bank balances are tracked and reconciled. Bank statements appear to have been reconciled through 12/31/2020. Payroll is processed through another system and then re-entered, check by check, into MIP. *This is a significant redundancy that I recommend be eliminated in favor of entering payroll as a journal entry in MIP until the payroll process is re-evaluated.*

Grant Management and Billings

While MIP seems to have been set up to track most grant and program work, program and grant work is tracked largely outside of MIP in separate spreadsheets and/or databases and then entered into MIP after the fact. Although there is an Encumbrances module in MIP, it doesn't appear as if it has been activated/utilized. If the encumbrance module were functional, it could provide the structure needed to track future obligations on current funding streams. The current system requires each Program Manager to oversee the financial grant and program management component of their program areas. Many Program Managers are required to keep elaborate, linking spreadsheets that track grants awarded or available program/project funds, costs by project, grant and program, payments to grantees and program partners, hold-back and on-going maintenance commitments, unspent funds available for future projects, etc. While payment information is available in MIP by program, payments alone don't provide a full picture of the nature of the grants and programs KCD is engaged with. This disconnect creates several problems:

- Grants and programs are largely managed outside of the accounting system and without oversight from the Finance Department
- Until checks are cut, grant and program activity is not reportable through MIP or the finance department. KCD might be obligated to pay for work, conduct work or make grants for work without any indication of these obligations available in the accounting system.
- Because each program manager uses separate systems and spreadsheets to track their program areas, there is no centralized location for program information. This decentralized financial information makes it difficult for KCD to tell the story of how it does its work in a timely

manner. It limits leadership's ability to see what is going on with funding and spending at any one time.

- ***KCD needs to invest in a system or systems that track grant and program spending in real time in a way that is accessible across the organization, reportable and is vetted by Finance. It is likely this will require centralized staff tasked with collecting, entering, maintaining, verifying, and reporting on this information. This information is core to the work KCD is doing and KCD's inability to tell this story easily and accurately is likely the source of many of the complaints about KCD's inability to provide clear, accurate and timely reporting to stakeholders.***

Accounts Payable Process and Payments

KCD pays all open Accounts Payable invoices every two weeks. Vouchers and invoices are processed upon receipt and require coding and approvals before payment. Once checks are cut, they are held until a BOS authorized signer is available to sign checks. Checks are mailed out after signatures have been secured. The authorization level for when a check requires two signatures and who can sign checks has changed several times over the past few years. Several Program Manager's report there is a significant delay in how long it takes for vendors and grantees to receive checks. ***I recommend revising the check signing and approval process so that it both meets board oversight needs and expedites payment turn-around time. Using an electronic bill pay system can help eliminate paper check and manual signature turn-around time as well as provide real-time information on the payment process for Finance, reducing the amount of staff time required to research status of late payments. KCD should evaluate bill pay systems to see if this change could meet operational and oversight needs.***

QuickBooks Desktop and the Payroll Process

KCD uses QuickBooks to process payroll including entering timesheets, paying staff using the Intuit Payroll Service and tracking all employee pay and personal information. The version of QuickBooks is outdated, under-licensed and unstable with significant access/IT issues. ***I recommend replacing Intuit with a more reliable payroll processing system that is also a more effective HRIS (for tracking employee pay history and information) as soon as possible. If KCD decides to stick with QuickBooks, it needs to get a current version and get it properly licensed so that all HR and accounting staff that need access can easily get secure access.***

Timesheets: The pay cycle is monthly with timesheets due before the end of the month that include an estimate for remaining days in the month. Staff are required to code their time to specific projects and to complete two timesheets. The directive to staff seems to have been to code their time to coincide with budget rather than with actual projects worked. This is a significant issue as timekeeping should reflect actual time worked – this is a critical part of compliance for most grant funding and a basic accounting principle. It seems that the timekeeping process was established to provide consistency with the budget and limit the amount of accounting accruals required to process payroll. I would recommend finding a payroll processing and HRIS system that allowed staff to enter time once, electronically, to reflect actual hours per project work and with clear directions on where their time has been budgeted as well as how to handle exceptions to plan.

Pay cycle: consider altering the pay cycle and timesheet cut-offs. I would recommend consulting with staff (and union reps) to see if an alternate pay cadence is preferred – many employees prefer more frequent payrolls. Timesheets should reflect actual time worked and the pay date should be adjusted

to allow for this. Although this may incur a delay in payment to staff, moving from a monthly cycle to a bi-weekly cycle would lessen the impact of the delay by providing a mid-month payment in the month of transition. Accounting should use accruals to have the monthly books reflect the month's payroll expense.

Employee Records: *develop standard forms and procedures for capturing all employee pay and personal information, store securely and electronically as back-up for whatever HRIS system is used.* Historically, it seems that pay rate changes were entered directly into QuickBooks without back-up or any way to verify changes were made accurately. This process can easily lead to errors.

HRIS: *procure a proper HRIS system that tracks employee information and pay history that is accessible to employees.* The challenges with QuickBooks and past payroll practices have led to confusing paystubs, unanswered staff questions about pay and a general loss of trust in the payroll process. Employee pay is such a crucial area to get right – I would prioritize these improvements to start to rebuild trust with staff.

Annual Budget Process

The KCD budget process for the last 2 years has been inconsistent and closely held by management. Program managers have not participated in developing the budget, not been provided their program area budgets after approval and not received budget-to-actual reports throughout the year. *I would recommend Finance work closely with Program Managers to establish a budget that is tied to goals/outcomes, communicate clearly with all staff on the budget approval process and provide timely and accurate budget-to-actual reports to Program Managers throughout the year.* It will likely take some time to build trust with the Program Managers. Budget participation is a good step towards that and will allow Program Managers to feel a sense of ownership over the financial aspects of their program work.

➤ **12/31/2020 Cash, Reserves, Restricted Cash (see attachment 1)**

The "Balance Sheet" provided to the Board of Supervisors as of 12/31/2020, for the 3/23/2021 meeting, is a listing of cash by account and restriction area – not a full balance sheet as there are no Liability or Net Assets amounts listed and there were clearly balances in non-cash accounts at 12/31/2020 per the Trial Balance in MIP. The cash balances listed do foot to the bank statements and Ava reported that she did a considerable amount of work with Brandy and Program Managers to determine the status of reserve and restricted cash amounts.

Following is a summary of the 12/31/2020 balance by area and purpose/restriction for each area as reported by Ava:

Current Operating: \$3,084,354

Purpose: Current Operations, not specifically restricted.

Cashflow: Rates and charges are deposited directly into the "LGIP" account periodically with the bulk of the deposits coming after property taxes are paid in April and October. KCD Finance requests Board of Supervisor Chair or Vice Chair to transfer funds into the Bank of America checking account periodically

throughout the month to cover payroll and check runs. Two US Bank accounts hold a portion of operating cash as well. I'm unclear about the function of these US Bank Accounts.

Contingency Reserve: \$1,883,603

Purpose: Board of Supervisors-designated "rainy day fund". It's not clear if there is a reserve policy that outlines use, repayment, or balance goals. Some of the reserve is in a US Bank Account and the remainder is an amount flagged reserve in the LGIP account. *I recommend establishing a clear reserve policy for this amount and then transferring all board-restricted funds to one account that doesn't have regular operating activity in order to preserve the reserve balance.*

Election Reserve: \$512,000

Purpose: There is a reserve established by Board of Supervisors to fund election costs over the annual budgeted election costs. *I would recommend including this board-designated reserve in the reserve policy.*

Working Lands Breakout: \$630,017

Purpose: These are funds remaining from a lawsuit filed by rates and charges payers. Money was set aside for certain bodies of work (rather than returned to rate payers). The original amount set aside was \$1.4 million. There is reportedly a spreadsheet with all the cost details and historic spending related to these funds. It's not clear to me who manages this fund and the expenditures, or what the reporting requirements are. The funds are in one of the two US Bank accounts.

Operating Rollover: \$170,000

Purpose: These are uncommitted funds that were previously set aside for vehicle purchases, subsequently vetoed by the BOS. The funds are in the LGIP account.

Member Jurisdiction: \$2,621,724

This money is part of the member jurisdiction program and includes unspent money for cities/jurisdictions from prior years' rates and charges funding as well as money set aside for work-in-progress projects. There are detailed records supporting the balances by jurisdiction which Jessica maintains. Jessica manages an annual grant program to distribute the funds, track the spending and report on projects and unspent funds. KCD has determined that although the funds do have an expiration date (KCD can release the jurisdiction reserve on the funds after a certain number of years of the funds going unspent), it would not be politically prudent to redistribute unused funds. There are two challenges to having this reserve continue to grow. First, there is an internal cost to tracking unspent funds and the larger it grows, the more complicated tracking becomes. Second, allowing this fund to grow larger over time on the balance sheet could be interpreted as ineffective management of jurisdiction rates and charges funding. Much of Jessica's time is spent managing the administrative components of the Member Jurisdiction program – providing more accounting support to this program might allow Jessica to do more outreach with the purpose of partnering with jurisdictions in spending down unspent funds.

These funds are primarily in the LGIP account.

All Other Reserve: \$524,023

Purpose: Unclear. This reserve is partly related to Brandy's projects, but Ava was reportedly unable to fully determine what made up this reserve. This reserve is in the LGIP account.

LIP: \$1,047,797

Purpose: These represent encumbered costs on active LIP projects, historic project savings earmarked for future maintenance costs (only shoreline projects), project savings on ag and forestry projects available for current year only and then released at the end of the year into general fund. The funds are all in the LGIP account.

Regional Food Reserve: \$1,404,797

Purpose: Unclear.

Sound Transit (Trees for Rail): \$271,185

Purpose: Funding from Sound Transit received in Fall of 2019. Project work is behind.

➤ **2021 Budget (see attachments 2a – 2c)**

The 2021 Budget was presented to and passed by the Board of Supervisors on 11/2/2020. The budget is described as "lean" and only included revenue from executed agreements. The approved budget total is \$8,545,464.51 and is referred to as Version 2.

The backup spreadsheets on the Operations drive for version 2 do not match the pdf provided to the board. The budget total for Version 2 on the Operations drive (and subsequent versions) is \$8,595,360.26, a difference of \$49,895.75. It is unclear from meeting agendas if this budget modification was approved by the BOS.

The 2021 Budget loaded into MIP totals \$8,663,611.26. I've included a comparison of all three budget versions with this report. ***I recommend that the BOS and leadership decide on final 2021 version, archive a pdf and spreadsheet version, and then update MIP if necessary***

Staff and program managers report being unclear which version of the budget for 2021 was passed, what it included and how programs and departments are spending versus budget so far this year. ***It should be a high priority to get actual-to-budget reports out to Program Managers once budget version is determined and account reconciliations are complete.***

Due to concerns about an overly ambitious 2020 Budget, leadership decided to present a budget with only executed funding contracts for 2021, in order to be as conservative as possible. WSCC funds projects on their biennium schedule with grants starting on July 1st. Several project areas are funded for 2 years while some are funded each year. This conservative budgeting approach does not allow for the inclusion of WSCC grants (finalized mid-year) to be included in the budget. This approach therefore requires budget amendments once WSCC funding has been assigned or procured to add in the revenue and assign program costs for the projects. It is not clear if there is an established process for amending the budget or if program managers are aware of this process. If the budgeting process continues along these conservative lines, ***I would recommend developing and training staff on a process for amending the budget in cases where additional funding is secured after the annual budget is approved.***

Grants and Programs

KCD's work is primarily funded by collected Rates and Charges. KCD is authorized by WA State and guided by the WA State Conservation Commission (WSCC). KCD and King County enter into an Interlocal Agreement (ILA), which is renewed every few years to establish a Program of Work that KCD will deliver in exchange for receiving assessment funds. KCD also receives funding from the WSCC and other private and public funders. In 2021, the funding breakdown was as follows:

Rates and Charges	\$7,774,578	91%
Grants	437,886	5%
Plant Sale, Interest, Other	333,000	4%
TOTAL:	\$8,545,465	100%

KCD's work in the current ILA falls into the following categories:

AGRICULTURE AND LOCAL FOOD

2021 BOS Approved Budget = \$1,313,634

2021 Budget

Rates and Charges	\$1,134,019	86%
Grants	179,615	14%
Plant Sale, Interest, Other	0	0%
TOTAL:	\$1,313,634	100%

MIP Program Codes:

605 – Regional Food
917 – Ag Drainage
606 – Urban City Farming
908 – Soil Program

Regional Food Systems, Program Manager – Mary Embleton

This program makes grants, performs outreach, and engages with stakeholders. Annually, the program distributes \$900K in grant money: \$300K through a competitive grant pool and \$600K through strategic initiative grants. The grant process is managed at the program level and works with a grant sub-committee to review proposals, review close-out reports and recommend grants. The BOS approves grants. Grants include a 10% holdback until work is complete. The Program Manager manages a grant tracking worksheet to track grants through the grant term including when grantees invoice KCD for reimbursement.

Finance supports Regional Food Systems by cutting checks to grantees at the Program Manager's request and providing reports to the Program Manager. Grantee checks are often delayed because of the long turn-around time from submission of a voucher to Finance to the point a check is signed by a BOS member and then mailed to the grantee (see recommendation under Finance – Accounts Payable). Grant tracking is not handled by Finance which both puts a significant accounting burden on the program manager as well as limits insights into the overall obligations of KCD as it relates to Regional Food Systems grants.

Agricultural Drainage Assistance – Liz Stockton

KCD collaborates with King County Agricultural Drainage Assistance Program (ADAP) to engage and support landowners with planting plans, ditch repair and maintenance.

Working Lands Initiative funds some projects/research within Ag Drainage. WLI funds are a result of a lawsuit brought by taxpayers. In the settlement, KCD is allowed to spend the money on improvements in the jurisdictions that were a party to the lawsuit. Reportedly, most of these funds were spent although \$630K was still in a reserve account at 12/31/2020. Not clear if Liz (and/or her Program Manager Carrie) are involved in tracking WLI funds or not. More research needed.

Community Agriculture

KCD partners with community organizations to develop and support urban food productions gardens.

CLEAN WATER 2021 BOS Approved Budget = \$2,030,588

MIP Program Codes:

Riparian Land Stewardship:

711 – Marine Shorelines
501 – General Education
710 – Volunteer

Rural Land Stewardship

601 – Food & Farm
602 – Planning
603 – Dairy Planning
604 – Farm Equipment Loan Services
716 – LIP – Rural Land Stewardships

Riparian Restoration and Improvement

701 – General Shoreline
702 – Conservation Projects
705 – CREP
706 – WPC
707 – Plant Sale
715 – LIP – Riparian Restoration and Improvement
712 – Urban Shorelines

Strategic Initiatives

714 – Shore Friendly

2021 Budget

Rates and Charges	\$2,030,588	94%
Grants	12,500	1%
Plant Sale, Rental	120,750	6%
TOTAL:	\$2,163,838	100%

Program Managers:

Carrie King – Farm Services

Debbie Miesinger – Shorelines Program

Nikki Wolf -- Education

Riparian Land Stewardship - Debbie Miesinger and Nikki Wolf

This program focuses on landowner engagement and education with both urban and rural landowners in marine and freshwater environments.

Rural Land Stewardship (Farm Conservation Planning) – Carrie King

This program supports landowner compliance with the Critical Areas and the Livestock Ordinances, developing conservation technical assistance project plans (including farm plans). KCD offers equipment for loan to landowners and cost share programs (LIP) to support conservation practice implementation.

Outcomes for this program are tracked in an outdated Access database which is starting to break down.

Outcome tracking (sometimes referred to as co-operator tracking, I think) is handled differently in different programs. KCD would benefit from a streamlined process for capturing outcome data that

met both compliance and communications goals. A robust project tracking system might provide a good outcome tracking system but a traditional CRM could also be implemented alongside a project tracking system.

- **Landowner Incentive Program (LIP) – Laura Redmond**

LIP is a cost-share program with landowners that provides project funding.

Riparian Restoration/Improvement - Debbie Miesinger

This program provides technical assistance, cost share and work crews to support landowners' improvements implementation. This program includes Discovery Farms, which provides landowners with access to federal funds for buffer improvement through the Conservation Reserve Enhancement Program (CREP).

- **Landowner Incentive Program (LIP) – Laura Redmond**

LIP is a cost-share program with landowners that provides project funding.

This is a cost-share program with 90% project support. Projects are either a traditional cost-share where costs are reimbursed at 90% at the end of the project or the projects use in-house work crews to perform the work. Laura and Debbie maintain a complex set of spreadsheets to manage these projects and costs. They are doing double and triple entry of expenses to maintain these spreadsheets. The multiple manual entries required can lead to errors and eats up program time. ***This is another program area where a reliable system for tracking projects and support from finance is needed. LIP generally requires a robust system to track commitments, expenses by project and provide real-time reporting to keep projects moving forward.***

HEALTHY FORESTS/FOREST STEWARDSHIPS

2021 BOS Approved Budget = \$938,295

2021 Budget

Rates and Charges	\$938,295	100%
Grants	0	0%
Plant Sale, Rental	0	0%
TOTAL:	\$938,295	100%

MIP Program Codes:

912 – Wildfire
913 – Urban Forestry
921 – Small Lot Forestry
717 – LIP – Small Lot
920 – Sound Transit
914 – USDA FS LSR Phase 1

Program Manager: Ellen Arnstein

Wildfire Preparedness

This program supports landowners in modifying landscaping and land management practices that mitigate wildfire risk. Working Lands Funds (WLI) have also been used to fund wildfire preparation workshops – WLI funds available for forestry programs have mostly been spent.

Urban Forest Stewardship

This program supports member jurisdictions to develop projects to maintain and improve canopy on public and private property. Member Jurisdictions can use their Member Jurisdiction funding for these

projects. This is a cost-share program that provides 75% funding of projects. KCD work crews can be used to do this project work.

Ellen uses the cooperators data base to track participants and a spreadsheet to track open urban forestry projects. There has been difficulty getting financial information for these programs from finance historically, challenges with how the budget was developed for 2021 and what was budgeted. ***This is another set of work that would benefit from a streamlined grant/project management system and support.***

Small Lot Forest Stewardship

This program focuses on small-lot forest landowners in unincorporated King County to increase resilience of the forested landscape, provide planning and stewardship classes and support landowners with planning.

- Landowner Incentive Program (LIP) – Laura Redmond

OTHER PROGRAMS			2021 BOS Approved Budget: \$1,610,458
2021 Budget			MIP Program Codes:
Rates and Charges	\$1,610,458	100%	801 – Member Jurisdiction
Grants	0	0%	805 – Member Jurisdiction Grants
Plant Sale, Rental	0	0%	104 – Elections
TOTAL:	\$1,610,458	100%	

Member Jurisdiction – 2021 BOS Approved Budget: \$1,295,172

Program Manager – Jessica Saavedra

This program provides grants to local governments, nonprofit organizations, tribes, and other agencies for high-impact projects that improve natural resources and increase regional conservation. There are 25 member jurisdictions that receive funds through this program. Jurisdictions are required to spend the money themselves and then apply to KCD for reimbursement with a 10% holdback until completion of the project, which includes a site visit by Jessica. Jessica manages a grant portal where jurisdictions (or nonprofits in the city of Seattle) apply for grant funds within KCD-established funding guidelines. Member Jurisdiction dollars can also be spent in partnership with the Urban Forestry Program (managed by Ellen Arnstein) or by engaging in restoration projects and hiring the “third crew”, a work crew hired by KCD. One of the barriers for smaller jurisdictions in using their money is having available resources to think through projects and perform the work. Jessica spends most of her time managing the grant process which includes grant review, grant awards (approved by committee of BOS), evaluating requests for reimbursements and tracking all grant and fund activity. ***This is another area where KCD could shift the financial and administrative load of grants management from the Program Manager to finance/admin people and systems.*** This would allow Jessica to spend more time reaching out directly to jurisdictions and partner with them on how best to use their funds.

City Fact Sheets are prepared and published annually – these reports are posted on the KCD website.

Board of Supervisors Elections – 2021 BOS Approved Budget: \$315,286

With this program KCD partners with King County elections and Democracy Live to host the district's electoral process for the Board of Supervisor positions. The program intends to increase voter awareness of elections and voter access to create a more transparent and open election process.

➤ **General Observations on Program Managers and Program work**

Program Managers are spending a great deal of time doing administrative work, grant and project expense tracking and duplicate entry into unstable and numerous excel spreadsheets. There is not a comprehensive process for tracking projects, costs and outcomes across all programs. Due to the budget reductions in 2020 and the "lean" 2021 budget, there are not administrative support resources in many of the programs. Because MIP has not been activated to be a good grant tracking system, Finance doesn't have a window into much of this program work until checks are required to be cut. Following are a few recommendations, some previously stated, that could alleviate this challenge:

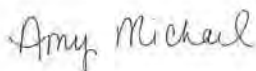
- Evaluate MIP and either scrap it or fully roll it out so that it provides timely operational reports and financial statements
- Invest in a grant/project tracking software that can replace the hundreds of unique spreadsheets currently used to track work. This could eliminate redundant entry, limit errors and provide visibility to Finance and leadership
- Consider centralizing project, grant and expense tracking under Finance/Administration, adding adequate resources and systems so that Program Managers have real-time access to reporting they can pull themselves.
- Include Program Managers in conversations about any of these changes. There is considerable concern among the Project Managers that turning over their grant and project expense tracking to accounting would mean losing visibility into project spending and confidence in the data integrity.

Conclusion

There is really great work happening at KCD. KCD staff have worked hard to meet the needs of the community in thoughtful and creative ways. This has resulted in a very wide scope of program work with unique funding, tracking, and reporting requirements in different program areas. The infrastructure required to support this broad scope of work does not currently exist at KCD. Significant investment is required: qualified finance and accounting staff, new or improved systems to support accounting and project work, and an acknowledgement that this work will take considerable time to complete.

Thanks for trusting me with this work! Please let me know if I can support you and KCD moving forward.

Sincerely,



Amy Michael

KING CONSERVATION DISTRICT
BOARD OF SUPERVISORS FINANCE MEETING
3-22-2021
4:00 PM to 5:00PM– via Teleconference Only

Zoom Link: <https://zoom.us/j/96547340514>

Call In Number: (253) 215-8782

Meeting ID: : 965 4734 0514

Meeting Agenda

Call to Order

1. Preliminary Matters:

4:00 PM-4:02 PM

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

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

2. Public Comment

4:02 PM – 5:00 PM

3. Finance:

- a) AI 21-026 2020 Year End Report
- b) January and February 2021 financials

2020 Year End

King Conservation District
Balance Sheet
As of 12/31/2020

(In Whole Numbers)

	Current Operating	Contingency Reserve	Election Reserve	Working Funds Breakout	Operating Rollover	Member Jurisdiction	All Other Reserve	LIP	Regional Food Reserve	Sound Transit	Total
Assets											
Current Assets											
Cash & Cash Equivalents:											
Bank of America - 0425	28,894.00	0.00	0.00	0.00	0.00	51,430.00	0.00	0.00	0.00	27,662.00	107,986.00
US Bank - 2525	22,874.00	0.00	0.00	630,017.00	0.00	0.00	0.00	0.00	0.00	243,923.00	896,814.00
US Bank - 0152	367,204.00	250,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	617,204.00
LOP	<u>2,865,389.00</u>	<u>1,633,603.00</u>	<u>512,000.00</u>	<u>0.00</u>	<u>170,000.00</u>	<u>2,570,294.00</u>	<u>624,023.00</u>	<u>1,047,797.00</u>	<u>1,404,977.00</u>	<u>0.00</u>	<u>10,528,277.00</u>
Total Cash & Cash Equivalents	3,084,355.00	1,883,603.00	512,000.00	630,017.00	170,000.00	2,621,724.00	624,023.00	1,047,797.00	1,404,977.00	271,185.00	12,149,881.00
Total Assets	<u>3,084,355.00</u>	<u>1,883,603.00</u>	<u>512,000.00</u>	<u>630,017.00</u>	<u>170,000.00</u>	<u>2,621,724.00</u>	<u>624,023.00</u>	<u>1,047,797.00</u>	<u>1,404,977.00</u>	<u>271,185.00</u>	<u>12,149,881.00</u>

[illegible]

King Conservation District
Working Lands Expenses
From 8/1/2020 Through 11/30/2020

Name	Effective Date	Fund Code	GL Code	Rev Src Code	Program Code	Project Code	Task Code	Tran Src	Session ID	Doc Number	ID	Transaction Description	Debit	Credit
		R91	5000	400	601	0	0					Opening Balance		0.00
Joshua E. Monaghan	8/31/2020	R91	5000	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020		59.50
Joshua E. Monaghan	8/31/2020	R91	5200	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020		7.78
Joshua E. Monaghan	8/31/2020	R91	5220	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020		7.64
Joshua E. Monaghan	8/31/2020	R91	5310	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020		4.36
Brett Anderson	8/31/2020	R92	5000	400	601	0	0	PRS	200831 PRS	2008 02	ANDBRE	Employee: ANDBRE; Pay Date: 8/31/2020		566.76
Joshua E. Monaghan	8/31/2020	R92	5000	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020		178.48
Brett Anderson	8/31/2020	R92	5200	400	601	0	0	PRS	200831 PRS	2008 02	ANDBRE	Employee: ANDBRE; Pay Date: 8/31/2020		107.40
Joshua E. Monaghan	8/31/2020	R92	5200	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020		23.35
Brett Anderson	8/31/2020	R92	5220	400	601	0	0	PRS	200831 PRS	2008 02	ANDBRE	Employee: ANDBRE; Pay Date: 8/31/2020		72.77
Joshua E. Monaghan	8/31/2020	R92	5220	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020		22.92
Brett Anderson	8/31/2020	R92	5310	400	601	0	0	PRS	200831 PRS	2008 02	ANDBRE	Employee: ANDBRE; Pay Date: 8/31/2020		43.35
Joshua E. Monaghan	8/31/2020	R92	5310	400	601	0	0	PRS	200831 PRS	2008 22	MONJOS	Employee: MONJOS; Pay Date: 8/31/2020		13.13
Brett Anderson	8/31/2020	R92	5350	400	601	0	0	PRS	200831 PRS	2008 02	ANDBRE	Employee: ANDBRE; Pay Date: 8/31/2020		3.40
Brett Anderson	8/31/2020	R92	5360	400	601	0	0	PRS	200831 PRS	2008 02	ANDBRE	Employee: ANDBRE; Pay Date: 8/31/2020		0.03
Ellen Arnstein	8/31/2020	R94	5000	400	912	R94_Firewise	0	PRS	200831 PRS	2008 03	ARNELL	Employee: ARNELL; Pay Date: 8/31/2020		2,365.05
Matthew Axe	8/31/2020	R94	5000	400	912	R94_Firewise	0	PRS	200831 PRS	2008 05	AXEMAT	Employee: AXEMAT; Pay Date: 8/31/2020		3,754.98
Ellen Arnstein	8/31/2020	R94	5200	400	912	R94_Firewise	0	PRS	200831 PRS	2008 03	ARNELL	Employee: ARNELL; Pay Date: 8/31/2020		283.88
Matthew Axe	8/31/2020	R94	5200	400	912	R94_Firewise	0	PRS	200831 PRS	2008 05	AXEMAT	Employee: AXEMAT; Pay Date: 8/31/2020		126.39
Ellen Arnstein	8/31/2020	R94	5220	400	912	R94_Firewise	0	PRS	200831 PRS	2008 03	ARNELL	Employee: ARNELL; Pay Date: 8/31/2020		303.67
Matthew Axe	8/31/2020	R94	5220	400	912	R94_Firewise	0	PRS	200831 PRS	2008 05	AXEMAT	Employee: AXEMAT; Pay Date: 8/31/2020		482.14
Ellen Arnstein	8/31/2020	R94	5310	400	912	R94_Firewise	0	PRS	200831 PRS	2008 03	ARNELL	Employee: ARNELL; Pay Date: 8/31/2020		180.89
Matthew Axe	8/31/2020	R94	5310	400	912	R94_Firewise	0	PRS	200831 PRS	2008 05	AXEMAT	Employee: AXEMAT; Pay Date: 8/31/2020		287.25
Ellen Arnstein	8/31/2020	R94	5350	400	912	R94_Firewise	0	PRS	200831 PRS	2008 03	ARNELL	Employee: ARNELL; Pay Date: 8/31/2020		14.19
Matthew Axe	8/31/2020	R94	5350	400	912	R94_Firewise	0	PRS	200831 PRS	2008 05	AXEMAT	Employee: AXEMAT; Pay Date: 8/31/2020		22.52
Ellen Arnstein	8/31/2020	R94	5360	400	912	R94_Firewise	0	PRS	200831 PRS	2008 03	ARNELL	Employee: ARNELL; Pay Date: 8/31/2020		0.10
Matthew Axe	8/31/2020	R94	5360	400	912	R94_Firewise	0	PRS	200831 PRS	2008 05	AXEMAT	Employee: AXEMAT; Pay Date: 8/31/2020		1.58
Lowe's	9/11/2020	R92	6410	400	917	0	0	CD	200929 CD	41630		Supplies for Ag Drainage Assistance Project		5.03
Dept of Ecology	9/16/2020	R92	7822	400	702	EBT/ADAP_202	0	API	200924 API	WC000000109	Dept of Ecology	3 Crews and 1 IP - July 2020		1,372.87
Carrie King	9/30/2020	R92	5000	400	601	0	0	PRS	200930 PRS	2009 12	KINCAR	Employee: KINCAR; Pay Date: 9/30/2020		349.99
Peter Landry	9/30/2020	R92	5000	400	601	0	0	PRS	200930 PRS	2009 13	LANPET	Employee: LANPET; Pay Date: 9/30/2020		259.64
Carrie King	9/30/2020	R92	5200	400	601	0	0	PRS	200930 PRS	2009 12	KINCAR	Employee: KINCAR; Pay Date: 9/30/2020		36.45
Peter Landry	9/30/2020	R92	5200	400	601	0	0	PRS	200930 PRS	2009 13	LANPET	Employee: LANPET; Pay Date: 9/30/2020		45.66
Carrie King	9/30/2020	R92	5220	400	601	0	0	PRS	200930 PRS	2009 12	KINCAR	Employee: KINCAR; Pay Date: 9/30/2020		44.94
Peter Landry	9/30/2020	R92	5220	400	601	0	0	PRS	200930 PRS	2009 13	LANPET	Employee: LANPET; Pay Date: 9/30/2020		33.34
Carrie King	9/30/2020	R92	5240	400	601	0	0	PRS	200930 PRS	2009 12	KINCAR	Employee: KINCAR; Pay Date: 9/30/2020		1.83
Peter Landry	9/30/2020	R92	5310	400	601	0	0	PRS	200930 PRS	2009 12	KINCAR	Employee: KINCAR; Pay Date: 9/30/2020		26.77
Carrie King	9/30/2020	R92	5310	400	601	0	0	PRS	200930 PRS	2009 13	LANPET	Employee: LANPET; Pay Date: 9/30/2020		18.25
Peter Landry	9/30/2020	R92	5360	400	601	0	0	PRS	200930 PRS	2009 12	KINCAR	Employee: KINCAR; Pay Date: 9/30/2020		0.01
Ellen Arnstein	9/30/2020	R94	5000	400	912	R94_Firewise	0	PRS	200930 PRS	2009 03	ARNELL	Employee: ARNELL; Pay Date: 9/30/2020		0.07
Ellen Arnstein	9/30/2020	R94	5200	400	912	R94_Firewise	0	PRS	200930 PRS	2009 03	ARNELL	Employee: ARNELL; Pay Date: 9/30/2020		2,180.71
Ellen Arnstein	9/30/2020	R94	5220	400	912	R94_Firewise	0	PRS	200930 PRS	2009 03	ARNELL	Employee: ARNELL; Pay Date: 9/30/2020		261.73
												Employee: ARNELL; Pay Date: 9/30/2020		280.00

King Conservation District
Working Lands Expenses
From 8/1/2020 Through 11/30/2020

Name	Effective Date	Fund Code	GL Code	Rev Src Code	Program Code	Project Code	Task Code	Tran Src	Session ID	Doc Number	ID	Transaction Description	Debit	Credit
Ellen Arnstein	9/30/2020	R94	5310	400	912	R94_Firewise	0	PRS	200930 PRS	2009 03	ARNELL	Employee: ARNELL; Pay Date: 9/30/2020	166.79	
Ellen Arnstein	9/30/2020	R94	5350	400	912	R94_Firewise	0	PRS	200930 PRS	2009 03	ARNELL	Employee: ARNELL; Pay Date: 9/30/2020	13.08	
Ellen Arnstein	9/30/2020	R94	5360	400	912	R94_Firewise	0	PRS	200930 PRS	2009 03	ARNELL	Employee: ARNELL; Pay Date: 9/30/2020	0.09	
Dept of Ecology	10/7/2020	R92	7822	400	702	EBT/ADAP_202	0	API	201022 API	WC000000150	Dept of Ecology	3 Crews and 1 IP - August 2020	1,124.49	
Brett Anderson	10/31/2020	R92	5000	400	601	0	0	PRS	201031 PRS	2010 02	ANDBRE	Employee: ANDBRE; Pay Date: 10/31/2020	593.76	
Carrie King	10/31/2020	R92	5000	400	601	0	0	PRS	201031 PRS	2010 12	KINCAR	Employee: KINCAR; Pay Date: 10/31/2020	349.99	
Joshua E. Monaghan	10/31/2020	R92	5000	400	601	0	0	PRS	201031 PRS	2010 22	MONJOS	Employee: MONJOS; Pay Date: 10/31/2020	401.57	
Brett Anderson	10/31/2020	R92	5200	400	601	0	0	PRS	201031 PRS	2010 02	ANDBRE	Employee: ANDBRE; Pay Date: 10/31/2020	112.52	
Carrie King	10/31/2020	R92	5200	400	601	0	0	PRS	201031 PRS	2010 12	KINCAR	Employee: KINCAR; Pay Date: 10/31/2020	36.45	
Joshua E. Monaghan	10/31/2020	R92	5200	400	601	0	0	PRS	201031 PRS	2010 22	MONJOS	Employee: MONJOS; Pay Date: 10/31/2020	66.19	
Brett Anderson	10/31/2020	R92	5220	400	601	0	0	PRS	201031 PRS	2010 02	ANDBRE	Employee: ANDBRE; Pay Date: 10/31/2020	76.24	
Carrie King	10/31/2020	R92	5220	400	601	0	0	PRS	201031 PRS	2010 12	KINCAR	Employee: KINCAR; Pay Date: 10/31/2020	44.94	
Joshua E. Monaghan	10/31/2020	R92	5220	400	601	0	0	PRS	201031 PRS	2010 22	MONJOS	Employee: MONJOS; Pay Date: 10/31/2020	51.56	
Carrie King	10/31/2020	R92	5240	400	601	0	0	PRS	201031 PRS	2010 12	KINCAR	Employee: KINCAR; Pay Date: 10/31/2020	1.83	
Brett Anderson	10/31/2020	R92	5310	400	601	0	0	PRS	201031 PRS	2010 02	ANDBRE	Employee: ANDBRE; Pay Date: 10/31/2020	45.41	
Carrie King	10/31/2020	R92	5310	400	601	0	0	PRS	201031 PRS	2010 12	KINCAR	Employee: KINCAR; Pay Date: 10/31/2020	25.77	
Joshua E. Monaghan	10/31/2020	R92	5310	400	601	0	0	PRS	201031 PRS	2010 22	MONJOS	Employee: MONJOS; Pay Date: 10/31/2020	29.23	
Brett Anderson	10/31/2020	R92	5350	400	601	0	0	PRS	201031 PRS	2010 02	ANDBRE	Employee: ANDBRE; Pay Date: 10/31/2020	3.56	
Brett Anderson	10/31/2020	R92	5360	400	601	0	0	PRS	201031 PRS	2010 02	ANDBRE	Employee: ANDBRE; Pay Date: 10/31/2020	0.03	
Carrie King	10/31/2020	R92	5360	400	601	0	0	PRS	201031 PRS	2010 12	KINCAR	Employee: KINCAR; Pay Date: 10/31/2020	0.01	
Joshua E. Monaghan	10/31/2020	R92	5360	400	601	0	0	PRS	201031 PRS	2010 22	MONJOS	Employee: MONJOS; Pay Date: 10/31/2020	0.01	
Dept of Ecology	11/1/2020	R92	7822	400	702	EBT/ADAP_202	0	API	201105 API	WC000000164	Dept of Ecology	3 Crews and 1 IP - September 2020	1,371.55	
Pine Brook Meadows Homeowners Association	11/1/2020	R94	9994	400	912	WLI-2020-01	0	API	201105c API	102620-PBMHOA	Pine Brook	WLI Contract: WLI-2020-01; Forest Health Mgmt	7,637.16	
Carrie King	11/30/2020	R92	5000	400	601	0	0	PRS	201130 PRS	2011 12	KINCAR	Employee: KINCAR; Pay Date: 11/30/2020	216.36	
Joshua E. Monaghan	11/30/2020	R92	5000	400	601	0	0	PRS	201130 PRS	2011 22	MONJOS	Employee: MONJOS; Pay Date: 11/30/2020	1,399.76	
Carrie King	11/30/2020	R92	5200	400	601	0	0	PRS	201130 PRS	2011 12	KINCAR	Employee: KINCAR; Pay Date: 11/30/2020	22.52	
Joshua E. Monaghan	11/30/2020	R92	5200	400	601	0	0	PRS	201130 PRS	2011 22	MONJOS	Employee: MONJOS; Pay Date: 11/30/2020	0.03	
Carrie King	11/30/2020	R92	5220	400	601	0	0	PRS	201130 PRS	2011 12	KINCAR	Employee: KINCAR; Pay Date: 11/30/2020	27.78	
Carrie King	11/30/2020	R92	5240	400	601	0	0	PRS	201130 PRS	2011 12	KINCAR	Employee: KINCAR; Pay Date: 11/30/2020	1.13	
Carrie King	11/30/2020	R92	5310	400	601	0	0	PRS	201130 PRS	2011 12	KINCAR	Employee: KINCAR; Pay Date: 11/30/2020	16.54	
Joshua E. Monaghan	11/30/2020	R92	5310	400	601	0	0	PRS	201130 PRS	2011 22	MONJOS	Employee: MONJOS; Pay Date: 11/30/2020	107.09	
Carrie King	11/30/2020	R92	5360	400	601	0	0	PRS	201130 PRS	2011 12	KINCAR	Employee: KINCAR; Pay Date: 11/30/2020	0.01	
Transaction Total													27,796.23	0
Report Opening/Current Balance													0.00	0
Report Transaction Totals													27,796.23	0
Report Current Balances													27,796.23	0

King Conservation District
Working Lands Expenses
From 8/1/2020 Through 11/30/2020

Name	Effective Date	Fund Code	GL Code	Rev Src Code	Program Code	Project Code	Task Code	Tran Src	Session ID	Doc Number	ID	Transaction Description	Debit	Credit
Report Difference														<u>27,796.23</u>

King Conservation District
Working Lands Expenses
From 12/1/2020 Through 12/31/2020

Name	Effective Date	Fund Code	GL Code	Rev Src Code	Program Code	Project Code	Task Code	Tran Src	Session ID	Doc Number	ID	Transaction Description	Debit	C
		R92	6410	400	702	EBT/ADAP_202 0						Opening Balance	0.00	
WACD Plant Materials Center	12/8/2020	R92	6410	400	702	EBT/ADAP_202 0		API	201209 API	21-296-Deposit	WACD Plant Mate	Plants for the EBT/ADAP Project	322.00	
Carrie King	12/31/2020	R92	5000	400	601	0	0	PRS	201231 PRS	2012 12	KINCAR	Employee: KINCAR; Pay Date: 12/31/2020	180.96	
Carrie King	12/31/2020	R92	5200	400	601	0	0	PRS	201231 PRS	2012 12	KINCAR	Employee: KINCAR; Pay Date: 12/31/2020	19.85	
Carrie King	12/31/2020	R92	5220	400	601	0	0	PRS	201231 PRS	2012 12	KINCAR	Employee: KINCAR; Pay Date: 12/31/2020	23.23	
Carrie King	12/31/2020	R92	5240	400	601	0	0	PRS	201231 PRS	2012 12	KINCAR	Employee: KINCAR; Pay Date: 12/31/2020	0.95	
Carrie King	12/31/2020	R92	5310	400	601	0	0	PRS	201231 PRS	2012 12	KINCAR	Employee: KINCAR; Pay Date: 12/31/2020	13.84	
Carrie King	12/31/2020	R92	5360	400	601	0	0	PRS	201231 PRS	2012 12	KINCAR	Employee: KINCAR; Pay Date: 12/31/2020	0.01	
												Transaction Total	<u>559.84</u>	-
Report Opening/Current Balance													<u>0.00</u>	-
Report Transaction Totals													<u>559.84</u>	-
Report Current Balances													<u>559.84</u>	-
Report Difference													<u>559.84</u>	-

King Conservation District
Sound Transit Expenses
From 1/1/2020 Through 12/31/2020

Name	Effective Date	Fund Code	GL Code	Rev Src Code	Program Code	Project Code	Task Code	Tran Src	Session ID	Doc Number	ID	Transaction Description	Debit	Credit
		ST2020	7706	1503020	920	FSL_SoundTran	0					Opening Balance	0.00	
Uwajimaya	2/5/2020	ST2020	7706	1503020	920	FSL_SoundTran	0	CD	200227	CD	020520-UP	Uwajimaya	Parking for ST Project Meeting RE: Shared Communications	15.00
Environmental Coalition of South Seattle (ECOSS)	2/10/2020	ST2020	7840	1503020	920	FSL_SoundTran	15030202	API	200227	API	00001	Environmental Coalition of South Seattle	LLE UTC&Landscape Enhancement Project - Engagement Strategy Development / Implementation	2,726.79
Environmental Coalition of South Seattle (ECOSS)	3/10/2020	ST2020	7840	1503020	920	FSL_SoundTran	0	API	200311	API	00002	Environmental Coalition of South Seattle	LLE UTC&Landscape Enhancement Project - Engagement Strategy Development / Implementation	1,785.62
Brandy A. Reed	3/30/2020	ST2020	5000	1301300	920	FSL_SoundTran	0	PRS	200331	PRS	2003 24	REEBRA	Employee: REEBRA; Pay Date: 3/31/2020	964.82
Brandy A. Reed	3/30/2020	ST2020	5200	1301300	920	FSL_SoundTran	0	PRS	200331	PRS	2003 24	REEBRA	Employee: REEBRA; Pay Date: 3/31/2020	85.86
Brandy A. Reed	3/30/2020	ST2020	5220	1301300	920	FSL_SoundTran	0	PRS	200331	PRS	2003 24	REEBRA	Employee: REEBRA; Pay Date: 3/31/2020	124.75
Brandy A. Reed	3/30/2020	ST2020	5310	1301300	920	FSL_SoundTran	0	PRS	200331	PRS	2003 24	REEBRA	Employee: REEBRA; Pay Date: 3/31/2020	72.69
Brandy A. Reed	3/30/2020	ST2020	5350	1301300	920	FSL_SoundTran	0	PRS	200331	PRS	2003 24	REEBRA	Employee: REEBRA; Pay Date: 3/31/2020	5.83
Brandy A. Reed	3/30/2020	ST2020	5360	1301300	920	FSL_SoundTran	0	PRS	200331	PRS	2003 24	REEBRA	Employee: REEBRA; Pay Date: 3/31/2020	0.03
Environmental Coalition of South Seattle (ECOSS)	4/9/2020	ST2020	7840	1503020	920	FSL_SoundTran	0	API	200422c	API	00003	Environmental Coalition of South Seattle	LLE UTC&Landscape Enhancement Project - Engagement Strategy Development / Implementation	965.02
Brandy A. Reed	4/30/2020	ST2020	5000	1301300	920	FSL_SoundTran	0	PRS	200430	PRS	2004 24	REEBRA	Employee: REEBRA; Pay Date: 4/30/2020	77.11
Brandy A. Reed	4/30/2020	ST2020	5200	1301300	920	FSL_SoundTran	0	PRS	200430	PRS	2004 24	REEBRA	Employee: REEBRA; Pay Date: 4/30/2020	6.49
Brandy A. Reed	4/30/2020	ST2020	5220	1301300	920	FSL_SoundTran	0	PRS	200430	PRS	2004 24	REEBRA	Employee: REEBRA; Pay Date: 4/30/2020	9.94
Brandy A. Reed	4/30/2020	ST2020	5310	1301300	920	FSL_SoundTran	0	PRS	200430	PRS	2004 24	REEBRA	Employee: REEBRA; Pay Date: 4/30/2020	5.80
Brandy A. Reed	4/30/2020	ST2020	5350	1301300	920	FSL_SoundTran	0	PRS	200430	PRS	2004 24	REEBRA	Employee: REEBRA; Pay Date: 4/30/2020	0.46
Brandy A. Reed	5/29/2020	ST2020	5000	1301300	920	FSL_SoundTran	0	PRS	200529	PRS	2005 24	REEBRA	Employee: REEBRA; Pay Date: 5/31/2020	166.93
Brandy A. Reed	5/29/2020	ST2020	5200	1301300	920	FSL_SoundTran	0	PRS	200529	PRS	2005 24	REEBRA	Employee: REEBRA; Pay Date: 5/31/2020	14.33
Brandy A. Reed	5/29/2020	ST2020	5220	1301300	920	FSL_SoundTran	0	PRS	200529	PRS	2005 24	REEBRA	Employee: REEBRA; Pay Date: 5/31/2020	21.58
Brandy A. Reed	5/29/2020	ST2020	5310	1301300	920	FSL_SoundTran	0	PRS	200529	PRS	2005 24	REEBRA	Employee: REEBRA; Pay Date: 5/31/2020	12.59
Brandy A. Reed	5/29/2020	ST2020	5350	1301300	920	FSL_SoundTran	0	PRS	200529	PRS	2005 24	REEBRA	Employee: REEBRA; Pay Date: 5/31/2020	1.01
Brandy A. Reed	5/29/2020	ST2020	5360	1301300	920	FSL_SoundTran	0	PRS	200529	PRS	2005 24	REEBRA	Employee: REEBRA; Pay Date: 5/31/2020	0.01
Brandy A. Reed	6/30/2020	ST2020	5000	1301300	920	FSL_SoundTran	0	PRS	200630	PRS	2006 24	REEBRA	Employee: REEBRA; Pay Date: 6/30/2020	662.20
Brandy A. Reed	6/30/2020	ST2020	5200	1301300	920	FSL_SoundTran	0	PRS	200630	PRS	2006 24	REEBRA	Employee: REEBRA; Pay Date: 6/30/2020	56.82
Brandy A. Reed	6/30/2020	ST2020	5220	1301300	920	FSL_SoundTran	0	PRS	200630	PRS	2006 24	REEBRA	Employee: REEBRA; Pay Date: 6/30/2020	85.61
Brandy A. Reed	6/30/2020	ST2020	5310	1301300	920	FSL_SoundTran	0	PRS	200630	PRS	2006 24	REEBRA	Employee: REEBRA; Pay Date: 6/30/2020	49.91
Brandy A. Reed	6/30/2020	ST2020	5350	1301300	920	FSL_SoundTran	0	PRS	200630	PRS	2006 24	REEBRA	Employee: REEBRA; Pay Date: 6/30/2020	0.32
Brandy A. Reed	6/30/2020	ST2020	5360	1301300	920	FSL_SoundTran	0	PRS	200630	PRS	2006 24	REEBRA	Employee: REEBRA; Pay Date: 6/30/2020	0.02
Brandy A. Reed	7/31/2020	ST2020	5000	1301300	920	FSL_SoundTran	0	PRS	200731	PRS	2007 25	REEBRA	Employee: REEBRA; Pay Date: 7/31/2020	974.20
Deirdre A. Grace	7/31/2020	ST2020	5000	1503020	920	FSL_SoundTran	0	PRS	200731	PRS	2007 12	GRADEI	Employee: GRADEI; Pay Date: 7/31/2020	475.60
Brandy A. Reed	7/31/2020	ST2020	5200	1301300	920	FSL_SoundTran	0	PRS	200731	PRS	2007 25	REEBRA	Employee: REEBRA; Pay Date: 7/31/2020	80.02
Deirdre A. Grace	7/31/2020	ST2020	5200	1503020	920	FSL_SoundTran	0	PRS	200731	PRS	2007 12	GRADEI	Employee: GRADEI; Pay Date: 7/31/2020	18.07
Brandy A. Reed	7/31/2020	ST2020	5220	1301300	920	FSL_SoundTran	0	PRS	200731	PRS	2007 25	REEBRA	Employee: REEBRA; Pay Date: 7/31/2020	125.90
Deirdre A. Grace	7/31/2020	ST2020	5220	1503020	920	FSL_SoundTran	0	PRS	200731	PRS	2007 12	GRADEI	Employee: GRADEI; Pay Date: 7/31/2020	62.44
Brandy A. Reed	7/31/2020	ST2020	5310	1301300	920	FSL_SoundTran	0	PRS	200731	PRS	2007 25	REEBRA	Employee: REEBRA; Pay Date: 7/31/2020	73.48
Deirdre A. Grace	7/31/2020	ST2020	5310	1503020	920	FSL_SoundTran	0	PRS	200731	PRS	2007 12	GRADEI	Employee: GRADEI; Pay Date: 7/31/2020	36.38
Brandy A. Reed	7/31/2020	ST2020	5360	1301300	920	FSL_SoundTran	0	PRS	200731	PRS	2007 25	REEBRA	Employee: REEBRA; Pay Date: 7/31/2020	0.03
Deirdre A. Grace	7/31/2020	ST2020	5360	1503020	920	FSL_SoundTran	0	PRS	200731	PRS	2007 12	GRADEI	Employee: GRADEI; Pay Date: 7/31/2020	0.01

King Conservation District
Sound Transit Expenses
From 1/1/2020 Through 12/31/2020

Name	Effective Date	Fund Code	GL Code	Rev Src Code	Program Code	Project Code	Task Code	Tran Src	Session ID	Doc Number	ID	Transaction Description	Debit	Credit
Environmental Coalition of South Seattle (ECOSS)	8/11/2020	ST2020	7822	1503020	920	FSI_SoundTran 0	API	200817	API	00004	Environmental Coalition of South Seattle	LLE YTC&Landscape Enhancement Project - Engagement Strategy Development	1,910.73	
Brandy A. Reed	8/31/2020	ST2020	5000	1301300	920	FSI_SoundTran 0	PRS	200831	PRS	2008 24	REEBRA	Employee: REEBRA; Pay Date: 8/31/2020	154.69	
Brandy A. Reed	8/31/2020	ST2020	5200	1301300	920	FSI_SoundTran 0	PRS	200831	PRS	2008 24	REEBRA	Employee: REEBRA; Pay Date: 8/31/2020	12.98	
Brandy A. Reed	8/31/2020	ST2020	5220	1301300	920	FSI_SoundTran 0	PRS	200831	PRS	2008 24	REEBRA	Employee: REEBRA; Pay Date: 8/31/2020	19.99	
Brandy A. Reed	8/31/2020	ST2020	5310	1301300	920	FSI_SoundTran 0	PRS	200831	PRS	2008 24	REEBRA	Employee: REEBRA; Pay Date: 8/31/2020	11.66	
Brandy A. Reed	9/30/2020	ST2020	5000	1301300	920	FSI_SoundTran 0	PRS	200930	PRS	2009 24	REEBRA	Employee: REEBRA; Pay Date: 9/30/2020	398.28	
Deidre A. Grace	9/30/2020	ST2020	5000	1503020	920	FSI_SoundTran 0	PRS	200930	PRS	2009 11	GRADEI	Employee: GRADEI; Pay Date: 9/30/2020	868.51	
Brandy A. Reed	9/30/2020	ST2020	5200	1301300	920	FSI_SoundTran 0	PRS	200930	PRS	2009 24	REEBRA	Employee: REEBRA; Pay Date: 9/30/2020	34.63	
Deidre A. Grace	9/30/2020	ST2020	5200	1503020	920	FSI_SoundTran 0	PRS	200930	PRS	2009 11	GRADEI	Employee: GRADEI; Pay Date: 9/30/2020	33.02	
Brandy A. Reed	9/30/2020	ST2020	5220	1301300	920	FSI_SoundTran 0	PRS	200930	PRS	2009 24	REEBRA	Employee: REEBRA; Pay Date: 9/30/2020	51.48	
Deidre A. Grace	9/30/2020	ST2020	5220	1503020	920	FSI_SoundTran 0	PRS	200930	PRS	2009 11	GRADEI	Employee: GRADEI; Pay Date: 9/30/2020	114.03	
Brandy A. Reed	9/30/2020	ST2020	5310	1301300	920	FSI_SoundTran 0	PRS	200930	PRS	2009 24	REEBRA	Employee: REEBRA; Pay Date: 9/30/2020	30.02	
Deidre A. Grace	9/30/2020	ST2020	5310	1503020	920	FSI_SoundTran 0	PRS	200930	PRS	2009 11	GRADEI	Employee: GRADEI; Pay Date: 9/30/2020	66.45	
Brandy A. Reed	9/30/2020	ST2020	5360	1301300	920	FSI_SoundTran 0	PRS	200930	PRS	2009 24	REEBRA	Employee: REEBRA; Pay Date: 9/30/2020	0.01	
Deidre A. Grace	9/30/2020	ST2020	5360	1503020	920	FSI_SoundTran 0	PRS	200930	PRS	2009 11	GRADEI	Employee: GRADEI; Pay Date: 9/30/2020	0.03	
Brandy A. Reed	10/31/2020	ST2020	5000	1301300	920	FSI_SoundTran 0	PRS	201031	PRS	2010 24	REEBRA	Employee: REEBRA; Pay Date: 10/31/2020	454.31	
Brandy A. Reed	10/31/2020	ST2020	5200	1301300	920	FSI_SoundTran 0	PRS	201031	PRS	2010 24	REEBRA	Employee: REEBRA; Pay Date: 10/31/2020	39.14	
Brandy A. Reed	10/31/2020	ST2020	5220	1301300	920	FSI_SoundTran 0	PRS	201031	PRS	2010 24	REEBRA	Employee: REEBRA; Pay Date: 10/31/2020	58.73	
Brandy A. Reed	10/31/2020	ST2020	5310	1301300	920	FSI_SoundTran 0	PRS	201031	PRS	2010 24	REEBRA	Employee: REEBRA; Pay Date: 10/31/2020	34.24	
Brandy A. Reed	10/31/2020	ST2020	5360	1301300	920	FSI_SoundTran 0	PRS	201031	PRS	2010 24	REEBRA	Employee: REEBRA; Pay Date: 10/31/2020	0.01	
Brandy Reed	12/9/2020	ST2020	7706	1503020	920	0	API	201217c	API	120920-BR	Reed, Brandy	Reimbursement for Travel and Mileage.	26.10	
Michael R. Lasecki	12/31/2020	ST2020	5000	1503020	920	FSI_SoundTran 0	PRS	201231	PRS	2012 14	LASMIC	Employee: LASMIC; Pay Date: 12/31/2020	33.69	
Michael R. Lasecki	12/31/2020	ST2020	5200	1503020	920	FSI_SoundTran 0	PRS	201231	PRS	2012 14	LASMIC	Employee: LASMIC; Pay Date: 12/31/2020	5.11	
Michael R. Lasecki	12/31/2020	ST2020	5220	1503020	920	FSI_SoundTran 0	PRS	201231	PRS	2012 14	LASMIC	Employee: LASMIC; Pay Date: 12/31/2020	4.32	
Michael R. Lasecki	12/31/2020	ST2020	5310	1503020	920	FSI_SoundTran 0	PRS	201231	PRS	2012 14	LASMIC	Employee: LASMIC; Pay Date: 12/31/2020	2.58	
Michael R. Lasecki	12/31/2020	ST2020	5360	1503020	920	FSI_SoundTran 0	PRS	201231	PRS	2012 14	LASMIC	Employee: LASMIC; Pay Date: 12/31/2020	0.01	
Transaction Total													14,128.43	0
Report Opening/Current Balance													0.00	0
Report Transaction Totals													14,128.43	0
Report Current Balances													14,128.43	0
Report Difference													14,128.43	

King Conservation District
COVID Expense Report
From 1/1/2020 Through 12/31/2020

Effective Date	Fund Code	GL Code	Rev Src Code	Program Code	Project Code	Task Code	Tran Srce	Session ID	Doc Number	Transaction Description	Debit	Credit
	0	8650	400	302	0	0				Opening Balance	0.00	
4/1/2020	0	8650	400	302	0	0	CD	200429 CD	112-7043284-	Face Masks - COVID-19 Expenses	82.80	
4/1/2020	0	8650	400	302	0	0	CD	200429 CD	112-8821913-	Gloves for Office - COVID-19 Expenses	70.68	
4/9/2020	0	8650	400	302	0	0	CD	200429 CD	111-8343097-	Office Supplies - COVID-19 Related Expenses	158.94	
4/10/2020	0	8650	400	302	0	0	CD	200429 CD	1964728	Supplies - COVID-19 Related Expenses	290.14	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	041720-Lowes	Tape - COVID Expenses	51.82	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	111-5871576-	Thermometer - COVID Expenses	69.59	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	112-2185572-	UV Sanitizer - COVID Expenses	87.84	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	112-2605608-	Gloves - COVID Expenses	47.28	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	112-3355558-	Antibacterial Soap - COVID Expenses	184.80	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	112-3682431-	Spray Bottles - COVID Expenses	87.96	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	112-3682431-	Disposable Face Masks - COVID Expenses	76.98	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	112-3682431-	Gloves - COVID Expenses	118.74	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	112-5376599-	Latex Gloves - COVID Expenses	126.29	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	112-5995953-	Gloves - COVID Expenses	15.38	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	112-6963349-	Bucket - COVID Expenses	22.90	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	112-6963349-	Tax - COVID Expenses	4.59	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	112-6963349-	Towels - COVID Expenses	22.90	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	112-8367878-	Bleach - COVID Expenses	51.15	
5/1/2020	0	8650	400	302	0	0	CD	200528b CD	842421	Face Masks - COVID Expenses	42.95	
5/19/2020	0	8650	400	302	0	0	CD	200528b CD	111-2931540-	Crates - COVID Expenses	64.53	
5/19/2020	0	8650	400	302	0	0	CD	200528b CD	112-1956097-	Crates - COVID Expenses	64.53	
6/1/2020	0	8650	400	302	0	0	API	200617 API	052920-PL	Reimbursement for COVID19 Related Expenses	105.74	
6/1/2020	0	8650	400	302	0	0	CD	200629b CD	111-6020810-	Face Masks - COVID Related Expenses	211.12	
6/1/2020	0	8650	400	302	0	0	CD	200629b CD	112-7483974-	Milk Crates - COVID Related Expenses	331.38	
6/2/2020	0	8650	400	302	0	0	CD	200629b CD	9548581199	Gloves for Office - COVID Related Expenses	738.75	
6/2/2020	0	8650	400	302	0	0	CD	200629b CD	9548901744	Sanitizer for Office - COVID Related Expenses	444.40	
6/2/2020	0	8650	400	302	0	0	CD	200629b CD	9548901751	Masks/Bags for Office - COVID Related Expenses	1,604.62	
6/4/2020	0	8650	400	302	0	0	CD	200629b CD	314024	Sneeze Guard Supplies - COVID Related Supplies	374.21	
6/8/2020	0	8650	400	302	0	0	CD	200629b CD	20716	Sneeze Guard Supplies - COVID Related Supplies	75.07	
6/9/2020	0	8650	400	302	0	0	CD	200629b CD	9554883984	Paper Towels for Office - COVID Related Expenses	432.30	
7/1/2020	0	8650	400	302	0	0	API	200709c API	061220-AM	Personal Vehicle Mileage Reimbursement - COVID Related Expenses	26.10	
7/1/2020	0	8650	400	302	0	0	API	200709c API	062220-ML	Personal Vehicle Mileage Reimbursement - COVID Related Expenses	97.44	
7/1/2020	0	8650	400	302	0	0	CD	200730 CD	112-2605608- 1101036 Return	Gloves - COVID Expenses - Return		47.28
7/6/2020	0	8650	400	302	0	0	API	200706 API	070620-SS	Reimbursement for Paper Towels - COVID Related Expenses	19.77	
7/15/2020	0	8650	400	302	0	0	API	200720 API	071520b-MA	Reimbursement for Sneeze Shield Materials - COVID Related Expenses	57.63	
7/21/2020	0	8650	400	302	0	0	API	200723 API	072120-AA	Reimbursement for Mileage - COVID Related Expenses	190.24	

King Conservation District
COVID Expense Report
From 1/1/2020 Through 12/31/2020

Effective Date	Fund Code	GL Code	Rev Src Code	Program Code	Project Code	Task Code	Tran Src	Session ID	Doc Number	Transaction Description	Debit	Credit
8/3/2020	0	8650	400	302	0	0	API	200817 API	080320-EA	Reimbursement for Mileage and Ferry Tickets	37.41	
8/5/2020	0	8650	400	302	0	0	CD	200817 CD	990006	COVID Office Re-Open Supplies	36.83	
8/6/2020	0	8650	400	302	0	0	CD	200829 CD	112-9250001-	Spray Bottles - COVID Related Expenses	56.07	
8/11/2020	0	8650	400	302	0	0	API	200817 API	081120-LF	Reimbursement for mileage - COVID Expenses	206.65	
8/21/2020	0	8650	400	302	0	0	API	200831 API	082120-NQ	Reimbursement for Mileage	22.62	
9/1/2020	0	8650	400	302	0	0	API	200908 API	082720-CK	Reimbursement for Mileage	245.92	
9/3/2020	0	8650	400	302	0	0	API	200910 API	090320-AA	Reimbursement for Mileage	201.26	
9/3/2020	0	8650	400	302	0	0	API	200910 API	090320-DM	Reimbursement for Mileage	103.18	
9/8/2020	0	8650	400	302	0	0	API	200922 API	090820-MW	Reimbursement for mileage and ferry ticket	157.50	
9/11/2020	0	8650	400	302	0	0	API	200922 API	091120-EF	Reimbursement for mileage and vehicle repair	80.85	
9/14/2020	0	8650	400	302	0	0	API	200922 API	091420-JS	Reimbursement for Mileage	269.70	
9/22/2020	0	8650	400	302	0	0	CD	200929b CD	112-9339374-	Hand Sanitizer - COVID Related Expenses	26.27	
10/23/2020	0	8650	400	302	0	0	CD	201030b CD	112-4720932-	COVID Supplies - Masks	19.80	
10/25/2020	0	8650	400	302	0	0	CD	201030b CD	112-4720932-	Office Supplies and COVID Supplies - Masks	100.92	
11/1/2020	0	8650	400	302	0	0	CD	201118b CD	112-3544838-	Hand Sanitizer for Office - COVID Expense	157.64	
11/12/2020	0	8650	400	302	0	0	CD	201129b CD	1384612685	COVID Related Supplies	770.00	
11/17/2020	0	8650	400	302	0	0	CD	201129b CD	113-6685151-	Thermometer for Front Desk - COVID Expense	21.99	
Transaction Total											<u>8,966.27</u>	<u>47.28</u>
											<u>0.00</u>	<u>0.00</u>
											<u>8,966.27</u>	<u>47.28</u>
											<u>8,966.27</u>	<u>47.28</u>
											<u>8,918.99</u>	

January 2021 Budget to Actual

King Conservation District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
Current Operating Fund
From 1/1/2021 Through 1/31/2021
(In Whole Numbers)

	January Actual	Current Period Budget - Board Approved 2021	YTD Actual	YTD Budget - BoardAppro...	YTD Budget Variance - BoardAppro...	Total Budget - BoardAppro...	Total Budget Variance - BoardAppro...
Revenue							
Revenue							
Rates & Charges	49,002	0	49,002	652,040	(603,037)	7,824,474	(7,775,472)
Grants & Cost Share	14,832	0	14,832	37,262	(22,430)	447,138	(432,307)
Plant Sale	126,633	0	126,633	10,000	116,633	120,000	6,633
Other / Interest	1,342	0	1,342	17,750	(16,408)	213,000	(211,658)
Total Revenue	191,810	0	191,810	717,051	(525,241)	8,604,612	(8,412,802)
Total Revenue	191,810	0	191,810	717,051	(525,241)	8,604,612	(8,412,802)
Expense							
Personnel							
Salary, Taxes & Benefits	242,517	0	242,517	285,696	43,179	3,428,348	3,185,831
Contracted Services	148,212	0	148,212	120,891	(27,321)	1,450,693	1,302,481
Total Personnel	390,729	0	390,729	406,587	15,858	4,879,041	4,488,312
Supplies							
Office	30	0	30	2,379	2,349	28,550	28,520
Field	848	0	848	15,916	15,068	190,995	190,147
Total Supplies	878	0	878	18,295	17,417	219,545	218,667
Communications							
Advertising	0	0	0	1,208	1,208	14,500	14,500
Postage	117	0	117	875	758	10,500	10,383
Telephone & Internet	2,306	0	2,306	3,042	736	36,500	34,194
Printing & Publications	0	0	0	1,482	1,482	17,786	17,786
Total Communications	2,423	0	2,423	6,607	4,184	79,286	76,863
Occupancy & Equipment							
Office	32,586	0	32,586	33,677	1,090	404,120	371,534
Storage & Other	6,080	0	6,080	6,167	87	74,000	67,920
Program Activities	0	0	0	1,250	1,250	15,000	15,000
Equipment & Vehicle Maintenance	2,034	0	2,034	2,242	208	26,900	24,866
Total Occupancy & Equipment	40,700	0	40,700	43,335	2,635	520,020	479,320
Travel & Training	280	0	280	2,598	2,317	31,170	30,890
Other							
Capital Outlay	(3,324)	0	(3,324)	2,733	6,057	32,800	36,124
Sponsorships	0	0	0	558	558	6,700	6,700
Bank Fees/ Interest / Insur	4,640	0	4,640	4,879	239	58,550	53,910
Total Other	1,316	0	1,316	8,171	6,855	98,050	96,734
Total Expense	436,326	0	436,326	485,593	49,266	5,827,112	5,390,786
Grants & Fund Transfers							
Awards							
Member Jurisdiction	0	0	0	95,000	95,000	1,140,000	1,140,000
Cost Share / LIP	0	0	0	61,508	61,508	738,100	738,100
Regional Food	0	0	0	75,000	75,000	900,000	900,000
Total Awards	0	0	0	231,508	231,508	2,778,100	2,778,100
Total Grants & Fund Transfers	0	0	0	231,508	231,508	2,778,100	2,778,100
Total Expense	436,326	0	436,326	717,101	280,775	8,605,212	8,168,886
Current Year Excess (Deficit)	(244,516)	0	(244,516)	(50)	(244,466)	(600)	(243,916)

King Conservation District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
Reserve Funds
From 1/1/2021 Through 1/31/2021
(In Whole Numbers)

	January Actual	Current Period Budget - Board Approved 2021	YTD Actual	YTD Budget - BoardAppro...	YTD Budget Variance - BoardAppro...	Total Budget - BoardAppro...	Total Budget Variance - BoardAppro...
Expense							
Personnel							
Contracted Services	10,836	0	10,836	0	(10,836)	0	(10,836)
Total Personnel	10,836	0	10,836	0	(10,836)	0	(10,836)
Total Expense	10,836	0	10,836	0	(10,836)	0	(10,836)
Grants & Fund Transfers							
Awards							
Member Jurisdiction	127,726	0	127,726	0	(127,726)	0	(127,726)
Cost Share / LIP	44,754	0	44,754	0	(44,754)	0	(44,754)
Regional Food	69,002	0	69,002	0	(69,002)	0	(69,002)
Total Awards	241,482	0	241,482	0	(241,482)	0	(241,482)
Total Grants & Fund Transfers	241,482	0	241,482	0	(241,482)	0	(241,482)
Total Expense	252,318	0	252,318	0	(252,318)	0	(252,318)
Current Year Excess (Deficit)	(252,318)	0	(252,318)	0	(252,318)	0	(252,318)

February 2021 Budget to Actual

King Conservation District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
Current Operating Fund
From 2/1/2021 Through 2/28/2021
(In Whole Numbers)

	February Actual	Current Period Budget - Board Approved 2021	YTD Actual	YTD Budget - BoardAppro...	YTD Budget Variance - BoardAppro...	Total Budget - BoardAppro...	Total Budget Variance - BoardAppro...
Revenue							
Revenue							
Rates & Charges	0	0	49,002	1,304,079	(1,255,077)	7,824,474	(7,775,472)
Grants & Cost Share	132,409	0	147,241	74,523	72,718	447,138	(299,898)
Plant Sale	901	0	127,535	20,000	107,535	120,000	7,535
Other / Interest	1,141	0	2,483	35,500	(33,017)	213,000	(210,517)
Total Revenue	134,451	0	326,261	1,434,102	(1,107,841)	8,604,612	(8,278,351)
Total Revenue	134,451	0	326,261	1,434,102	(1,107,841)	8,604,612	(8,278,351)
Expense							
Personnel							
Salary, Taxes & Benefits	238,958	0	481,474	571,391	89,917	3,428,348	2,946,874
Contracted Services	353,698	0	501,911	241,782	(260,129)	1,450,693	948,783
Total Personnel	592,656	0	983,385	813,174	(170,211)	4,879,041	3,895,656
Supplies							
Office	2,043	0	2,073	4,758	2,685	28,550	26,477
Field	47,805	0	48,654	31,833	(16,821)	190,995	142,341
Total Supplies	49,848	0	50,727	36,591	(14,136)	219,545	168,818
Communications							
Advertising	525	0	525	2,417	1,892	14,500	13,975
Postage	271	0	388	1,750	1,362	10,500	10,112
Telephone & Internet	2,317	0	4,623	6,083	1,461	36,500	31,877
Printing & Publications	0	0	0	2,964	2,964	17,786	17,786
Total Communications	3,113	0	5,535	13,214	7,679	79,286	73,750
Occupancy & Equipment							
Office	32,586	0	65,173	67,353	2,181	404,120	338,947
Storage & Other	5,965	0	12,045	12,333	288	74,000	61,955
Program Activities	5,475	0	5,475	2,500	(2,975)	15,000	9,525
Equipment & Vehicle Maintenance	142	0	2,176	4,483	2,308	26,900	24,724
Total Occupancy & Equipment	44,169	0	84,869	86,670	1,801	520,020	435,151
Travel & Training	379	0	659	5,195	4,536	31,170	30,511
Other							
Capital Outlay	0	0	(3,324)	5,467	8,790	32,800	36,124
Sponsorships	1,000	0	1,000	1,117	117	6,700	5,700
Bank Fees/ Interest / Insur	1,070	0	5,710	9,758	4,048	58,550	52,840
Total Other	2,070	0	3,387	16,342	12,955	98,050	94,663
Total Expense	692,235	0	1,128,562	971,185	(157,376)	5,827,112	4,698,551
Grants & Fund Transfers							
Awards							
Member Jurisdiction	0	0	0	190,000	190,000	1,140,000	1,140,000
Cost Share / LIP	1,081	0	1,081	123,017	121,935	738,100	737,019
Regional Food	0	0	0	150,000	150,000	900,000	900,000
Total Awards	1,081	0	1,081	463,017	461,935	2,778,100	2,777,019
Total Grants & Fund Transfers	1,081	0	1,081	463,017	461,935	2,778,100	2,777,019
Total Expense	693,317	0	1,129,643	1,434,202	304,559	8,605,212	7,475,569
Current Year Excess (Deficit)	(558,865)	0	(803,382)	(100)	(803,282)	(600)	(802,782)

King Conservation District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
Reserve Funds
From 2/1/2021 Through 2/28/2021
(In Whole Numbers)

	February Actual	Current Period Budget - Board Approved 2021	YTD Actual	YTD Budget - BoardAppro...	YTD Budget Variance - BoardAppro...	Total Budget - BoardAppro...	Total Budget Variance - BoardAppro...
Expense							
Personnel							
Contracted Services	4,179	0	15,015	0	(15,015)	0	(15,015)
Total Personnel	4,179	0	15,015	0	(15,015)	0	(15,015)
Total Expense	4,179	0	15,015	0	(15,015)	0	(15,015)
Grants & Fund Transfers							
Awards							
Member Jurisdiction	70,596	0	198,322	0	(198,322)	0	(198,322)
Cost Share / LIP	47,604	0	92,357	0	(92,357)	0	(92,357)
Regional Food	25,653	0	94,655	0	(94,655)	0	(94,655)
Total Awards	143,852	0	385,334	0	(385,334)	0	(385,334)
Total Grants & Fund Transfers	143,852	0	385,334	0	(385,334)	0	(385,334)
Total Expense	148,031	0	400,349	0	(400,349)	0	(400,349)
Current Year Excess (Deficit)	(148,031)	0	(400,349)	0	(400,349)	0	(400,349)

2021 Budget - Version 2

			Agriculture & Local Food	Clean Water	Forest Stewardships	Member Jurisdiction	Elections	Strategic Initiatives		Engagement	Engineering	LIP	Operations & Board		Total	
Rates and Charges																
Rates and Charges				\$ 1,134,018.69	\$ 2,090,587.76	\$ 938,294.72	\$ 1,295,172.00	\$ 315,285.62		\$ 391,997.44	\$ 160,444.00	\$ 82,244.40	\$ 1,426,533.57		\$ 7,724,578.20	
Other Revenue Sources																
Annual Plant Sales			4000		\$ 120,000.00										\$ 120,000.00	
Earned Interest Income			4000										\$ 212,250.00		\$ 212,250.00	
Rental Revenue			4810		\$ 750.00										\$ 750.00	
Total Other Revenue Sources				\$ -	\$ 120,750.00	\$ -									\$ 120,750.00	
Grant Revenue																
21 - IM - WSCC			1000		\$ -										\$ -	
22 - IM - WSCC			4000		\$ -										\$ -	
21 - CE - WSCC			4000		\$ -										\$ -	
22 - CE - WSCC			4000		\$ -										\$ -	
21 - NRI/SH/CR - WSCC			4000		\$ -										\$ -	
22 - NRI/SH/CR - WSCC			4000		\$ -										\$ -	
Shore Friendly			4000		\$ -										\$ -	
Ag Drainage - Crew Grant			4000	\$ -	\$ -			\$ 114,714.00							\$ 114,714.00	
Ag Drainage Phase 5 Grant			4000	\$ 39,615.31	\$ -										\$ 39,615.31	
Ag Drainage Phase 6 Grant			4000	\$ 140,000.00	\$ -										\$ 140,000.00	
Clydezel Regional Foods			4000	\$ -	\$ -										\$ -	
AFT Contract for Disc Farms			4000		\$ -										\$ -	
WSCC Livestock Grant			4000		\$ -										\$ -	
WSDA Weed Control Grant			4000		\$ -										\$ -	
SARE Grant			4000		\$ 12,500.00										\$ 12,500.00	
Russell Family PSL/TK Coordinator			4000							\$ 18,456.00					\$ 18,456.00	
USDA FS LSR Phase 1			4000					\$ 9,000.00							\$ 9,000.00	
Sound Transit			4000					\$ 103,601.00							\$ 103,601.00	
Total Grant Revenue				\$ 179,015.31	\$ 12,500.00	\$ -	\$ -	\$ 227,015.00	\$ -	\$ 18,456.00	\$ -	\$ -	\$ 212,250.00	\$ -	\$ 437,886.31	
Total Revenue				\$ 1,313,034.00	\$ 2,163,837.76	\$ 938,294.72	\$ 1,295,172.00	\$ 315,285.62	\$ 227,315.00	\$ -	\$ 410,453.44	\$ 160,444.00	\$ 82,244.40	\$ 1,637,783.57	\$ -	\$ 5,345,164.51
PROGRAM EXPENSES																
GL			Amount													
Advertising																
Employment/Program/Mtg			7500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -		\$ 8,000.00	\$ -	\$ -	\$ 1,500.00	\$ 14,500.00
Capital Outlay																
Equipment			8810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,500.00		\$ 10,500.00
Computer Equipment			8812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00		\$ 3,000.00
Communications																
Email/Internet			6610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 14,000.00		\$ 15,500.00
Postage			6610	\$ 2,000.00	\$ 4,000.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,200.00		\$ 14,400.00
Printing			6610	\$ -	\$ 3,120.00	\$ -	\$ 1,000.00	\$ 3,500.00	\$ -	\$ -	\$ 4,500.00	\$ -	\$ -	\$ 5,085.86		\$ 17,105.86
Cell Phone			6600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00		\$ 25,000.00
Shipping			8000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00		\$ 1,000.00
Contracted & Professional Services																
Legal			7805	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 41,000.00		\$ 51,000.00
Educational Services			7810	\$ -	\$ 11,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 67,000.00
Electricity			7815	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 100,000.00
Engineering			7820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,069.20	\$ -	\$ 12,000.00	\$ -	\$ -		\$ 86,069.20
Planning Services			7821	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -		\$ 28,000.00
Work Crews			7822	\$ 94,300.00	\$ 375,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 308,250.20
Temporary Labor			7824	\$ 100,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ 5,000.00		\$ 127,000.00
Accounting			7825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00		\$ 25,000.00
Human Resources			7826	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000.00		\$ 140,000.00
Information Technology			7827	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00		\$ 101,000.00
Management			7828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,456.00	\$ -	\$ -	\$ -		\$ 18,456.00
Promotions & Public Relations			7834	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -		\$ 6,000.00
Program Marketing			7840	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 250.00
Web and Graphic Design			7841	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Intern			7845	\$ -	\$ -	\$ 21,410.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 21,410.00
Other			7850	\$ -	\$ 3,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,500.00		\$ 11,900.00
Grants																
Grants - Food Grant Awards			9992	\$ 900,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 900,000.00
Cost Share- WSCC			9993	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Cost Share- RUT			9994	\$ -	\$ 385,000.00	\$ 353,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 738,100.00
Grants - WRIA/M1 Funds			9998	\$ -	\$ -	\$ -	\$ 1,140,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,140,000.00
Insurance																
Insurance- P & C			6720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,500.00		\$ 46,500.00
Other Fees																
Dues/ Memberships (incl. WACT)			0800	\$ -	\$ 250.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 8,100.00		\$ 9,050.00
Permits and Fees			6805	\$ -	\$ 3,375.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,210.00	\$ -	\$ 25,385.00	
Payroll Service Fees			7860	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	
Soil Testing			6910	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00		\$ 28,000.00
Bank Fees			8200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Sponsorship/ Awards			8300	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -		\$ 6,600.00
Other			8600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Payroll Expense																
Salaries - Program			5000	\$ 181,584.00	\$ 1,192,092.76	\$ 506,450.72	\$ 146,172.00	\$ 28,085.62	\$ 70,280.60	\$ 345,577.44	\$ 130,344.00	\$ 81,494.40	\$ 430,320.18		\$ 3,127,329.92	
Staff Overtime Costs			5010	\$ -	\$ -	\$ -	\$ -	\$ 3,700.00	\$ -	\$ -	\$ -	\$ -	\$ 17,908.00		\$ 21,608.00	
Cost of Labor Adjustment			5090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 178,754.33		\$ 178,754.33	
Rentals																

2021 Budget - Version 2

		Agriculture & Food Feed	Clean Water	Forest Stewardships	Member Jurisdiction	Elections	Strategic Initiatives		Engagement	Engineering	LJP	Operations & Board		Total
Office Rent	6000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 404,000.00		\$ 404,000.00
Equipment/Storage	7010	\$ -	\$ 9,000.00	\$ -	\$ -	\$ 75,000.00	\$ -		\$ -	\$ -	\$ -	\$ 65,000.00		\$ 149,000.00
Meeting Facilities	7020	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 5,000.00		\$ 15,000.00
Property Taxes	7101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 120.00		\$ 120.00
Repairs														
Equipment	7100	\$ -	\$ 5,500.00	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 400.00	\$ -	\$ 5,000.00		\$ 11,000.00
Supplies														
Field Supplies	6410	\$ 10,000.00	\$ 151,210.00	\$ 200.00	\$ -	\$ -	\$ -		\$ 3,500.00	\$ 700.00	\$ -	\$ -		\$ 165,710.00
Office Supplies: General	6420	\$ -	\$ 1,650.00	\$ -	\$ -	\$ -	\$ -		\$ 500.00	\$ -	\$ 500.00	\$ 26,000.00		\$ 28,050.00
Publications/ Subscriptions	6700	\$ -	\$ 480.00	\$ 200.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ 680.00
Office Supplies: Software	8820	\$ -	\$ -	\$ -	\$ 7,000.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 10,500.00		\$ 17,500.00
Training Fees														
Staff	7600	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 9,250.00		\$ 9,450.00
Board	7600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 11,075.00		\$ 11,075.00
Travel														
Ground Transport	7703	\$ -	\$ 1,200.00	\$ 400.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ 1,600.00
Meals	7705	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 1,200.00		\$ 2,200.00
Mileage & Ground Transportation	7706	\$ 750.00	\$ 600.00	\$ 325.00	\$ 500.00	\$ -	\$ 1,000.00		\$ 920.00	\$ 500.00	\$ 250.00	\$ 500.00		\$ 5,345.00
Lodging	7706	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,500.00	\$ -	\$ -	\$ -		\$ 1,500.00
Other	7709	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Vehicles														
Insurance	6710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Fuel	7400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 15,000.00		\$ 15,000.00
TOTAL														
		\$ 1,313,634.00	\$ 2,163,837.76	\$ 938,294.72	\$ 1,295,172.00	\$ 315,285.62	\$ 227,315.00	\$ -	\$ 410,453.44	\$ 160,444.00	\$ 82,244.40	\$ 1,638,783.57		\$ 8,546,494.51

		Agriculture & Food Feed	Clean Water	Forest Stewardships	Member Jurisdiction	Elections	Strategic Initiatives	Total
Total Overhead Spread								
Total	Total Cost							

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		Agriculture & Local Food		Clean Water		Forest Stewardships		Member Jurisdiction		Elections		Strategic Initiatives				Engagement		Engineering		LIP		Operations & Board				Total				
Rates and Charges																														
Rates and Charges			\$	1,215,684.01	\$	2,077,605.64	\$	918,294.72	\$	1,276,982.92	\$	271,761.31			\$	484,251.24	\$	160,444.00	\$	82,244.40	\$	1,317,283.11			\$	7,824,473.95				
Other Revenue Sources																														
Annual Plant Sales		4600			\$	120,000.00																			\$	120,000.00				
Earned Interest Income		4000			\$																\$	212,250.00				\$	212,250.00			
Rental Revenue		4810			\$	750.00																				\$	750.00			
Total Other Revenue Sources			\$	-	\$	120,750.00	\$	-													\$	212,250.00			\$	333,000.00				
Grant Revenue																														
21 - IM - WSCC		4000			\$	-																			\$	-				
22 - IM - WSCC		4000			\$	-																			\$	-				
21 - CE - WSCC		4000			\$	-																			\$	-				
22 - CE - WSCC		4000			\$	-																			\$	-				
21 - NRI/SU/CR - WSCC		4000			\$	-																			\$	-				
22 - NRI/SU/CR - WSCC		4000			\$	-																			\$	-				
Share Friendly		4000			\$	-																			\$	-				
Ag Drainage - Crew Grant		4000	\$											114,714.00											\$	114,714.00				
Ag Drainage Phase 5 Grant		4000	\$		39,045.31																				\$	39,045.31				
Ag Drainage Phase 6 Grant		4000	\$		149,000.00																				\$	149,000.00				
Cypress Regional Foods		4000	\$																						\$	-				
AFT Contract for Disc Farms		4000			\$	-																			\$	-				
WSCC Livestock Grant		4000			\$	-																			\$	-				
WSDA Weed Control Grant		4000			\$	-																			\$	-				
SARE Grant		4000			\$	12,500.00																			\$	12,500.00				
Russell Family PSTDC Coordinator		4000															18,456.00								\$	18,456.00				
USDA FS LRP Phase 1		4000																							\$	9,000.00				
Sound Transit		4000					\$	-						103,601.00											\$	103,601.00				
Total Grant Revenue			\$	179,645.31	\$	12,500.00	\$	-	\$	-	\$	-	227,315.00	\$	-	18,456.00	\$	-	\$	-	\$	-	\$	-	\$	437,886.31				
Total Revenue			\$	1,395,219.92	\$	2,210,855.64	\$	938,294.72	\$	1,276,982.92	\$	271,761.31	\$	227,315.00	\$	-	502,709.24	\$	160,444.00	\$	82,244.40	\$	1,529,533.11	\$	-	\$	8,595,369.26			
PROGRAM EXPENSES																														
GL		Amount																												
Advertising																														
Endorsement/Program/Mtg		7700	\$	-	\$	-	\$	-	\$	-	\$	-	5,000.00	\$	-		\$	8,000.00	\$	-	\$	-	\$	-	\$	1,500.00		\$	14,500.00	
Capital Outlay																														
Equipment		8810	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	10,500.00		\$	10,500.00	
Computer Equipment		8812	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	3,000.00		\$	3,000.00	
Communications																														
E-mail/Internet		6010	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,500.00	\$	-	\$	-	\$	-	\$	14,000.00		\$	15,500.00	
Postage		6100	\$	-	\$	2,000.00	\$	-	\$	-	\$	-	\$	300.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	7,200.00		\$	9,500.00	
Printing		6110	\$	-	\$	-	\$	3,120.00	\$	-	\$	-	\$	300.00	\$	-	\$	3,500.00	\$	-	\$	-	\$	-	\$	5,685.86		\$	17,105.86	
Cell Phone		6600	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	21,000.00		\$	21,000.00	
Shipping		6003	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,000.00		\$	1,000.00	
Contracted & Professional Services																														
Legal		7810	\$	-	\$	-	\$	-	\$	-	\$	-	12,709.00	\$	-		\$	-	\$	-	\$	-	\$	-	\$	41,000.00		\$	53,709.00	
Educational Services		7810	\$	-	\$	15,000.00	\$	50,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	71,000.00	
Election		7815	\$	-	\$	-	\$	-	\$	-	\$	-	220,000.00	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-		\$	220,000.00	
Engineering		7820	\$	-	\$	-	\$	-	\$	-	\$	-	\$	74,069.20	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	86,069.20	
Planning Services		7821	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	12,000.00	\$	-	\$	-	\$	-	\$	-	\$	28,000.00	
Work Crops		7822	\$	-	\$	94,300.00	\$	177,000.00	\$	-	\$	-	\$	28,000.00	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	508,300.00	
Temporary Labor		7824	\$	-	\$	160,000.00	\$	2,000.00	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	5,000.00		\$	127,000.00
Accounting		7825	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	20,000.00	\$	-	\$	-	\$	-	\$	-	\$	25,000.00	
Human Resources		7826	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	140,000.00	
Information Technology		7827	\$	-	\$	-	\$	1,000.00	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	95,000.00	
Management		7828	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Promotions & Public Relations		7834	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		18,456.00	\$	-	\$	-	\$	-	\$	-	\$	-	18,456.00	
Program Marketing		7840	\$	-	\$	-	\$	250.00	\$	-	\$	-	\$	-	\$	-		6,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	6,000.00	
Web and Graphic Design		7841	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	250.00	
Intern		7845	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Other		7850	\$	-	\$	-	\$	3,400.00	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	8,500.00		\$	21,410.00
Grants																														
Grants - Food Grant Awards		0912	\$	-	\$	900,000.00	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	900,000.00	
Cost Share - WSCC		0913	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Cost Share - KCTD		0914	\$	-	\$	-	\$	385,000.00	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	738,000.00	
Grants - WRIA/MJ Funds		0918	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,140,000.00	
Insurance																														
Insurance - P & C		6720	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	46,500.00		\$	46,500.00
Other Fees																														
Dues/ Memberships (incl. WA/TU)		6800	\$	-	\$	250.00	\$	200.00	\$	-	\$	-	\$	-	\$	-		\$	-	\$	500.00	\$	-	\$	-	\$	8,100.00		\$	9,050.00
Permits and Fees		6805	\$	-	\$	3,375.00	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	10,000.00	\$	-	\$	-	\$	12,210.00		\$	25,385.00
Payroll Service Fees		7860	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,500.00	
Soil Testing		6010	\$	-	\$	25,000.00	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	25,000.00	
Bank Fees		8200	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	3,000.00	
Sponsorship/ Awards		8300	\$	-	\$	700.00	\$	-	\$	-	\$	-	\$	-	\$	-		\$	6,000.00	\$	-	\$	-	\$	-	\$	-	\$	6,700.00	
Other		8600	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Payroll Expense																														
Salaries - Program		5100	\$	263,169.92	\$	1,239,020.04	\$	506,459.72	\$	127,982.92	\$	30,561.31	\$	79,289.60		\$	437,833.24	\$	130,344.00	\$	81,494.40	\$	443,992.25		\$	3,346,148.00				
Staff Overtime Costs		5110	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	7,300.00	
Cost of Labor Adjustment		5090	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	75,000.00	
Rentals																														
Office Rent		6000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	404,000.00		\$	404,000.00

2021 Budget - Version 4

			Agriculture & Local Food	Clean Water	Forest Stewardships	Member Jurisdiction	Elections	Strategic Initiatives		Engagement	Engineering	LJP	Operations & Board		Total
Equipment/Storage	7010		\$ -	\$ 8,800.00	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 65,000.00		\$ 73,800.00
Meeting Facilities	7020		\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 5,000.00		\$ 15,000.00
Property Taxes	7301												\$ 120.00		\$ 120.00
Repairs															
Equipment	7100		\$ -	\$ 6,500.00	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 100.00	\$ -	\$ 5,000.00		\$ 11,600.00
Supplies															
Field Supplies	6410		\$ 10,000.00	\$ 150,510.00	\$ 400.00	\$ -	\$ -	\$ -		\$ 3,500.00	\$ 700.00	\$ -	\$ -		\$ 165,110.00
Office Supplies: General	6420		\$ -	\$ 1,650.00	\$ -	\$ -	\$ -	\$ -		\$ 500.00	\$ -	\$ 500.00	\$ 20,000.00		\$ 23,050.00
Publications/ Subscriptions	6730		\$ -	\$ 480.00	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ 480.00
Office Supplies: Software	8820		\$ -	\$ 900.00	\$ -	\$ 7,000.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 10,500.00		\$ 19,400.00
Training Fees															
Staff	7000		\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 9,450.00		\$ 9,650.00
Board	7000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 11,075.00		\$ 11,075.00
Travel															
Ground Transport	7703		\$ -	\$ 1,200.00	\$ 400.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ 1,600.00
Meals	7705		\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 1,200.00		\$ 2,200.00
Mileage & Ground Transportation	7706		\$ 750.00	\$ 600.00	\$ 325.00	\$ 500.00	\$ -	\$ 1,000.00		\$ 920.00	\$ 500.00	\$ 250.00	\$ 500.00		\$ 5,345.00
Lodging	7706		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,500.00	\$ -	\$ -	\$ -		\$ 1,500.00
Other	7709		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Vehicles															
Insurance	6710		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Fuel	7400		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 15,000.00		\$ 15,000.00
TOTAL															
			\$ 1,395,219.92	\$ 2,210,855.64	\$ 938,204.72	\$ 1,276,982.92	\$ 271,761.31	\$ 227,315.00	\$ -	\$ 502,709.24	\$ 160,444.00	\$ 82,244.40	\$ 1,529,533.11		\$ 8,945,360.26

		Agriculture & Local Food	Clean Water	Forest Stewardships	Member Jurisdiction	Elections	Strategic Initiatives	Total
Total	Total Overhead Spread							
	Total Cost							

KCD 2021 Budget Comparison

Account Code	Account Title	Passed Budget		Diff Version 2 vs. MIP	Per "Version 4"	Diff Version 2 vs. Version 4	Diff Version 4 vs. MIP
		MIP Budget	(Version 2 pdf)				
4000	Grants & Contract Revenue	558,019.98	437,886.31	120,133.67	437,886.31	-	120,133.67
4200	Rates & Charges Receipts	7,772,591.28	7,774,578.20	(1,986.92)	7,824,473.95	49,895.75	(51,882.67)
4600	Sales (Plants)	120,000.00	120,000.00	-	120,000.00	-	-
4800	Interest Earnings	212,250.00	212,250.00	-	212,250.00	-	-
4810	Miscellaneous Revenue	750.00	750.00	-	750.00	-	-
4900	Returned Funds	-	-	-	-	-	-
REVENUES		8,663,611.26	8,545,464.51	118,146.75	8,595,360.26	49,895.75	68,251.00
5000	Salary & Wages	3,346,148.00	3,127,329.92	218,818.08	3,346,148.00	218,818.08	-
5010	Wages (Overtime)	7,200.00	21,068.00	(13,868.00)	7,200.00	(13,868.00)	-
5090	Salary & Wage Adjustments	75,000.00	178,754.33	(103,754.33)	75,000.00	(103,754.33)	-
5200	Health Insurance	-	-	-	-	-	-
5220	PERS Contribution	-	-	-	-	-	-
5240	FSA Contribution	-	-	-	-	-	-
5310	Employers FICA	-	-	-	-	-	-
5350	StWA Unemployment Comp Insurance	-	-	-	-	-	-
5360	StWA Workers' Comp Insurance	-	-	-	-	-	-
5500	Supplemental/COBRA	-	-	-	-	-	-
6000	Occupancy (Rent)	404,000.00	404,000.00	-	404,000.00	-	-
6010	Internet Access	15,500.00	15,500.00	-	15,500.00	-	-
6100	Postage	9,500.00	14,400.00	(4,900.00)	9,500.00	(4,900.00)	-
6110	Printing	17,105.86	17,105.86	-	17,105.86	-	-
6400	Supplies	-	-	-	-	-	-
6410	Field Supplies	167,910.00	165,710.00	2,200.00	165,110.00	(600.00)	2,800.00
6420	Office Supplies	28,550.00	28,650.00	(100.00)	28,650.00	-	(100.00)
6600	Cell Phone	21,000.00	25,000.00	(4,000.00)	21,000.00	(4,000.00)	-
6720	Insurance (Liability)	46,500.00	46,500.00	-	46,500.00	-	-
6730	Publications & Subscriptions	680.00	680.00	-	480.00	(200.00)	200.00
6800	Dues & Memberships	9,050.00	9,050.00	-	9,050.00	-	-
6805	Permits & Fees	25,585.00	25,585.00	-	25,585.00	-	-
6910	Soil Testing	25,000.00	25,000.00	-	25,000.00	-	-
7000	Rental (Manure Spreader)	-	-	-	-	-	-
7010	Rentals	74,000.00	149,000.00	(75,000.00)	73,800.00	(75,200.00)	200.00
7020	Rental (Meeting Facilities)	15,000.00	15,000.00	-	15,000.00	-	-
7100	R&M (Equipment)	11,900.00	11,900.00	-	11,900.00	-	-
7110	R&M (Misc)	-	-	-	-	-	-
7120	R&M (Vehicles)	-	-	-	-	-	-
7301	Property Taxes	120.00	120.00	-	120.00	-	-
7400	Fuel	15,000.00	15,000.00	-	15,000.00	-	-
7500	Advertising	14,500.00	14,500.00	-	14,500.00	-	-
7550	Professional Services	-	-	-	-	-	-
7600	Training	20,525.00	20,525.00	-	20,525.00	-	-
7700	Travel (Airfare)	-	-	-	-	-	-
7703	Travel (Ground Transport)	1,350.00	1,600.00	(250.00)	1,600.00	-	(250.00)
7704	Travel (Lodging)	-	1,500.00	(1,500.00)	1,500.00	-	(1,500.00)
7705	Travel (Meals)	2,200.00	2,200.00	-	2,200.00	-	-
7706	Travel (Mileage)	8,095.00	5,345.00	2,750.00	5,345.00	-	2,750.00
7709	Travel (Other)	-	-	-	-	-	-
7805	Con Svcs (Legal)	53,700.00	51,000.00	2,700.00	53,700.00	2,700.00	-
7810	Con Svcs (Education)	71,900.00	67,000.00	4,900.00	71,900.00	4,900.00	-
7815	Con Svcs (Election)	220,000.00	190,000.00	30,000.00	220,000.00	30,000.00	-
7818	Con Svcs (Construction)	-	-	-	-	-	-
7820	Con Svcs (Engineering)	86,069.20	86,029.20	40.00	86,029.00	(0.20)	40.20
7821	Con Svcs (Planning)	28,000.00	28,000.00	-	28,000.00	-	-
7822	Con Svcs (Work Crew)	413,956.20	508,256.20	(94,300.00)	508,256.20	-	(94,300.00)
7824	Con Svcs (Temp Labor)	276,799.00	127,000.00	149,799.00	127,000.00	-	149,799.00
7825	Con Svcs (Accting/Fin)	25,000.00	25,000.00	-	25,000.00	-	-
7826	Con Svcs (HR)	140,000.00	140,000.00	-	140,000.00	-	-
7827	Con Svcs (IT)	96,000.00	101,000.00	(5,000.00)	96,000.00	(5,000.00)	-
7828	Con Svcs (Mgmt Consulting)	27,708.00	18,456.00	9,252.00	18,456.00	-	9,252.00
7834	Con Svcs (Promotion & PR)	6,000.00	6,000.00	-	6,000.00	-	-
7840	Con Svcs (Pgm Marketing)	250.00	250.00	-	250.00	-	-
7841	Con Svcs (Web & Graphic Design)	-	-	-	-	-	-
7842	Con Svcs (Program Support)	-	-	-	-	-	-
7845	Con Svcs (Intern)	21,410.00	21,410.00	-	21,410.00	-	-
7850	Con Svcs (Other)	11,900.00	11,900.00	-	11,900.00	-	-
7860	Payroll Service Fees	2,500.00	2,500.00	-	2,500.00	-	-
7870	PR (Promotions)	-	-	-	-	-	-
8000	Shipping & Delivery	1,000.00	1,000.00	-	1,000.00	-	-

8200	Bank Fees	3,000.00	3,000.00	-	3,000.00	-	-
8300	Sponsorships & Awards	6,700.00	6,600.00	100.00	6,700.00	100.00	-
8500	Interest	-	-	-	-	-	-
8650	COVID-19 Related Expenses	-	-	-	-	-	-
8810	Cap Out (Equipment)	10,500.00	10,500.00	-	10,500.00	-	-
8812	Cap Out (Computer Eqmt)	3,000.00	3,000.00	-	3,000.00	-	-
8820	Cap Out (Software)	19,300.00	18,400.00	900.00	19,300.00	900.00	-
9992	Food Grant Awards	900,000.00	900,000.00	-	900,000.00	-	-
9994	Cost Share (KCD)	738,100.00	738,100.00	-	738,100.00	-	-
9998	Member Jurisdiction Awards	1,140,000.00	1,140,000.00	-	1,140,000.00	-	-
EXPENSES			8,545,424.51	118,786.75	8,595,320.06	49,895.55	68,891.20

King Conservation District
Check/Voucher Register, EFTs, Payroll and Fee Register
1000 - Bank of America - 0408
From 06/01/2021 Through 09/30/2021

PRELIMINARY DRAFT DOES NOT CONTAIN PAYROLL AND MAY BE MISSING ITEMS - ACCOUNT NOT RECONCILED THROUGH 9/30/2021

Session ID	Source	Date	Document #	Vendor	Amount	Transaction Description
210614	APS	6/14/2021	23488	A & L Western Agricultural Labs	1,373.20	Soil Testing
210614	APS	6/14/2021	23489	African Community Housing & Development	29,308.43	Reimbursement for Delridge Farmers Market for African Community.
210614	APS	6/14/2021	23490	Ellen Arnstein	43.85	Reimbursement for Mileage.
210614	APS	6/14/2021	23491	Association of Washington Cities	6,700.00	GIS Consortium Membership Renewal - 2021
210614	APS	6/14/2021	23492	John P. Bethel	3,000.00	Marine Shorelines Workshops - Where the Water Begins Presenter, Presentation Prep, Run Through, 3 Webinars
210614	APS	6/14/2021	23493	Caroline Boschetto	94.08	Mileage Reimbursement - May 2021
210614	APS	6/14/2021	23494	Marinn Carpenter	3,935.10	May 17 - June 8 Contract Work Supporting Education, Volunteer, Shore Friendly King County & Discovery Farms Projects
210614	APS	6/14/2021	23495	WEX Bank	393.17	Fuel Charges - May 2021
210614	APS	6/14/2021	23496	City of Renton Utility Division	207.60	Water for WPC Irrigation, Base Charge and Meter Reading Charge (5/1/21 - 5/30/21)
210614	APS	6/14/2021	23497	Comcast Business	237.66	Internet and Phone Services - Jun 2021
210614	APS	6/14/2021	23498	Comcast Business - PA	412.01	Phone Services - June 2021
210614	APS	6/14/2021	23499	Environmental Coalition of South Seattle (ECOSS)	628.83	OSS Workshop
210614	APS	6/14/2021	23500	Fourth Corner Nurseries	172.52	Plants for WPC
210614	APS	6/14/2021	23501	Health Care Authority	28,838.26	Health Insurance - June 2021
210614	APS	6/14/2021	23502	Inslee Best Doezie & Ryder P.S.	5,402.33	Legal Fees - Employment General - Apr. 2021
210614	APS	6/14/2021		Inslee Best Doezie & Ryder P.S.	1,691.00	Legal Fees - General File - Apr. 2021
210614	APS	6/14/2021	23503	ICS Support, Inc. - InTwo	274.80	Barracuda and DUO - June 2021
210614	APS	6/14/2021		ICS Support, Inc. - InTwo	131.02	Office 365 for New BOS Member
210614	APS	6/14/2021	23504	McCaffrey Consulting LLC	673.34	PSCD Caucus Coordinator Services, 5/7/21 - 5/21/21
210614	APS	6/14/2021	23505	Mountain Mist	65.95	Water Filtration Rental - May 2021
210614	APS	6/14/2021	23506	National Construction Rentals	162.95	WCC Crew Storage Rental - May 2021
210614	APS	6/14/2021	23507	Pierce Conservation District	735.00	Outreach Supplies
210614	APS	6/14/2021	23508	Pitney Bowes Global Financial Services	278.21	Postage Machine Lease - 3rd Qtr. 2021
210614	APS	6/14/2021	23509	Restoration Analytics & Design LLC	1,300.00	Invoice for Grace Cole Project - Planning Meetings and Other Project Partners Since March 2020
210614	APS	6/14/2021	23510	Mikaela Kiner Coaching and Consulting LLC	21,185.00	HR Consultant - Payment 3 or 3 and Additional 120 Hours
210614	APS	6/14/2021	23511	State Auditor's Office	565.50	Audit Services for Audit N.o. 55207
210614	APS	6/14/2021	23512	Stewardship Partners	1,000.00	Green Infrastructure Summit Sponsorship
210614	APS	6/14/2021	23513	Elizabeth Stockton	371.66	Reimbursement for Mileage and Project Supplies.
210614	APS	6/14/2021	23514	Summit Law Group, PLLC	2,680.00	Labor Matters - Apr. 2021
210614	APS	6/14/2021	23515	Snoqualmie Valley Watershed Improvement Distri	2,521.00	Technical Services Contracted Per 'KCD/SVWID Beaver Maintenance 2021'
210614	APS	6/14/2021	23516	T-Mobile USA, Inc.	1,259.92	Cell Phone Services - May 2021
210614	APS	6/14/2021	23517	U.S. Bank Equipment Finance	3,120.11	Printer Lease - May 2021
210614	APS	6/14/2021	23518	US Bank VISA	6,028.98	Credit Card Purchases - May 2021
210614	APS	6/14/2021	23519	Grow Food dba Viva Farms	10,000.00	Performance of grant activities (FF00059), Close-Out.
210614	APS	6/14/2021	23520	WS Ferries	157.35	Crew Ferry Tickets
210628	APS	6/28/2021	23521	A & L Western Agricultural Labs	887.20	Soil Testing
210628	APS	6/28/2021	23522	Ashley Allan	169.12	Reimbursement for Mileage and Crew Supplies
210628	APS	6/28/2021	23523	Amy Michael LLC	3,812.50	Consulting - Financial and Grant Tracking

210628 APS	APS	6/28/2021	23524	Richard A Baum	4,027.50	LIP Contract: 2020-13 Waste Storage
210628 APS	APS	6/28/2021	23525	Bryant's Tractor & Mower Inc.	95.63	Repairs for Equipment
210628 APS	APS	6/28/2021		Bryant's Tractor & Mower Inc.	39.93	Supplies for Shorelines Team
210628 APS	APS	6/28/2021	23526	Marinn Carpenter	2,116.80	June 6-22 Contract Work Supporting Education
210628 APS	APS	6/28/2021	23527	Dept of Ecology	27,019.84	3 Crews and 1 IP - May 2021
210628 APS	APS	6/28/2021	23528	Duwamish Longhouse & Cultural Center	34,249.96	Duwamish Ridge to River Trail System Feasibility Study
210628 APS	APS	6/28/2021	23529	Environmental Science Center	8,521.00	Environmental Heroes: Improving Watershed Health and Salmon Habitat Through Education and Outreach
210628 APS	APS	6/28/2021	23530	Fourth Corner Nurseries	2,249.00	Deposit for 2022 Barefoot Plant Order for WPC Inventory
210628 APS	APS	6/28/2021	23531	Greenbelt Consulting	6,600.00	Marine Shorelines Workshops
210628 APS	APS	6/28/2021	23532	Hip Hop is Green	32,247.00	Reimbursement for Hip-Hop is Green
210628 APS	APS	6/28/2021	23533	ICS Support, Inc. - InTwo	12,845.90	Accounts Payable Invoices
210628 APS	APS	6/28/2021		ICS Support, Inc. - InTwo	4,095.72	IT Support - June 2021
210628 APS	APS	6/28/2021	23534	King County Office of Finance	1,965.90	Where the Water Begins Marine Shoreline Education
210628 APS	APS	6/28/2021	23535	Carrie King	279.44	Reimbursement for mileage
210628 APS	APS	6/28/2021	23536	Aaron K. Lichter	1,044.90	LIP Contract: 2018-69 Aquatic Area Enhancement
210628 APS	APS	6/28/2021	23537	Mid Puget Sound Fisheries Enhancement Grp	2,552.14	Shore Friendly King County Associated Services
210628 APS	APS	6/28/2021	23538	National Construction Rentals	162.95	WCC Crew Storage Rental - June 2021
210628 APS	APS	6/28/2021	23539	N.A.T.S. Nursery	3,747.50	Deposits for 2023 Plant Sale
210628 APS	APS	6/28/2021	23540	Rainier Wood Recyclers	209.09	Wood Recycling
210628 APS	APS	6/28/2021	23541	Renton Office Park LLC	32,704.39	Office Rent - July 2021
210628 APS	APS	6/28/2021	23542	Robert Half Finance & Accounting	6,880.00	Consulting - Camila Bruno
210628 APS	APS	6/28/2021		Robert Half Finance & Accounting	11,421.38	Consulting - Laurie Weisberg
210628 APS	APS	6/28/2021	23543	San Juan Islands Conservation District	2,154.08	Reimbursement for Area Forest grant
210628 APS	APS	6/28/2021	23544	Seattle Good Business Network	15,000.00	Good Food Kitchen Local Procurement Expansion Pilot
210628 APS	APS	6/28/2021	23545	Snohomish Conservation District - V	23,598.02	Reimbursement for Area Forester grant
210628 APS	APS	6/28/2021	23546	Summit Law Group, PLLC	9,346.50	Labor Matters - Apr 2021
210628 APS	APS	6/28/2021	23547	Sunset Materials, Inc.	259.09	HOG Fuel
210628 APS	APS	6/28/2021	23548	Third Sector Company	1,500.00	Interim ED Monthly Fee - June 2021
210628 APS	APS	6/28/2021	23549	Tukwila Self-Storage	466.00	Storage Units #3234 and #B1172 - July 2021
210628 APS	APS	6/28/2021	23550	U.S. Bank Equipment Finance	3,120.11	Printer Lease - May 2021
210628 APS	APS	6/28/2021	23551	US Bank VISA	5,195.03	Credit Card Purchases - June 2021
210628 APS	APS	6/28/2021	23552	Valtas Group Washington LLC	16,808.29	Executive Search - Executive Director Position
210628 APS	APS	6/28/2021	23553	Grow Food dba Viva Farms	16,876.18	Breaking Ground: Removing Barriers in Food
210713-2-APS	APS	7/13/2021	23634	Comcast Business	237.66	Accounts Payable Invoices
210713-3-API	APS	7/13/2021	23635	Environmental Coalition of South Seattle (ECOSS)	1,772.92	Accounts Payable Invoices
210713-APS	APS	7/13/2021	23554	Accent45	2,550.00	Accounts Payable Invoices
210713-APS	APS	7/13/2021	23555	Accountemps	9,612.00	Accounts Payable Invoices
210713-APS	APS	7/13/2021	23556	Amy Michael LLC	7,625.00	Accounts Payable Invoices
210713-APS	APS	7/13/2021	23557	Bryant's Tractor & Mower Inc.	80.36	Accounts Payable Invoices
210713-APS	APS	7/13/2021	23558	Marinn Carpenter	2,250.60	Accounts Payable Invoices
210713-APS	APS	7/13/2021	23559	WEX Bank	709.35	Accounts Payable Invoices
210713-APS	APS	7/13/2021	23560	City of Kirkland	6,681.12	Accounts Payable Invoices
210713-APS	APS	7/13/2021	23561	City of Renton Utility Division	225.00	Accounts Payable Invoices
210713-APS	APS	7/13/2021	23562	Comcast Business	237.66	Accounts Payable Invoices
210713-APS	APS	7/13/2021	23563	Environmental Coalition of South Seattle (ECOSS)	1,772.92	Accounts Payable Invoices

210713-APS	APS	7/13/2021	23564	Health Care Authority	26,058.16	Accounts Payable Invoices
210713-APS	APS	7/13/2021	23565	ICS Support, Inc. - InTwo	13,120.70	Accounts Payable Invoices
210713-APS	APS	7/13/2021	23566	Robert Half Finance & Accounting	13,775.36	Accounts Payable Invoices
210713-APS	APS	7/13/2021	23567	T-Mobile USA, Inc.	1,259.92	Accounts Payable Invoices
210713-APS	APS	7/13/2021	23568	Washington Alarm, Inc	897.48	Accounts Payable Invoices
210713-APS-1	APS	7/13/2021	23632	Laurie R. Weisberg	3,910.69	Accounts Payable Invoices
210713-APS-1	APS	7/13/2021	23633	WS Ferries	64.20	Accounts Payable Invoices
210722API	APS	7/13/2021	23610	Health Care Authority	26,058.16	Accounts Payable Invoices
210722API	APS	7/13/2021	23611	ICS Support, Inc. - InTwo	13,120.70	Accounts Payable Invoices
210722API	APS	7/13/2021	23612	Robert Half Finance & Accounting	13,775.36	Accounts Payable Invoices
210722API	APS	7/13/2021	23613	T-Mobile USA, Inc.	1,259.92	Accounts Payable Invoices
210722API	APS	7/13/2021	23614	Washington Alarm, Inc	897.48	Accounts Payable Invoices
210726APS	APS	7/26/2021	23636	A & L Western Agricultural Labs	920.40	Accounts Payable Invoices
210726APS	APS	7/26/2021	23637	Anchor QEA	7,605.50	Accounts Payable Invoices
210726APS	APS	7/26/2021	23638	Backflow & Irrigation	914.34	Accounts Payable Invoices
210726APS	APS	7/26/2021	23639	Marinn Carpenter	1,944.90	Accounts Payable Invoices
210726APS	APS	7/26/2021	23640	Comcast Business - PA	408.17	Accounts Payable Invoices
210726APS	APS	7/26/2021	23641	EarthCorps	15,422.22	Accounts Payable Invoices
210726APS	APS	7/26/2021	23642	Goose and Gander LLC	9,991.92	Accounts Payable Invoices - Close Out
210726APS	APS	7/26/2021	23643	Inslee Best Doezie & Ryder P.S.	14,070.50	Accounts Payable Invoices
210726APS	APS	7/26/2021	23644	ICS Support, Inc. - InTwo	4,615.54	Accounts Payable Invoices
210726APS	APS	7/26/2021	23645	Carrie King	316.40	Accounts Payable Invoices
210726APS	APS	7/26/2021	23646	Michael Lasecki	26.88	Accounts Payable Invoices
210726APS	APS	7/26/2021	23647	Alex Martinsons	623.40	Accounts Payable Invoices
210726APS	APS	7/26/2021	23648	Mary M. Gruenewald Estate	6,353.10	LIP Contract: 2020-40 (Gruenewald, R.) Forest Health Management; Fund Year 2020
210726APS	APS	7/26/2021	23649	Mason CD	56,316.72	Accounts Payable Invoices
210726APS	APS	7/26/2021	23650	Mathewsons Auto & Tire	367.69	Accounts Payable Invoices
210726APS	APS	7/26/2021	23651	McLendon Hardware	726.29	Accounts Payable Invoices
210726APS	APS	7/26/2021	23652	Mountain Mist	65.95	Water filtration unit rental - June 2021
210726APS	APS	7/26/2021	23653	National Construction Rentals	162.95	Accounts Payable Invoices
210726APS	APS	7/26/2021	23654	Pacific Topsoils Inc.	94.35	Project Maintenance materials - Borden
210726APS	APS	7/26/2021	23655	Darcey Peterson	1,511.25	Accounts Payable Invoices
210726APS	APS	7/26/2021	23656	Renton Office Park LLC	32,704.39	Office Rent - August
210726APS	APS	7/26/2021	23657	Mikaela Kiner Coaching and Consulting LLC	19,760.00	Accounts Payable Invoices
210726APS	APS	7/26/2021	23658	Robert Half Finance & Accounting	121.15	Accounts Payable Invoices
210726APS	APS	7/26/2021	23659	Southworth and Sons, Inc.	47,163.42	Accounts Payable Invoices
210726APS	APS	7/26/2021	23660	Elizabeth Stockton	273.28	Accounts Payable Invoices
210726APS	APS	7/26/2021	23661	Third Sector Company	5,142.00	Accounts Payable Invoices
210726APS	APS	7/26/2021	23662	Tukwila Self-Storage	466.00	Accounts Payable Invoices
210726APS	APS	7/26/2021	23663	Weed Warriors	2,472.15	Performance of Grant Activities (FF00067) - Community Garden - Garden Produce for School Lunches
210726APS	APS	7/26/2021	23664	Wild Fish Conservancy	1,046.84	Accounts Payable Invoices
210726APS	APS	7/26/2021	23665	Young Women Empowered	11,701.15	Accounts Payable Invoices
210726APS	APS	7/26/2021	23666	YouthCare	8,913.15	Reimbursement for YouthGrow
210806APS	APS	8/6/2021	23668	3rd Space LLC	16,294.32	tBug Food Forward - Performance of grant activities (FF00084)
210806APS	APS	8/6/2021	23669	A & L Western Agricultural Labs	284.80	Soil Testing - Various Landowners

210806APS	APS	8/6/2021	23670	Accountemps	2,212.00	Accounts Payable Invoices
210806APS	APS	8/6/2021		Accountemps	2,880.00	Contractor Labor - W/E 07/16/21 - Lafferty, Teresa
210806APS	APS	8/6/2021		Accountemps	2,880.00	Contractor Services W/E 07/30/21 for Lafferty, Teresa E.
210806APS	APS	8/6/2021	23671	African Community Housing & Development	10,419.93	Grant Reimbursement - Farmers Market for the Delridge African Diaspora Immigrant & Refugee Community
210806APS	APS	8/6/2021	23672	Amy Michael LLC	8,656.25	Contract Services/Consulting - June 2021
210806APS	APS	8/6/2021	23673	Marinn Carpenter	2,502.90	July 21-August 3 contract work supporting Education, Volunteer, Shore Friendly, King Co. & Sound Transit projects
210806APS	APS	8/6/2021	23674	City of Renton Utility Division	190.20	Water for WPC Irrigation, Base Charge and Meter Reading
210806APS	APS	8/6/2021	23675	Comcast Business	236.98	Internet and Phone Services - August 2021
210806APS	APS	8/6/2021	23676	Dept of Ecology	52,285.83	3 Crews and 1 IP - June 2021
210806APS	APS	8/6/2021	23677	Duwamish Longhouse & Cultural Center	6,399.23	Final Close-Out Grant Reimbursement - SE00090 Duwamish Ridge to River Trail Feasibility and Water Quality Monitoring
210806APS	APS	8/6/2021	23678	Inslee Best Doezie & Ryder P.S.	7,871.00	Legal Services - June 2021
210806APS	APS	8/6/2021	23679	ICS Support, Inc. - InTwo	236.72	5 Additional SonicWall VPN Licenses
210806APS	APS	8/6/2021		ICS Support, Inc. - InTwo	274.80	Monthly Barracuda Cloud Protection Services - August 2021
210806APS	APS	8/6/2021	23680	iUrban Teen	4,948.27	Final Close-Out Payment - Grant Reimbursement for Yesler Terrace Goes Green
210806APS	APS	8/6/2021	23681	Carrie King	86.90	Accounts Payable invoices
210806APS	APS	8/6/2021	23682	Salix Advisors LLC	4,800.00	Contractor Services - July 2021 - Kittle, Marjorie
210806APS	APS	8/6/2021	23683	Living Well Kent	7,039.36	Performance of Grant Activities (FF00082) Living Well Kent - Immigrant Farmer Bus Dev in Kent
210806APS	APS	8/6/2021	23684	Yuliy Makhovitskiy	828.75	Consulting Services - July & August 2021
210806APS	APS	8/6/2021	23685	Mathewsons Auto & Tire	408.20	Service 2005 Pontiac Vibe - Filter, Air Actuator/HVAC system repair/mtce.
210806APS	APS	8/6/2021	23686	Green River Coalition	1,216.59	Final Close-Out Payment - Grant Reimbursement - Covington Park Intepretive Trail & Native Plant Restoration
210806APS	APS	8/6/2021	23687	Mountain Mist	70.35	Water filtration rental - July 2021
210806APS	APS	8/6/2021	23688	Mountains to Sound Greenway Trust	4,996.27	Final Close-Out Payment - MTSOGT Issaquah Creek Restoration at Lake Sammamish State Park
210806APS	APS	8/6/2021	23689	Pacific Topsoils Inc.	191.96	Project Maintenance Materials - Borden
210806APS	APS	8/6/2021	23690	Restoration Analytics & Design LLC	1,300.00	Accounts Payable Invoices
210806APS	APS	8/6/2021		Restoration Analytics & Design LLC	3,700.00	Grace Cole Project Workshops and Program Launch June - July 2021
210806APS	APS	8/6/2021	23691	Mikaela Kiner Coaching and Consulting LLC	21,090.00	HR Consulting - July 2021
210806APS	APS	8/6/2021	23692	Robert Half Finance & Accounting	5,320.00	Contract Labor - W/E 07/16/21 - Weisberg, Laurie
210806APS	APS	8/6/2021	23693	Sno Valley Tilth	1,896.03	FF00070 Sound Tenure Alternatives for Small Farms
210806APS	APS	8/6/2021	23694	Sound Cities Association	500.00	2021 Regional Associate Membership Dues
210806APS	APS	8/6/2021	23695	Summit Law Group, PLLC	5,494.00	Legal Services - Labor Matters - June 2021
210806APS	APS	8/6/2021	23696	Snoqualmie Valley Wastershed Improvement Distri	2,200.00	Performance of grant activities - (FF00085) SVWID Watershed Creating new irrigation waters supply
210806APS	APS	8/6/2021	23697	T-Mobile USA, Inc.	1,259.92	Cellphone and Internet - July 2021
210806APS	APS	8/6/2021	23698	US Bank VISA	5,592.37	Credit Card Purchases - July 2021
210806APS	APS	8/6/2021	23699	Valtas Group Washington LLC	13,000.00	Contract Services/Consulting - Executive Director Search - June 2021
210806APS	APS	8/6/2021	23700	Washington Conservation Society	2,368.00	Customer Deposit - Wetland Plant Co-Op
210806APS	APS	8/6/2021	23701	Zero Waste Washington	6,812.41	Final Close-Out Payment - Grant Reimbursement Youth Green Jobs to Reduce Plastics
210820APS	APS	8/20/2021	23703	A & L Western Agricultural Labs	828.80	Soil testing - various landowners
210820APS	APS	8/20/2021	23704	Accountemps	5,320.00	Contractor Services W/E 07/30 Weisberg, Laurie
210820APS	APS	8/20/2021		Accountemps	2,880.00	Contractor Services W/E 08/06/2021 - Lafferty, Teresa E.
210820APS	APS	8/20/2021		Accountemps	2,880.00	Contractor Services W/E 08/13/2021 - Lafferty, Teresa E.
210820APS	APS	8/20/2021	23705	ACF West Inc.	3,718.00	Supplies for Gaisor - ADAP
210820APS	APS	8/20/2021	23706	Anchor QEA	20,070.95	Performance of Grant Activities - Seahurst Park Phase 2 Post Construcion Eelgrass Survey 2021
210820APS	APS	8/20/2021	23707	Brett Anderson	120.66	Lodging for Advanced Forestry - Forest Health training in Stabler, WA
210820APS	APS	8/20/2021		Brett Anderson	9.00	Travel - Meals for Advanced Forestry - Forest Health training in Stabler, WA
210820APS	APS	8/20/2021	23708	Caroline Boschetto	102.66	Mileage Reimbursement, July

210820APS	APS	8/20/2021	23709	Marinn Carpenter	2,547.90	August 4-17 contract work supporting Education, Volunteer, Shore Friendly, King County, & Sound Transit Projects
210820APS	APS	8/20/2021	23710	City of Bellevue	2,411.33	Performance of Grant Activities - Scoping Animal Relief Areas for Bellevue
210820APS	APS	8/20/2021	23711	DPdrones LLC	500.00	Aerial photos of ADAP Project in process for outreach purposes. Bill to Phase 6 FCD Grant
210820APS	APS	8/20/2021	23712	Enduris	48,963.00	Liability Insurance - September 1, 2021 - August 31, 2022
210820APS	APS	8/20/2021	23713	Health Care Authority	31,618.36	Health insurance - August 2021
210820APS	APS	8/20/2021	23714	Inslee Best Doezie & Ryder P.S.	5,266.00	Legal Services - July 2021
210820APS	APS	8/20/2021	23715	ICS Support, Inc. - InTwo	4,324.27	SSAS Core Infrastructure Support Services & Workstation Preventive Care & Monitoring
210820APS	APS	8/20/2021	23716	King County	114,545.32	Performance of Grant Activities - 2021 Keeping Farmers Farming, Support to the KC Ag Program
210820APS	APS	8/20/2021	23717	McCaffrey Consulting LLC	1,355.77	PSCD Caucus Coordinator Service 06/07 - 06/19/21
210820APS	APS	8/20/2021		McCaffrey Consulting LLC	213.61	PSCD Caucus Coordinator Service 06/21 - 06/30/21
210820APS	APS	8/20/2021		McCaffrey Consulting LLC	652.02	PSCD Caucus Coordinator Service 08/02 - 08/12/21
210820APS	APS	8/20/2021		McCaffrey Consulting LLC	833.54	PSCD Caucus Coordinator Services - 05/24 -06/04/21
210820APS	APS	8/20/2021	23718	Mirrormont Community Association	2,000.00	MCA Chipper Days Reimbursement
210820APS	APS	8/20/2021	23719	Carrie Mizenko	3,000.00	LTP Contract: 2021-22 (Mizenko, C.); Waste Storage Facility; Fund Year 2021
210820APS	APS	8/20/2021	23720	National Construction Rentals	162.95	WCC Crew Storage Rental - August 2021
210820APS	APS	8/20/2021	23721	Neighborhood Farmers Market Alliance	2,092.69	Farmers Market Manager Support - Performance of Regional Food System Strategic Initiative Grant Activities (FF00049)
210820APS	APS	8/20/2021	23722	Renton Office Park LLC	32,644.78	Office Rent - September 2021
210820APS	APS	8/20/2021	23723	Robert Half Finance & Accounting	47.50	Contractor Services W/E 06/11 Weisberg, Laurie
210820APS	APS	8/20/2021		Robert Half Finance & Accounting	56.56	Contractor Services W/E 06/18 Weisberg, Laurie
210820APS	APS	8/20/2021		Robert Half Finance & Accounting	7,065.63	Contractor Services W/E 07/09 Weisberg, Laurie
210820APS	APS	8/20/2021		Robert Half Finance & Accounting	5,320.00	Contractor Services W/E 08/06/2021 - Weisberg, Laurie
210820APS	APS	8/20/2021		Robert Half Finance & Accounting	5,320.00	Contractor Services W/E 08/13/21 - Weisberg, Laurie
210820APS	APS	8/20/2021	23724	San Juan Islands Conservation District	7,955.59	June 2021 Grant Reimbursement -WSCC San Juan Islands & PSCD Caucus KCD 2021-03/SJICD 2021-01 Forest Stewardship Program
210820APS	APS	8/20/2021	23725	Southworth and Sons, Inc.	31,153.00	Dredging on north ditch and two culverts
210820APS	APS	8/20/2021		Southworth and Sons, Inc.	28,921.05	Full Payment for Gaisford ADAP - Billed to KC FCD Phase 6
210820APS	APS	8/20/2021		Southworth and Sons, Inc.	16,551.07	Full Payment for Winterbrook ADAP - billed to KC FCD Phase 6
210820APS	APS	8/20/2021	23726	Elizabeth Stockton	359.52	Reimbursement for Mileage 07/20/21 - 08/12/21
210820APS	APS	8/20/2021	23727	Third Sector Company	3,112.50	Consultation/Board Governance/Strategy - Invoice 1 of 4
210820APS	APS	8/20/2021		Third Sector Company	1,500.00	Interim Executive Director Monthly Fee (Setel, C.) - August 2021
210820APS	APS	8/20/2021	23728	U.S. Bank Equipment Finance	3,385.43	Copier contracted services - 07/15/2021 - 08/15/2021 ID 85776277, 85954264, 85141875, 84444697 & 85102771
210820APS	APS	8/20/2021	23729	Vashon Island Grower's Association / VIGA	1,173.27	Performance of Grant Activities (FF00062) Vashon Fresh... an online marketplace for local food
210820APS	APS	8/20/2021		Vashon Island Grower's Association / VIGA	12,785.55	Vashon-Maury Island Food Preservation Initiative
210820APS	APS	8/20/2021	23730	Vashon-Maury Island Land Trust	600.00	Performance of Grant Activities (FF00072) Matsuda Farm to Vashon Schools
210820APS	APS	8/20/2021	23731	WACD	3,488.89	District Dues - 2021 - 2022
210820APS	APS	8/20/2021	23732	WACD Plant Materials Center	7,740.00	Customer Deposit - 25% - 2022 Plant Sale
210820APS	APS	8/20/2021	23733	Your Part-Time Controller, LLC	1,800.00	Consulting services W/E 08/06/21 for Alvarez, A. and Reed, E.
210820APS	APS	8/20/2021		Your Part-Time Controller, LLC	1,887.50	Contractor Services - W/E 08/13/21 Alvarez, A., & W/E 08/13/21 Reed, A.
210827APS	APS	8/27/2021	23735	A & L Western Agricultural Labs	356.80	Soil Testing - Various Landowners
210827APS	APS	8/27/2021	23736	Accountemps	2,880.00	Contractor Services W/E 08/20/2021 for Lafferty, Teresa E.
210827APS	APS	8/27/2021	23737	Advanced Irrigation Inc.	224.60	Irrigation Repair - 06/03/2021
210827APS	APS	8/27/2021	23738	Builders Exchange of Washington, Inc	90.00	Posting KCD Drainage Projects - Parts 3 & 4 - 2021
210827APS	APS	8/27/2021	23739	Comcast Business - PA	406.43	Phone Services - August 2021
210827APS	APS	8/27/2021	23740	Dept of Ecology	66,570.83	3 Crews and 1 IP - July 2021
210827APS	APS	8/27/2021	23741	Environmental Coalition of South Seattle (ECOSS)	2,369.42	OSS Workshops 07-01 - 07-31-2021
210827APS	APS	8/27/2021	23742	ICS Support, Inc. - InTwo	1,864.48	5 Year KCD Meraki Enterprise Cloud Controller License - 5 licenses - 08-13-2021 to 08-13-2026

210827APS	APS	8/27/2021	23743	Alex Martinsons	29.12	Mileage reimbursement - 08-02-21 - 08-20-21
210827APS	APS	8/27/2021	23744	McCaffrey Consulting LLC	726.78	PSCD Caucus Coordinator Service 07/07 - 07/19/2021
210827APS	APS	8/27/2021		McCaffrey Consulting LLC	844.26	PSCD Caucus Coordinator Service 07/19 - 07/29/2021
210827APS	APS	8/27/2021	23745	Jason Mirro	88.48	Mileage Reimbursement 08-04-21 - 08-20-21
210827APS	APS	8/27/2021	23746	Restoration Analytics & Design LLC	1,300.00	City of Normandy Park Commty. Forest Stewardship Proj/August 2021 Workshop/Work Party at Marine View Park
210827APS	APS	8/27/2021		Restoration Analytics & Design LLC	1,500.00	Grace Cole Project August Workshop
210827APS	APS	8/27/2021	23747	Robert Half Finance & Accounting	1,064.00	Contractor Services W/E 08/23/2021 - Weisberg, Laurie
210827APS	APS	8/27/2021	23748	Sno Valley Tilth	1,583.79	Performance of Grant Activities (FF00045) Growing Farm Businesses Invoice 07-30-2021
210827APS	APS	8/27/2021	23749	Summit Law Group, PLLC	4,053.50	Legal Services - Labor Matters - July 2021
210827APS	APS	8/27/2021	23750	Washington State Health Care Authority Public Em	2,219.16	COBRA Coverage - Brandy Reed - July 2021 through September 2021
210903APS	APS	9/3/2021	23752	A & L Western Agricultural Labs	720.80	Soil Testing - Various Landowners
210903APS	APS	9/3/2021	23753	Alayne Blicke	500.00	Consulted on development of wildfire prep for farms webinar
210903APS	APS	9/3/2021	23754	Elizabeth Clark	64.31	Clark, Elizabeth - Mileage Reimbursement - 08/01/21 - 08/31/2021
210903APS	APS	9/3/2021	23755	Health Care Authority	10,154.54	Health Insurance - September 2021
210903APS	APS	9/3/2021	23756	ICS Support, Inc. - InTwo	274.80	Accounts Payable Invoices
210903APS	APS	9/3/2021	23757	Deborah A Meisinger	134.56	Mileage Reimbursement & Ferry Ticket Reimbursement - 05/13 - 06/18/21
210903APS	APS	9/3/2021	23758	Jason Mirro	88.48	Mileage reimbursement - 08/04 - 08/20/21
210903APS	APS	9/3/2021	23759	Washington Farmland Trust	23,358.00	Performance of Grant Activities (FF00076) - WFT - Farmland Access Strategic Initiative: Working Farmland Partnership Q2
210903APS	APS	9/3/2021	23760	South King County Food Coalition	1,850.00	Performance of Grant Activities (FF00071) - Q2 2021 - Food Access & Aggregation Community Team (FAACT) Site Exploration
210903APS	APS	9/3/2021		South King County Food Coalition	15,600.00	Performance of Grant Activities (FF00071) Q1 2021 - Food Access & Aggregation Community Team (FAACT) Site Exploration
210903APS	APS	9/3/2021		South King County Food Coalition	27,308.20	Performance of Grant Activities (FF00071) Q4 2020 - Food Access & Aggregation Community Team (FAACT) Site Exploration
210903APS	APS	9/3/2021	23761	Southworth and Sons, Inc.	39,804.51	Full Payment for Part 2 Drainage project (Thiele, King, Dedios) - minus culvert materials credit for \$4400.00
210903APS	APS	9/3/2021		Southworth and Sons, Inc.	(4,400.00)	Part 2 Drainage project - (Thiele, King, Dedios) culvert materials credit (accompanies Inv 2021-1012)
210903APS	APS	9/3/2021	23762	Timberline Silvics Inc.	2,127.00	KCD-CREP Purchases - Crain, E. & Haberzette, J. - WSCC 18-09-CE Objective 2
210903APS	APS	9/3/2021	23763	US Bank VISA	5,592.37	Credit Card Purchases - August 2021
210903APS	APS	9/3/2021	23764	WACD Plant Materials Center	2,368.00	Customer Deposit - Wetland Plant Co-op
210903APS	APS	9/3/2021	23765	Washington Water Trust	2,898.40	05/18/21 FF00089 Expanding a Consumer Market that Incentivizes Dry Farming as a Sustainable & Resilient Practice for Pro
210910APS	APS	9/13/2021	23767	Accent45	2,550.00	Website design for Shoer Friendly King County website
210910APS	APS	9/13/2021	23768	Accountemps	2,880.00	Contractor Services W/E 09/03/2021 for Lafferty, Teresa E.
210910APS	APS	9/13/2021	23769	Amy Michael LLC	6,062.50	Consulting Services - Financial and Grant - August 2021
210910APS	APS	9/13/2021	23770	City of Auburn	12,000.00	2021 Auburn International Farmers Market (AIFM) - Marketing & Demonstrations
210910APS	APS	9/13/2021	23771	Renton False Alarm Reduction Program	190.20	Water for WPC Irrigation, Base Charge and Meter Reading - 07/31 - 08/30/21
210910APS	APS	9/13/2021	23772	Comcast Business	240.92	Internet and Phone Services - September 2021
210910APS	APS	9/13/2021	23773	Comcast Business - PA	812.86	Phone Services - August & September 2021
210910APS	APS	9/13/2021	23774	Richard C. Deglman	428.40	LIP Contract: 2019-02 (Deglman, R.); Forest Health Management; Fund Year 2019
210910APS	APS	9/13/2021	23775	WA State Department of Natural Resources	2,936.70	Douglas Fir and Western Hemlock for plant sale
210910APS	APS	9/13/2021	23776	EarthCorps	3,600.00	Reimbursement for Burke Gillman Pollinator Corridor Final Close-Out
210910APS	APS	9/13/2021	23777	Christopher Feist	4,359.00	LIP Contract: 2020-09 (Feis, C.); Forest Health Management; Fund Year 2020
210910APS	APS	9/13/2021	23778	Ferguson Waterworks	9,877.36	PO # R OUTLET - Ag Drainage Work & Materials
210910APS	APS	9/13/2021		Ferguson Waterworks	9,839.23	PO# R OUTLET - Ag Drainage Work & Materials
210910APS	APS	9/13/2021	23779	ICS Support, Inc. - InTwo	12,845.90	Accounts Payable Invoices
210910APS	APS	9/13/2021		ICS Support, Inc. - InTwo	407.46	Barracuda Cloud Protection Services & DUO MFA Services - September 2021
210910APS	APS	9/13/2021	23780	William M. Keough	248.66	LIP Contract: 2019-25 (Keough, B.); Forest Health Management; Fund Year 2019
210910APS	APS	9/13/2021	23781	Salix Advisors LLC	6,375.00	Contractor Services - August 2021 for Kittle, Marjorie
210910APS	APS	9/13/2021	23782	Mountain Mist	70.35	Water filtration rental - August 2021

210910APS	APS	9/13/2021	23783	Mountains to Sound Greenway Trust	555.30	Little Bear Creek Knotweed Control & Reforestation - Final Close-Out
210910APS	APS	9/13/2021		Mountains to Sound Greenway Trust	2,550.00	Raging River Floodplain Enhancement (RRFPE) 082621 Final Close-Out
210910APS	APS	9/13/2021		Mountains to Sound Greenway Trust	4,998.66	Raging River Knotweed Survey & Control Phase 1 (RRKNOT1) Final Close-Out
210910APS	APS	9/13/2021		Mountains to Sound Greenway Trust	4,994.60	Raging River Knotweed Survey and Control Phase 2 (RRKNOT2) Final Close-Out
210910APS	APS	9/13/2021		Mountains to Sound Greenway Trust	2,500.00	Rattlesnake Ledge Trail and Natural Area Improvement - Final Close-Out
210910APS	APS	9/13/2021	23784	Pitney Bowes Global Financial Services	278.21	Postage Machine Lease - 4th Qtr. 2021
210910APS	APS	9/13/2021	23785	Mikaela Kiner Coaching and Consulting LLC	19,665.00	- Ward, Jamie
210910APS	APS	9/13/2021	23786	Corrine Smith	5,742.00	LIP Contract: 2021-05 (Smith, C.); Buffer Fence; Fund Year 2021
210910APS	APS	9/13/2021	23787	Sherwood Stolt	1,986.07	LIP Contract: 2017-71 (Stolt, S.); Forest Health Management; Fund Year 2017
210910APS	APS	9/13/2021	23788	T-Mobile USA, Inc.	1,259.14	Cellphone and Internet - August 2021
210910APS	APS	9/13/2021	23789	Volgistics, Inc.	581.00	Volgistics volunteer tracking database 7-month account renewal
210910APS	APS	9/13/2021	23790	Washington Conservation Society	2,368.00	Customer Deposit - Wetland Plant Co-Op
210910APS	APS	9/13/2021	23791	Your Part-Time Controller, LLC	232.50	Contractor services - W/E 07/16/21 - Reed, E. & Piccioni, M.T.
210910APS	APS	9/13/2021		Your Part-Time Controller, LLC	1,395.00	Contractor services - W/E 07/26/21 - Reed, E. & Piccioni, M.T.
210910APS	APS	9/13/2021		Your Part-Time Controller, LLC	1,162.50	Contractor Services - W/E 07/30/21 Reed, E.
210910APS	APS	9/13/2021		Your Part-Time Controller, LLC	2,811.25	Contractor Services - W/E 08/20/21 Alvarez, A. and W/E 08/20/21 Reed, E.
210910APS	APS	9/13/2021		Your Part-Time Controller, LLC	2,951.25	Contractor services - W/E 08/27/21 Alvarez, A. & Reed E., & Piccioni, M.T.
210910APS	APS	9/13/2021		Your Part-Time Controller, LLC	2,951.25	Contractor services - W/E 09/03/21 Alvarez, A. and W/E 09/03/21 Reed, E.
210926APS	APS	9/26/2021	23793	A & L Western Agricultural Labs	828.80	Soil Testing samples - various landowners - August 2021
210926APS	APS	9/26/2021	23794	Accountemps	2,880.00	Contractor Services W/E 09/17/2021 - Lafferty, Teresa E.
210926APS	APS	9/26/2021		Accountemps	2,304.00	Contractor Services W/E 09/10/2021 - Lafferty, Teresa E.
210926APS	APS	9/26/2021	23795	Ellen Arnstein	17.86	Employee Mileage Reimbursement - 09-01 - 09-21-21
210926APS	APS	9/26/2021	23796	Builders Exchange of Washington, Inc	8.30	Posting KCD Drainage Projects Part 4 - 08-03 - 08-10-2021
210926APS	APS	9/26/2021	23797	Marinn Carpenter	1,800.53	September 1-10 contract work supporting Education, Volunteer, Plant Sale & Sound Transit Projects; Gas for 08 Vibe
210926APS	APS	9/26/2021	23798	Core & Main	4,968.35	Main Pipe Order - Laird Tile Project
210926APS	APS	9/26/2021	23799	Teri Herrera	1,092.00	LIP Contract - 2021-20 (Herrera), Roof Runoff Structure; Fund Year 2021
210926APS	APS	9/26/2021	23800	Charles H. Hitchin	1,317.38	LIP Contract: LIP_2016-08_(Hitchin, C); Forest Health Management; Fund Year 2016
210926APS	APS	9/26/2021	23801	Inslee Best Doezie & Ryder P.S.	3,655.50	Legal Fees - Employment General - August 2021
210926APS	APS	9/26/2021		Inslee Best Doezie & Ryder P.S.	3,326.00	Legal Fees - General - August 2021
210926APS	APS	9/26/2021	23802	ICS Support, Inc. - InTwo	407.46	Barracuda Cloud Protection Services & DUO MFA Services - September 2021
210926APS	APS	9/26/2021		ICS Support, Inc. - InTwo	4,324.27	SASS Core Support for 27 Users and Monthly Workstation Preventive Care - September 2021
210926APS	APS	9/26/2021	23803	Michael Lasecki	40.32	Personal Vehicle use for Site visits or field work on 9/1/21 and 9/3/21
210926APS	APS	9/26/2021	23804	Aaron K. Lichter	506.05	Lip Contract: 2018-69 (Lichter, A); Aquatic Area Enhancement; Fund Year 2018
210926APS	APS	9/26/2021	23805	National Association of Conservation Districts	775.00	Gold Level Sponsorship - FY21 3rd Invoice - NACD Membership
210926APS	APS	9/26/2021	23806	National Construction Rentals	162.95	WCC Crew Storage Rental - September 2021
210926APS	APS	9/26/2021	23807	Washington Farmland Trust	23,358.00	Performance of Grant Activities (FF00076) - WFT - Farmland Access Strategic Initiative: Working Farmland Partnership Q2
210926APS	APS	9/26/2021	23808	Pine Brook Meadows Homeowners Association	1,525.54	WLI Contract: WLI-2020-01; Forest Health Mgmt; Fund Year 2020
210926APS	APS	9/26/2021	23809	Renton Office Park LLC	33,675.65	Office Rent - October 2021 & \$485.63 Remaining Balance of September 2021 Rent
210926APS	APS	9/26/2021	23810	Robert Half Finance & Accounting	5,968.38	Contractor services - W/E 07/23/2021 - Weisberg, Laurie
210926APS	APS	9/26/2021	23811	Southworth and Sons, Inc.	16,324.38	LIP Contract: 2021-30 (Meizlish, A); Stream Crossing; Fund Year 2021
210926APS	APS	9/26/2021	23812	Summit Law Group, PLLC	2,613.00	Legal Services - Labor Matters - August 2021
210926APS	APS	9/26/2021	23813	Snoqualmie Valley Watershed Improvement Distri	3,798.00	SVWID June 1 - August 31 staff expenses for 2021 Beaver Management Contract
210926APS	APS	9/26/2021		Snoqualmie Valley Watershed Improvement Distri	6,559.60	SVWID Staff Hours June 17 - August 31, 2021 - Laird Drainage & Pond Leveler Invoices
210926APS	APS	9/26/2021	23814	U.S. Bank Equipment Finance	3,385.43	Copier contracted services - 08-15 - 09-15-21
210926APS	APS	9/26/2021	23815	Washington Water Trust	4,182.27	Performance of grant activities (FF00089)

210926APS	APS	9/26/2021	23816	Your Part-Time Controller, LLC	3,058.75	Consulting services W/E 08/06/21 for Alvarez, A. & Reed, E.
210609 APV	APV	6/9/2021	23461	Grow Food dba Viva Farms	(10,000.00)	Performance of grant activities (FF00059). Close-Out.
210713-V	APV	7/13/2021	23562	Comcast Business	(237.66)	Accounts Payable Invoices
210713-VOID	APV	7/13/2021	23563	Environmental Coalition of South Seattle (ECOSS)	(1,772.92)	Accounts Payable Invoices
210715-APV	APV	7/13/2021	23565	ICS Support, Inc. - InTwo	(11,120.70)	Accounts Payable Invoices
210715-APV	APV	7/13/2021	23566	Robert Half Finance & Accounting	(13,775.36)	Accounts Payable Invoices
210715-APV	APV	7/13/2021	23567	T-Mobile USA, Inc.	(1,259.92)	Accounts Payable Invoices
210715-APV	APV	7/13/2021	23568	Washington Alarm, Inc	(897.48)	Accounts Payable Invoices
210722APV	APV	7/13/2021	23564	Health Care Authority	(26,058.16)	Accounts Payable Invoices
210903APV	APV	8/6/2021	23700	Washington Conservation Society	(2,368.00)	Customer Deposit - Wetland Plant Co-Op
210903bAPV	APV	7/13/2021	23611	ICS Support, Inc. - InTwo	(11,120.70)	Accounts Payable Invoices
210913APV	APV	9/13/2021	23771	Renton False Alarm Reduction Program	(190.20)	Water for WPC Irrigation, Base Charge and Meter Reading - 07/31 - 08/30/21
210913bAPV	APV	9/13/2021	23790	Washington Conservation Society	(2,368.00)	Customer Deposit - Wetland Plant Co-Op
210913cAPV	APV	9/13/2021	23779	ICS Support, Inc. - InTwo	(12,845.90)	Accounts Payable Invoices
210913cAPV	APV	9/13/2021		ICS Support, Inc. - InTwo	(407.46)	Barracuda Cloud Protection Services & DUO MFA Services - September 2021
210920APV	APV	9/3/2021	23759	Washington Farmland Trust	(23,358.00)	Performance of Grant Activities (FF00076) - WFT - Farmland Access Strategic Initiative: Working Farmland Partnership Q2
071221 CD	CD	7/12/2021	062521-Nav Navia Benefit Solutions	283.26	Flex Plan deduction	
071221 CD	CD	7/12/2021	071221 CD Navia Benefit Solutions	1,474.59	NAVIA	
071221b CD	CD	7/12/2021	0004097E: UPS	22.01	Soil Sample Testing	
210602 CD	CD	6/2/2021	0004097E: UPS	24.01	Soil Sample Testing	
210603 CD	CD	6/3/2021	060321-Wir Bank of America	15.00	Wire Transfer Fee	
210604 CD	CD	6/4/2021	060421-Nav Navia Benefit Solutions	147.96	Flex Plan deduction	
210609b CD	CD	6/9/2021	00000409: UPS	26.07	Soil Sample Testing	
210610 CD	CD	6/10/2021	061021-Stp Bank of America	30.00	Stop Payment Fee - Viva Farms	
210611 CD	CD	6/11/2021	061121-Nav Navia Benefit Solutions	604.40	Flex Plan deduction	
210617 CD	CD	6/17/2021	0004097E: UPS	24.01	Soil Sample Testing	
210618 CD	CD	6/18/2021	061821-Nav Navia Benefit Solutions	65.60	Flex Plan deduction	
210621 CD	CD	6/21/2021	0004097E: UPS	41.12	Soil Sample Testing	
210625 CD	CD	6/25/2021	062521-Nav Navia Benefit Solutions	283.26	Flex Plan deduction	
210629 CD	CD	6/29/2021	062921-Wir Bank of America	15.00	Wire Transfer Fee	
210630 CD	CD	6/30/2021	210630 Navia Benefit Solutions	283.26	Flex Plan deduction	
210630 CD	CD	6/30/2021	210630b C Bank of America	3.00	Check Image Fee	
210707 CD	CD	7/7/2021	052821-DR: Dept of Retirement Systems	45,059.83	Dept Of Retirement Svcs 05/2021	
210707 CD	CD	7/7/2021	070621-DR: Dept of Retirement Systems	39,635.46	Dept of Retirement Systems - June 2021	
210708 CD	CD	7/8/2021	UPS BILL IC UPS	35.10	Soil Sample Testing	
210714-CD	CD	7/14/2021	210714-win Bank of America	15.00	Wire Transfer Fee	
210714b-CD	CD	7/14/2021	0004097E: UPS	21.00	Soil Sample Testing	
					<u>1,917,934.79</u>	
Report Total					1,917,934.79	Check

Unfinished Business

KING CONSERVATION DISTRICT BOARD OF SUPERVISORS

Policies and Procedures

**KING CONSERVATION DISTRICT BOARD OF SUPERVISORS
*REVISED DRAFT 10/1/21***

Prepared with assistance from Third Sector Company

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Policy Type: Governance Culture

GC-1

Introduction

King Conservation District (KCD or District) 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 occupiers**¹ 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 as described in RCW 89.08.220 (7), 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 Chapter 89.08 RCW and the Board's policies.

¹ See Glossary

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**²; 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 (DEIA). 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 KCD's mission?
 - c. How effective has the Board been in being in relationship with the community as advocates for KCD's mission?
 - d. How effective has the Board been in assuring that KCD is a resilient organization?

² 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; and
 - 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 (also referred to as the District's Long Range Plan) and related 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 proposed rates/assessments.
9. Evaluate and approve Board contracts, including by delegating such responsibility to the Executive Director as the Board may choose.
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 at 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. 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 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 part 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 voting on any decision which directly involves or affects them, except as otherwise authorized by RCW 89.08.220 (4).
3. If a Supervisor does not recuse himself 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 without discrimination to the constituents of King Conservation District.

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 **harassment³**.
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 KCD's legal counsel advises such disclosure.

³ 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 *KCD Employee Handbook* which applies to non-union employees, and the Anti-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 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, unless requested to do so by 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 W-2 **employee**⁴ 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.
4. For purposes of clarification, the above provisions refer to personnel associated with organizational operations. If a contractor is hired by the Board in connection with its governance responsibilities, that contractor may be supervised, evaluated, and/or dismissed by the Board.

⁴ 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 the District's Long Range Plan, Annual Work Plans, and other 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 Plan 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 District Long Range Plan, 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 is authorized by the Board of Supervisors to sign or submit forms, applications, addendums, payment requests, agreements, etc. in order to carry out District business. Board authorization is still required for those Grantors that request Board or Board Chair approval.
4. 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 oversee administration of the collective bargaining agreement between the District and Washington Federation of State Employees AFSCME Council 28, AFL-CIO, and shall ensure the District fulfills its requirements under collective bargaining law, including the negotiation of successor collective bargaining agreements.
3. The Executive Director shall assure that the District meets all applicable audit standards.
4. The Executive Director shall designate at least one other executive member of Staff 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 or interim basis.
5. The Executive Director shall maintain an organizational culture that treats its constituents with high professional standards and respect, dignity and courtesy.
6. 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.
7. 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.
8. The Executive Director shall maintain adequate job descriptions for all Staff positions.
9. 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

Policy Type: Board/Executive Director Relationship

and operation expenses, and revenues;

- e. Reflects anticipated changes in employee compensation, including inflationary adjustments, performance increases and benefits;
 - 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.
10. The Executive Director will assure that payroll and legitimate debts of the District are promptly paid when due.
11. 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, and otherwise comply with applicable competitive bidding laws and/or District procurement policies.
12. The Executive Director will submit **an annual financial 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.
13. **As per the 2020-2024 Interlocal Agreement between KCD and King County, the District shall provide to the County Council and Executive, by no later than September 1 of each year, annual reports detailing work completed the prior year and financial information in a format determined by consultation between the District and the Advisory Committee. The annual reports shall describe progress achieved towards the current year's Program of Work benchmarks and report any barriers towards achieving the Program of Work's benchmarks. The annual reports shall be filed with the clerk of the Council for distribution to the chair of the local services, regional roads and bridges committee, or its successor committee, to the Executive, to each councilmember and to the lead staff for the local services, regional roads and bridges committee, or its successor committee.**
14. The Executive Director **will ensure** that all organizational assets are adequately protected, properly maintained, appropriately used and not placed at undue risk.
15. The Executive Director may not allow facilities and equipment to be subject to improper use or insufficient maintenance.
16. The Executive Director may not purchase or sell real estate on the District's behalf, including land and buildings, without Board approval.
17. The Executive Director will provide to the Board in a timely manner information about

Policy Type: Board/Executive Director Relationship

trends, facts, and other information relevant to the Board's work and the health of the organization.

18. 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; and
 - 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, and to inform relevant conversations and decisions regarding contract renewal

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 – 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 - 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.

© 2010 BoardSource BOARD FUNDAMENTALS

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.

Land occupier – includes any person, firm, political subdivision, government agency, municipality, public or private corporation, co-partnership, association, or any other entity whatsoever which holds title to, or is in possession of, any lands lying within a district organized under the provisions of chapter 184, Laws of 1973 1st ex. sess., whether as owner, lessee, renter, tenant, or otherwise.

**King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: October 11, 2021**

SUBJECT: AI 21-

- Board Concurrence with proposed Washington State Conservation Commission Natural Resource Investment project list

FISCAL IMPACT

- The District is requesting \$78,666 from Washington State Conservation Commission funds

POLICY CONSIDERATION

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

STAKEHOLDER INTERESTS

- These projects will assist in implementing on-the-ground conservation to benefit King Conservation District constituents

BACKGROUND

- Conservation districts use Natural Resource Investments funding from the Washington State Conservation Commission (SCC) to offer local, incentive-based programs that empower landowners to voluntarily install best management practices (BMPs). BMPs advance progress toward resource objectives, such as improved water quality and habitat, and are farm-friendly.
- Staff is proposing three projects for funding (see attached for more details):
 - Drake Riparian Buffer Project
 - Foster Water Diversion Removal Project
 - LIP Mid-Contract Maintenance Project

EFFECTIVE DATE:

- This item becomes effective on the date that the Board expresses concurrence.

OPTIONS

- Board members express concurrence with the item
- Request that this item be returned to staff for further development

RECOMMENDATION

- Staff recommends that the Board express concurrence with this item

MOTION

- No motion necessary – concurrence will be noted in the minutes if given

Foster Well

Claire Foster has been leasing water from the SVWID's water bank, which is seeded with a large senior water right. Claire is leasing a very small amount of water (Qi 58 GPM and QA 5 acre-ft/yr) to irrigate 8-9 acres of mixed vegetables farms (3 farms total) at the Stuart's Landing site on the Snoqualmie River in Carnation. The diversion point is from the Snoqualmie River and our challenge at this farm is the access to the river for diversion. Claire has an up to date and NMFS compliant fish screen, pump, and water meter installed at this location, but there is no easy way to access the equipment to irrigate on a regular basis in summer. The challenge is that the bank is extremely steep (~ 25ft), is eroding, and the operator has to repel down the bank to install and access the intake, screen, and pump whenever they need to irrigate. The access issues pose significant hazards to the farmers at this site.

We had WDFW fish screening bios come on site to help with a solution. During the site visit we found that there is no alternative location that would be more accessible, and the pump cannot be placed at the top of the bank because the drop from the pump to the surface of the water would create too high of a head height for the pump to work properly. Installing a removable aluminum staircase on the bank to access the pump and screen would be difficult to permit due to the streambank modification and also cost prohibitive. Essentially there was no ideal solution to this access issue that would allow the farmers to continue to irrigate from the existing point of diversion.

The best alternative is to install a shallow groundwater well that would be hydrologically connected to the river and still eligible for lease of irrigation water from the SVWID's water bank. The proposed shallow groundwater well would likely hit water at approximately 80ft below the surface and will be installed with a 20 GPM pump. While hydrologically connected to the Snoqualmie River, there is a "re-timing" of when the water withdrawal is realized. The withdrawal of water directly from the river using a surface water diversion has immediate impacts to instream flow, while the withdrawal of water from a hydrologically connected well does not have an immediate impact, but is delayed.

Switching from a surface water intake to groundwater will reduce impacts to fish in the Snoqualmie River. While the irrigation screen being used on site was NMFS compliant, screens need to be regularly cleaned to minimize impingement and turbulent velocities around the screen that can injure juvenile salmonids and lamprey. Accessing the screen at this site to regularly check for and remove debris is extremely challenging and dangerous. New lamprey BMP's even suggest using smaller mesh openings (~ 1 mm) to prevent entrainment of or injuries to smaller lamprey larvae. The screen chosen for this site is a Pump-Rite screen with 0.75" (19mm) screen openings which may cause lamprey larvae from getting sucked into the screen perforations.

Removing stream diversions and instream structures from rivers has a positive impact on fish and aquatic life because 1.) Even a compliant screen that becomes clogged with debris or becomes damaged can pose risk and cause mortal injury to fish, 2.) Even some NMFS complaint screens may not protect lamprey larvae or other species of fish small enough to get sucked into the perforations, 3.) the risk of oil or gas spills from the pump operating near the waterbody is eliminated. 4.) There are benefits to instream flow because of the "re-timing" of water withdrawal – (e.g., Other farmers will likely be irrigating using their surface water diversions at the height of summer, all at once, when instream flows are low, impacting the instream flow of the Snoqualmie River at once. By irrigating using well water, the impact to the river will be delayed and will not been seen immediately)





Washington State Conservation Commission

Commission Use Only

Cost Share #:	Grant Number:
District Priority #:	Cultural Resources Report on file:
Environmental Benefit Description Complete:	Before/After Photos In CPDS:
Yes No	Yes No
Implementation Measures Updated: Yes No	CD Supervisor Employee Associate Supervisor N/A

Contract for Cost Share Funds

This contract contains the following elements:

- District and Participant Information.
- Natural Resources planning, environmental benefits, locations.
- Contract Term Definitions.
- Contract Assertions.
- Signatures for Participant and Conservation District.
- Practices to be installed with funding identified.
- Proof of Performance Documentation.

Conservation District: King

SCC Natural Resource Investments

Funding Program:

Participant Referral: Yes No (please include copy)

Referral Agency: WSCC

Participant Name: Claire Foster (Participant Id: 18163)

Participant Street Address: 10721 296th Ave NE

City, ST, Zip: Carnation, WA, 98014

Farm Name: ~~Experience Farming~~ Stuart Landing

Farm Address: Snoqualmie River Trail 10340 Carnation-Duvall Rd.

Farm City, ST, ZIP: Carnation, WA, 98014

PO Box:

Phone Number: (555) 555-5555
425-503-5176

Email Address: catber+93@hotmail.com

Additional Participant Information (if applicable)

Name:

Email

Address:

Address:

City, ST, ZIP:

PO Box:

Organization Name:

Phone Number:

Description of Property

Total farm acreage approximately 10 acres. This farm is located in Carnation Washington and is currently being farmed by three farmers. The farm is at least 200' to the east of the Snoqualmie river. Farming activities include producing row crop vegetables and cut flowers. There are at least 10 hoop houses on site. There is currently no source of irrigation water.

Description of Resource Concern.

The cooperator has been leasing a very small amount of water (Q1 58 GPM and QA 5 acre-ft/yr) from the water bank to irrigate 8-9 acres of mixed vegetables farms (3 farms total) at the Stuart's Landing site on the Snoqualmie River in Carnation. The diversion point is from the Snoqualmie River and our challenge at this farm is the access to the river for diversion. There is an up to date and NMFS compliant fish screen, pump, and water meter installed at this location, but there is no easy way to access the equipment to irrigate on a regular basis in summer. The challenge is that the bank is extremely steep (~ 25ft), is eroding, and the operator has to reel down the bank to install and access the intake, screen, and pump whenever they need to irrigate. The access issues pose significant hazards to the farmers at this site. The banks have eroded to the point where the pump was removed at the end of 2020 and there is currently no pump due to too much safety risk involved. The best alternative is to install a shallow groundwater well that would be hydrologically connected to the river and still eligible for lease of irrigation water from the SVWID's water bank. The proposed shallow groundwater well would likely hit water at approximately 80ft below the surface and will be installed with a 20 GPM pump. While hydrologically connected to the Snoqualmie River, there is a "re-timing" of when the water withdrawal is realized. The withdrawal of water directly from the river using a surface water diversion has immediate impacts to instream flow, while the withdrawal of water from a hydrologically connected well does not have an immediate impact, but is delayed. Switching from a surface water intake to groundwater will reduce impacts to fish in the Snoqualmie River. While the irrigation screen being used on site was NMFS compliant, screens need to be regularly cleaned to minimize impingement and turbulent velocities around the screen that can injure juvenile salmonids and lamprey. Accessing the screen at this site to regularly check for and remove debris is extremely challenging and dangerous. New lamprey BMP's even suggest using smaller mesh openings (~ 1 mm) to prevent entrainment of or injuries to smaller lamprey larvae. The screen chosen for this site is a Pump-Rite screen with 0.75" (19mm) screen openings which may cause lamprey larvae from getting sucked into the screen perforations. In short, installing an irrigation well will protect fish and farmers.

Planned Practice(s) and Calculation of Funding Assistance. Table 1.

NRCS Practice Code	NRCS Practice Name	Practice Measurement (feet, acres)	Practice Design Life	Total Practice Cost	Participants Contribution	Funding from Other Sources	Eligible SCC Funding/Maximum Requested
1 642	Water Well	Casing Diameter : 6.00 Inches	20	\$105,000.00 35,000	\$35,000.00	\$35,000.00	\$35,000.00
TOTALS				\$105,000.00 35,000	\$35,000.00	\$35,000.00	\$35,000.00

Annual Proof of Performance Documentation for Each Practice
Table 2.

Practice From Table 1	NRCS Code	Practice Design Life	Participant Responsibility	Due Date	Conservation District Role
1 Water Well	642	20	<i>in-kind</i> Provide cost share amount. Allow access to site by hydrologists, fish bios, engineers, and KCD program manager. Follow all BMP guidelines for the lifetime of the practice. Install water meter to irrigation well to ensure daily output does not exceed allowable discharge.	10/1/2021	Provide administrative and technical support through planning and installation of the project. Manage the NRI grant progress reporting on schedule. Complete all functions of project management through the end of the project.

Participant and Conservation District Staff Initials for Table 2: CJ LS

Contract Definitions:

- **Authorized Conservation District Signer:** Person identified by the Conservation District authorized to obligate the conservation district and reflected on an Authorized Signature Form on file at Washington State Conservation Commission.
- **Best Management Practice:** (BMP) or (Practice) A defined activity or construction activity approved by the NRCS for the purpose of addressing an existing or current natural resources issue.
- **Participant:** Person entering into a contract with the conservation district. If the Participant is a Lessee of the property, the contract must also be signed by the legal landowner of the property.
- **Conservation District:** (CD) Special purpose district authorized under RCW 89.08 to assist in the conservation of natural resources in Washington State.
- **Cost Share:** Public funds provided by local, state, federal agencies, and funds provided by private non-governmental organizations, for the purpose of sharing in the expense and encouraging the implementation of Practices for improving and sustaining natural resources.
- **Natural Resource Issue:** An opportunity to sustain or enhance soil, water, air, plants, animals, humans, and energy.
- **NRCS Practice Code:** A code assigned to a Field Office Technical Guide Practice, published by USDA, Natural Resources Conservation Services (NRCS).
- **Practice Design Life:** (Design Life) the described and expected life of NRCS practices if installed correctly, and maintained in accordance with the accompanying management plan.
- **Proof of Performance:** An agreed-to method of communicating the ongoing operation and participant maintenance of a Practice.
- **Termination:** For actions defined in REFUNDS/SALE/TRANSFER/TERMINATION.

Terms of Contract:

AWARD

- 1) Participant requests cost-share assistance under SCC's programs to install conservation Practices. These Practices are needed to address natural resource issues and would not be performed to the extent requested

- without state funding.
- 2) Participant understands the obligation of the conservation district to reimburse expenses incurred is contingent on the availability of funds through legislative appropriation and state allotments to SCC.
 - a) Participant also understands that if this contract crosses over state fiscal years the obligations of SCC and the CD is contingent upon the appropriation of funds during the next fiscal year.
 - b) Participant further understand the failure to appropriate or allot such funds shall be good cause to terminate this contract.
 - 3) If sufficient cost share funds are made available to the CD by SCC, and If this application is approved for the Practice(s) requested:
 - a) Participant will be notified by the CD within 30 days from when the CD receives notice the project has been approved for funding.
 - b) This notification will include the required timeline for implementation.
- CD/Participant initials the information was reviewed with the Participant: CX LS

TIMELINE

- 4) Participant agrees to the timeline for Practice(s) implementation:
 - a) Participant agrees to begin project implementation within 60 days of notification in 3(a) or as soon as weather and permit approval allows. If delays of more than 60 days occur, Participant will keep the CD informed.
 - b) Participant agrees that if implementation cannot be completed within the allotted timeline, the CD and SCC reserve the right to withdraw funding.
- CD/Participant initials the information was reviewed with the Participant: CX LS

PERMITS & REVIEWS

- 5) Participant agrees to ensure all applicable local, state, and federal permits are obtained for installation of the Practice(s). Participant understands Practice implementation and subsequent reimbursement will not occur until evidence of obtained permits is provided to CD.
 - 6) Participant agrees to ensure compliance with SCC's Cultural Resources Survey policy and provide documentation to the CD of all actions required under the policy.
- CD/Participant initials the information was reviewed with the Participant: CX LS

REIMBURSEMENT AND ASSIGNMENT OF PAYMENT

- 7) CD agrees to reimburse Participant, subject to Participant's compliance with the conditions of this contract, for eligible expenses which are incurred after the date the funds are made available by contract amendment to the CD by SCC.
- 8) Participant agrees that in order to receive reimbursement for eligible expenses, installation of the Practices described in Table 1 must have occurred, the installation must have met established NRCS standards and specifications or an alternative Practice design approved by a professional engineer, and, the Practice installation and functionality must be verified and approved in writing by the CD.
- 9) Participant understands that they will receive reimbursement for eligible expenses in the form of a check. This check will be made out only to the Participant after providing the CD with "paid" invoices that demonstrate vendors/contractors have been paid in full.
 - a) If Participant chooses to utilize the Assignment of Payment option for contractor and vendors, the Participant understands that contractors and/or vendors will be paid only to the extent the Participant would have been reimbursed had the Participant incurred the expenses. The Participant understands they are responsible for securing all necessary contractor and vendor information on the Assignment of Payment Form, and ensuring all necessary receipts accompany the reimbursement request.
- 10) Participant agrees that, in the event the CD has materials or purchases the materials for use on Participants project, Participant will provide the CD a check, reimbursing the CD for the cost of the materials.
- 11) CD agrees to provide Participant with a 1099-G if applicable. Please reference the IRS guidance on issuing a 1099-G form.

CD/Participant initials the information was reviewed with the Participant: CX LS

PARTICIPANT MAINTENANCE & RESPONSIBILITIES

- 12) Participant agrees to maintain and operate the Practice(s) for its Design Life as determined by the CD and as shown in Table 2.
- 13) Participant agrees to permit for the duration of its Design Life, on reasonable notice and request from the CD, the inspection of the location, maintenance, and monitoring, of the long-term condition of the Practice(s).
- 14) Participant agrees, for the Design Life of each Practice, to provide the conservation district on October 1 of each year, annual proof of performance documentation as specified in Table 2, for each practice.

CD/Participant initials the information was reviewed with the Participant: CK LS

REFUNDS/SALE/TRANSFER/TERMINATION

- 15) Participant agrees to refund all, or part, of the funding paid to them as prorated by the CD, in addition to any other remedies available by law or in equity, if, before the expiration of each or any Practice Design Life, the contract is terminated because of the any of the following:
 - a) Participant fails to expend funds under this contract in accordance with state laws and/or the provisions of this contract;
 - b) Participant knowingly or recklessly misrepresents--through falsified signatures, land placement, or any other means--the purpose of or circumstances related to the Practice installation.
 - c) Participant destroys or fails to maintain the approved Practice, or sells or leases Practice equipment.
 - d) Participant relinquishes management or title to the land on which the approved Practice has been established, and the new owner/operator of the land does not agree, in writing, to properly maintain, under the same terms applicable to the Participant, the Practice for the remainder of its Design Life.
- 16) Participant agrees to request of any person(s) to whom the benefitted acres are transferred by sale, lease, or other means, to sign a statement to maintain and continue the Practice for its Design Life under the same terms applicable to the Participant as a condition of ownership or control.
 - a) Participant will notify the CD in writing of any change in ownership or control of the subject property within thirty (30) days of such a change.
- 17) Written notification to the CD will include:
 - a) The name of the new Participant;
 - b) Whether or not the participant agrees to continue the cost shared Practice, and;
 - c) If they agree to continue the Practice, a copy of the new participant-signed statement to maintain and continue the Practice for its remaining Design Life.
- 18) Participant also understands that in the event the CD is required to institute legal proceedings to recover any funds used to reimburse my expenses, the conservation district is entitled to its costs thereof, including attorney's fees.

CD/Participant initials the information was reviewed with the Participant: CK LS

SUSPENSION & DEBARMENT

- 19) Certification Regarding Debarment, Suspension and Ineligibility
The Participant, by signature to this contract, certifies the Participant is not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded by any federal department or agency from participating in transactions (debarred). The Participant also agrees to include the above requirements in any and all subcontracts into which it enters. The Participant shall immediately notify the CD if, during the term of this contract, the Participant becomes debarred. The CD may immediately terminate this contract by providing Participant written notice if Participant becomes debarred during the term of this contract.

CD/Participant initials the information was reviewed with the Participant: CK LS

This section intentionally blank. Authorized Signatures on Next (Separate) Page.

I hereby agree to all descriptions, costs, terms included in this contract for Practice installation(s).
(Note: Numbers indicate order of signatures needed)

PARTICIPANT SECTION

Cheri Foor 9/28/2021
Signature of Participant + (date of application) (#1)

Signature of Co-Participant + (date of application)

Signature of Landowner (if Participant is Lessee) + (date of application)

*For state DNR lands, the lessee must obtain
signature of the Regional Lease Officer or designee*

APPROVAL SECTION FOR CONSERVATION DISTRICT

Liz Stockton
Signature of Conservation District Staff (#2) +
date submitted to Board of Supervisors for approval.

Mr. Mc - Pm
Signature of Authorized Conservation District Signer + (#3)
date approved by Board of Supervisors.

KCD Board reviewed 9/27/21.
Board approval sought on
10/11/21 agenda

----- This application is now eligible for funding, once funding is awarded per 3(a), implementation can begin. -----

IMPLEMENTATION CERTIFICATION

Conservation District Staff/Technician (#4) date

Conservation District Engineer or NRCS Technical Staff date

PAYMENT AUTHORIZATIONS

By my signature, I attest all invoices for vendors and contractors associated with the Practices included in this agreement have either been paid in full or an Assignment of Payment is attached. All receipts and invoice copies are included.

Cheri Foor 9/28/21
Signature of Participant (#5) date

Mr. Mc - Pm 09/29/2021
Approved for payment by Authorized Conservation District Signer (#6) date



JKA Well Drilling & Pumps
27115 Old Owen RD
PO BOX 310
Monroe, WA 98272
(360) 794-7300

BILL TO
Claire Foster
10721 296th Avenue Northeast
Carnation, WA 98014 USA

ESTIMATE
45441695

ESTIMATE DATE
Jun 04, 2021

JOB ADDRESS
Irrigation well
10301 Carnation Duvall Road
Duvall, WA 98019 USA

Job: 45383935

ESTIMATE DETAILS

Drilling, 6-IN Screened Well, 240-FT (Well Drilling): Provide drilling & services to complete a drilled water well with steel well casing (in unconsolidated material, such as sand, gravel, or clay), or PVC well casing where able (in rock, such as sandstone, shale, or basalt). Minimum additional work to include drilling rig mobilization, surface/'Ecology' seal to 18-FT, installation of a drive shoe, well tagging, and well capping.

All of the pricing/costs for the above works are based on the line items detailed below. Additional costs, while unlikely during the drilling process, may apply due to unknown subsurface conditions.

IF DRILLING IS COMPLETED IN UNCONSOLIDATED MATERIAL WHERE THE DRILLER DEEMS IT IS REQUIRED, Company shall install & develop a stainless steel sand screen in unconsolidated formations, or PVC screens in consolidated formations.

Total does NOT include pumping tests, water testing, permanent well pumps, water filters, well house, water treatment, etc. Excess materials will be hauled off site unless Owner specifically requests to keep the materials, prior to being removed from site.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
1306NC Drilling Footage	Drilling, 6-IN Footage (CNI): 6-IN Drilling Footage, price per lineal foot, plus or minus, 80-FT minimum charge. Casing sold separately. 5-7/8-IN, 6-IN Nominal, drilling in typical formations includes sand, gravels, clay, silts, till, followed by consolidated bedrock if necessary (shale, sandstone, etc). JKA Well Drilling & Pumps uses Dual Rotary drilling to drill through tough overburden, but there still exists the chance that boulders, rock shelves, or adverse conditions may cause casing refusal or deflection and necessitate the creation of change order to	240.00	\$40.00	\$9,600.00

complete drilling.

WellCasing-STL66250	Steel Well Casing, 6-IN x 20-FT Lengths: 6-IN Steel Well Casing, 0.250-IN Wall, 20-FT Lengths, Price Per Foot	240.00	\$30.00	\$7,200.00
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Mobilization, Surface Sealing, Drive Shoe & Well Cap	Mobilization, Surface Sealing, Drive Shoe & Well Cap: Mobilization includes driving rigs under their own power, setting jack pads, and towering up - additional towing/winch/dunnage/blocking is NOT included. Access for drill tender/support truck and daily driver truck must also be allowed for per provided site plans, including ingress/egress during progression of work. Overages for rig/crew due to inadequate access/site prep will be billed per Standby Time/Rig Time hourly rates as outlined in the Terms & Conditions.	1.00	\$2,327.99	\$2,327.99
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Provide & install 6-IN FP Style USA Made Casing Shoe.

'Ecology Seal' or WA State Surface Seal, 4-IN Annular Seal to 18-FT of Depth per WAC, including up to 14 sacks of Bentonite Chip clay.

Installation of 6-IN ABS Well Cap and Unique Ecology ID Tag.

SSScreenAssembly	Stainless Sand Screen Assembly: Stainless Steel Sand Screen Assembly, including 5-FT length of Stainless Steel V Wire Screen, Screen Bottom, and K Packer (8-IN or 2-FT Length). Stainless steel screens will be substituted for PVC Screen & Liner Assemblies in rock wells.	1.00	\$810.90	\$810.90
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RigTime-ScreenInstall-HRLY	Screen Installation & Well Development: Sand Screen Installation & Development, price per hour, one hour minimum	2.50	\$557.56	\$1,393.90
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POTENTIAL SAVINGS	\$0.00
SUB-TOTAL	\$21,332.79
TAX	\$1,663.96
TOTAL DUE	\$22,996.75
EST. FINANCING	\$324.25
BALANCE DUE	\$22,996.75

Thank you for your business!

CUSTOMER AUTHORIZATION

Pricing is valid for 7 days from date of estimate transmittal. THIS IS AN ESTIMATE ONLY, FINAL AMOUNT BILLED WILL BE BASED ON WORK COMPLETED AND MAY VARY. Optional Items shown are included only at the Quantity listed, unless specifically requested in writing by Owner prior to date of service. Estimate is for informational purposes only.

Changes to the above Total Price may be made for the following reasons:

- (1) A change in scope/description of work described above.
- (2) In the event that subsurface or unforeseen conditions demand that normal work, tools, techniques, and/or materials be changed, added, or altered.
- (3) Equipment previously installed or serviced by JKA has since been changed, altered, replaced, or repaired by Owner or a Third Party.
- (4) A change in the equipment as dictated by the characteristics of the well and/or applicable design/construction standards (National Electric Code, etc), or Owners requirements.
- (5) A change in well depth, or available water quality and/or quantity does not meet expected conditions, and/or changes in any or all occur.
- (6) Site access or ingress/egress is inadequate for equipment access causing equipment to be bogged down. See Terms and Conditions.
- (7) A change in material/equipment costs to JKA from their vendors in excess of 5% (see Price Escalation Clause in Terms and Conditions).

No changes will be made without first informing the Customer of the change and the cost difference (for example, a Change Order will be issued).

The undersigned Customer(s) accepts and agrees to the above and to the Terms and Conditions set forth herein.

Sign here

Date

JKA Well Drilling & Pumps

PO Box 310
Monroe, WA 98272
(360) 794-7300

TERMS & CONDITIONS

JKA Well Drilling & Pumps ('Contractor' or 'Company') promises to start the described work on the premises owned by _____ ('Customer' or 'Owner'). The Customer does hereby swear that they are the legal property owner at the time of contract signing, or that they are authorized by the property owner to sign on their behalf. The work shall be completed in a manner that is consistent with local, county, and state Codes, and shall start on or before _____, or as soon thereafter as prior arrangements allow. Contractor shall not be responsible for delays due to causes beyond the Company's reasonable control and without its faults or negligence, such as but not restricted to acts of God or the public enemy, acts of Government in either its sovereign or contractual capacity, fires, adverse weather conditions, floods, strikes, and freight embargoes or delays, or the injury, illness, or death of a key employee.

Customer, does hereby authorize Contractor to enter the premises and start work, and to continue work until such time as it is fully completed and free of defects in either workmanship or materials. Any warranties offered by the Company shall start on the date of invoice, but shall be contingent on full and complete payment being received within 14 business days of invoice.

The contractor proposes to complete the work described in the attached 'Estimate' or 'Bid' on your premises, located at, or otherwise known as _____, in the city of _____, in _____ County, in the State of Washington, Zip Code _____, legally described as the ____ 1/4 of the ____ 1/4 of Section _____, Township _____, Range _____, with property tax ID of _____, furnishing all equipment, tools, and labor for such work. The work shall be commenced consequent to the receipt of signed and dated contract and shall thereafter be diligently pursued to completion, subject to interruptions on account of adverse weather conditions, strikes and other causes beyond the control of the contractor.

BASIS OF WORK

All material & labor is based upon estimated/visible conditions. A change in conditions or needs may be reflected in overall costs. Any major change will be agreed upon before further work is performed.

JKA does NOT guarantee water quality or quantity resulting from any works included herein.

WORK SITE

Customer agrees to provide properly cleared and passable access for Contractor's equipment into and out of the site under its own power. Equipment which becomes bogged down as a result of poor access shall be removed by Contractor at customer's expense.

AUTHORIZATION OF WORK & CUSTOMER'S REPRESENTATIVES

For all drilling works, it shall be the Customers responsibility to be on the job site personally, available by telephone, or have their appointed representative present, to determine if and when the hole shall be terminated. If the Customer or their appointed representative is not present on site while Contractor is engaged on the job, the Contractor is authorized to make any such decisions based on Contractor's expertise and experience regarding the drilling process while drilling or engaged in any other such drilling process to allow completion of work.

For all other works, it shall be the Customers responsibility to be on the job site personally, available by telephone, or have their appointed representative present, to respond to any changes in conditions found by the Contractor in the course of work. If the customer or their appointed representative is not available when the Contractor is engaged on the job, the Contractor may at their discretion reschedule the work for a different time that is mutually agreeable. If rescheduled, the Contractor will not be responsible for costs or charges that result from their work being left incomplete at the time that a change in conditions was found.

JKA Well Drilling & Pumps

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STANDBY TIME

If equipment and/or labor becomes stuck or bogged down, Standby Time shall apply. If the Owner stops the Contractor from proceeding with work in a timely manner, or if the Owner is unavailable or unresponsive to the Contractor in a timely manner, Standby Time may apply. If Owner prepares the work site and it is deemed inaccessible or unsatisfactory due to safety concerns, or other risks as determined by the company, Company reserves the right to not start work, or to cease further work and reschedule once the site is ready. Charges for Standby Time/Mobilization may be deemed owed as a result of work stoppage.

Standby Time may be billed at the following rates based upon delays:

Equipment/Crew	Hourly (up to 6 hours)	Day (Over 6 Hours)
Pump Hoist & Two Man Crew	\$350	\$2,450
Service Van & Two Man Crew	\$290	\$1,950
+ Additional Crew Member(s)	\$185	\$1,480
Drill Rig (30,000# Class) & 2-Man Crew	\$425	\$3,400
+ Additional Crew Member(s)	\$150	\$1,000
Any additional engine driven equipment/rental equipment	\$1/horsepower	\$6/horsepower

PRODUCED WATER, CUTTINGS, DEBRIS, ETC.

The Customer hereby permits the Contractor to dump around and about the work site or such places and in such manner as the Contractor may choose all produced soils, rocks, silts, slurries, water and debris generated during progress of the work. The Contractor shall not be obligated to remove the same. Contractor shall not be obligated to provide silt fencing or other materials to prevent turbid water or debris entering local waterways or stormwater facilities.

WELL/EXCAVATION LOCATION

Washington State Law requires that the well site and excavation be marked with WHITE PAINT & located prior to start of work. Customer agrees to provide said onsite markings or flagging indicating any and all material items located underground including, but not limited to, water lines, power lines, phone lines, storage tanks, and vaults.

Owner to mark site with WHITE PAINT and to mark well site with stake marked "WELL SITE". Company shall file LOCATE request.

If Contractor penetrates any unmarked underground material item, known or unknown, the Customer shall be responsible for all liability and expenses incurred in removing any and all tools, materials used in any drilling or trenching process, and other such items that have been disturbed due such work including, but not limited to, water lines, power lines, phone lines, overhead utilities, storage tanks, and vaults.

PRICE ESCALATION CLAUSE

The Total Price or Estimated Price is subject to increase if the cost of products increase by more than 5% over the amount quoted to us between the date of this Contract/ Proposal and delivery of those products to the Project. In the event of such increases, and upon written documentation from the wholesaler and/or manufacturer establishing the extent of the increase, the contract amount will be equitably adjusted.

FLOWING ARTESIAN WELL CONDITIONS

JKA Well Drilling & Pumps has provided an estimate for work which may or may not include works designed for the control, redirection, and/or decommissioning of a flowing artesian well. Any proposed work on a well with flowing artesian water conditions, or work that isn't included specifically herein, but is required per Washington Administrative

JKA Well Drilling & Pumps

PO Box 310
Monroe, WA 98272
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Code (WAC), is the responsibility of the Owner. Overages may and often do occur when controlling or working with high flow artesian conditions in wells and JKA hereby notifies the Customer of the potential for cost overruns in labor, materials, and equipment for such works. **The Customer shall pay any additional expense for the proper sealing & control of a flowing artesian formation as required by law.**

PAYMENT

Contractor shall have the right to ask for and collect a payment/deposit on work, prior to start of work, to be no less than 50% of the estimated total, including any additional estimates provided after contract signing.

FINAL & COMPLETE Payment for each estimate/phase of work is due upon completion of each estimate/phase of work. Accounts not paid within terms are subject to a 1.5% monthly finance charge, or the maximum allowable rate by law. In case of suit or action to collect any sum due under this order, Customer shall pay attorney's fees and cost of suit together with carrying charges on the sum due at the rate of 1.5% per month (18% per annum), or the maximum rate allowable by law (12% for non-commercial consumers), whichever is less, from the date of discontinuance of work. Contractor reserves the right to ask for and receive progress payments on drilling work in 100-foot intervals, or at such time as a significant milestone or change has occurred in the progress of work.

Customer hereby certifies that the property on which this work is to occur is owned by Customer at the time of signing this contract and will be owned by Customer at the time that work is performed.

Customer agrees to pay sales tax on the total amount due.

JKA shall remain sole owner of any and all testing or inspection results, documentation, as-builts, etc. until the customer has made final and complete payment for all works performed on the site. All information is NOT considered confidential unless otherwise agreed upon.

Drilling / Underground Works shall be deemed completed and said sum payable upon demand when a point of producing water has been reached or subsurface conditions are encountered rendering further work impractical, whichever comes first.

Pumps/Water Filtration/Plumbing/Electrical Works shall be deemed completed when the system is operable by the customer.

CHANGE ORDERS/ADDITIONAL ESTIMATES

It is understood and agreed by and between Company and Customer that, due to unknown status of subsurface terrain or conditions, modifications or alterations of this agreement as to size of equipment, quantity or type of materials, labor and Company owned equipment requirements, processes/techniques used to complete work, and adjustment of price occasionally thereby, which necessity shall be explained in advance of such modification or alteration in the form of a change order (additional estimate), to be signed by the Customer. The signed change order will be considered an addendum to this agreement. If the Customer disapproves of said modification or alteration, or fails to approve, the Company shall forthwith cease additional work.

PERMITS

Unless included in the attached estimate, it is understood that the acquisition and holding of all appropriate permits prior to the commencement of drilling, or any other work, is the responsibility of the customer.

AGREEMENT FOR FIRST RIGHT TO CURE ALLEGED CONSTRUCTION DEFECT

In the event there is any alleged Construction Defect in the work performed by JKA Well Drilling & Pumps under this agreement, the parties agree that JKA shall have the first right to cure any such alleged defect. The party alleging such defect shall have the obligation to notify JKA Enterprises Inc. in writing setting forth the details of such alleged defect. JKA shall have a period of not less than 90 days, or such longer period as may be reasonably required, to cure such alleged defect. This action shall not in any way act to extend the period of time otherwise available under any legal recourse for cure of such alleged defect. JKA shall not be responsible for any costs incurred that are not in conformity

JKA Well Drilling & Pumps

PO Box 310
Monroe, WA 98272
(360) 794-7300

with this agreement. The parties agree that this process shall be exhausted before any other legal or equitable remedy may be sought against the Company.

INDEMNIFICATION AGREEMENTS

Customer agrees to defend, indemnify, and hold Company, and it's employees/representatives, harmless from any and all claims, demands, losses, and liabilities related to water quality, quantity, and/or availability in Customer's wells or neighboring wells arising from, resulting from, or connected with services performed or to be performed at the above described property, to the fullest extent permitted by law.

Company agrees to defend, indemnify, and hold Customer harmless from any and all claims, demands, losses, and liabilities related to bodily injury of Company's employees and agents. Company's duty to indemnify Customer shall not apply to damages arising out of bodily injury to Company's Employees caused by or resulting from the sole negligence of the Customer or its agents or employees. Company specifically agrees to provide Washington State Industrial Insurance for every employee hired.

WAIVER OF PERSONAL SAFETY

The Customer recognizes that JKA's machinery and operations around the job site may be dangerous to themselves or their representatives and that they should maintain a safe distance from the machines/activities taking place. The Customer hereby waives any right to hold the Company liable for the injury or death of themselves or their representatives if they are within a 100-foot radius of the machinery or operations taking place. Additionally, Customer agrees that it is their responsibility to inform any representative or site visitor of any and all safety precautions, restrictions, and/or conditions that that person.

SUMMARY OF AGREEMENT

This agreement contains the entire understanding and all promises of the parties hereto, unless otherwise superseded by a change order at a later date or additional provisions that are approved by a corporate member of JKA Well Drilling & Pumps attached herein at the time of signing this contract.

In witness whereof, the parties hereto have executed this AGREEMENT on the date herein above set out. The undersigned accepts and agrees to the above.

BY _____ Date _____

[printed name, title, and company, as applicable]



JKA Well Drilling & Pumps
27115 Old Owen RD
PO BOX 310
Monroe, WA 98272
(360) 794-7300

BILL TO
Claire Foster
10721 296th Avenue Northeast
Carnation, WA 98014 USA

ESTIMATE
45441774

ESTIMATE DATE
Jun 04, 2021

JOB ADDRESS
Irrigation well
10301 Carnation Duvall Road
Duvall, WA 98019 USA

Job: 45383935

ESTIMATE DETAILS

Install 20 GPM Pump with At The Well Controls, 240-FT Well (Pump & Testing): JKA shall provide & install new submersible 20 GPM 2 HP constant pressure control system in a 220-FT to 240-FT well, including pipe, wire, and downhole accessories. JKA shall provide & install At The Well controls to allow for a frost proof installation of a pressure tank and motor controls at the wellhead.

Subsequent to installation, JKA shall perform pumping test to establish well production.

Owner must provide power and water line connections to wellhead. Power circuit to be 240V 20 AMP.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
Labor & Materials to Install Submersible Well Pump Assembly	New Pump Installation: JKA shall provide materials and labor to install new submersible pump and motor assembly.	1.00	\$3,452.05	\$3,452.05
0801 INST PITADPT 125 BRZ	Install pitless adapter, 1-1/4-IN Bronze: JKA shall provide & install pitless adapter in customers well, including excavation, adapter installation, and testing as able for pressure capacity. Pitless to be installed at 18 inches below grade, unless otherwise specified. JKA shall repair surface seal as necessary.	1.00	\$675.51	\$675.51
At The Well Controls & Plumbing Installation	At The Well Controls & Plumbing Installation: JKA shall provide labor & materials to install variable speed drive and pressure tank, along with frost proof hydrant, constant pressure manifold, and valve box. JKA shall connect	1.00	\$3,679.33	\$3,679.33

pipng from valve box manifold to well and hydrant, and wire from submersible pump to motor controller.

Wiring / piping from house is to be provided by Owner.

20SDQP20HPN4	4-IN Franklin Electric SubDrive QuickPak Constant Pressure System, including 20 GPM Franklin Submersible Water End and 2 HP Franklin Submersible Motor, with 4-IN Franklin Electric SubDrive 100 Constant Pressure Motor Controller (NEMA 4), 230 Volt	1.00	\$4,639.29	\$4,639.29
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Franklin Electric 20SDQP-2.0HP-N4

POTENTIAL SAVINGS	\$0.00
SUB-TOTAL	\$12,446.18
TAX	\$970.80
TOTAL DUE	\$13,416.98
EST. FINANCING	\$189.18
BALANCE DUE	\$13,416.98

Thank you for your business!

CUSTOMER AUTHORIZATION

Pricing is valid for 7 days from date of estimate transmittal. THIS IS AN ESTIMATE ONLY, FINAL AMOUNT BILLED WILL BE BASED ON WORK COMPLETED AND MAY VARY. Optional Items shown are included only at the Quantity listed, unless specifically requested in writing by Owner prior to date of service. Estimate is for informational purposes only.

Changes to the above Total Price may be made for the following reasons:

- (1) A change in scope/description of work described above.
- (2) In the event that subsurface or unforeseen conditions demand that normal work, tools, techniques, and/or materials be changed, added, or altered.
- (3) Equipment previously installed or serviced by JKA has since been changed, altered, replaced, or repaired by Owner or a Third Party.
- (4) A change in the equipment as dictated by the characteristics of the well and/or applicable design/construction standards (National Electric Code, etc), or Owners requirements.
- (5) A change in well depth, or available water quality and/or quantity does not meet expected conditions, and/or changes in any or all occur.
- (6) Site access or ingress/egress is inadequate for equipment access causing equipment to be bogged down. See Terms and Conditions.
- (7) A change in material/equipment costs to JKA from their vendors in excess of 5% (see Price Escalation Clause in Terms and Conditions).

No changes will be made without first informing the Customer of the change and the cost difference (for example, a Change Order will be issued).

The undersigned Customer(s) accepts and agrees to the above and to the Terms and Conditions set forth herein.

Sign here

Date

JKA Well Drilling & Pumps

PO Box 310
Monroe, WA 98272
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TERMS & CONDITIONS

JKA Well Drilling & Pumps ('Contractor' or 'Company') promises to start the described work on the premises owned by _____ ('Customer' or 'Owner'). The Customer does hereby swear that they are the legal property owner at the time of contract signing, or that they are authorized by the property owner to sign on their behalf. The work shall be completed in a manner that is consistent with local, county, and state Codes, and shall start on or before _____, or as soon thereafter as prior arrangements allow. Contractor shall not be responsible for delays due to causes beyond the Company's reasonable control and without its faults or negligence, such as but not restricted to acts of God or the public enemy, acts of Government in either its sovereign or contractual capacity, fires, adverse weather conditions, floods, strikes, and freight embargoes or delays, or the injury, illness, or death of a key employee.

Customer, does hereby authorize Contractor to enter the premises and start work, and to continue work until such time as it is fully completed and free of defects in either workmanship or materials. Any warranties offered by the Company shall start on the date of invoice, but shall be contingent on full and complete payment being received within 14 business days of invoice.

The contractor proposes to complete the work described in the attached 'Estimate' or 'Bid' on your premises, located at, or otherwise known as _____, in the city of _____, in _____ County, in the State of Washington, Zip Code _____, legally described as the ____ 1/4 of the ____ 1/4 of Section _____, Township _____, Range _____, with property tax ID of _____, furnishing all equipment, tools, and labor for such work. The work shall be commenced consequent to the receipt of signed and dated contract and shall thereafter be diligently pursued to completion, subject to interruptions on account of adverse weather conditions, strikes and other causes beyond the control of the contractor.

BASIS OF WORK

All material & labor is based upon estimated/visible conditions. A change in conditions or needs may be reflected in overall costs. Any major change will be agreed upon before further work is performed.

JKA does NOT guarantee water quality or quantity resulting from any works included herein.

WORK SITE

Customer agrees to provide properly cleared and passable access for Contractor's equipment into and out of the site under its own power. Equipment which becomes bogged down as a result of poor access shall be removed by Contractor at customer's expense.

AUTHORIZATION OF WORK & CUSTOMER'S REPRESENTATIVES

For all drilling works, it shall be the Customers responsibility to be on the job site personally, available by telephone, or have their appointed representative present, to determine if and when the hole shall be terminated. If the Customer or their appointed representative is not present on site while Contractor is engaged on the job, the Contractor is authorized to make any such decisions based on Contractor's expertise and experience regarding the drilling process while drilling or engaged in any other such drilling process to allow completion of work.

For all other works, it shall be the Customers responsibility to be on the job site personally, available by telephone, or have their appointed representative present, to respond to any changes in conditions found by the Contractor in the course of work. If the customer or their appointed representative is not available when the Contractor is engaged on the job, the Contractor may at their discretion reschedule the work for a different time that is mutually agreeable. If rescheduled, the Contractor will not be responsible for costs or charges that result from their work being left incomplete at the time that a change in conditions was found.

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STANDBY TIME

If equipment and/or labor becomes stuck or bogged down, Standby Time shall apply. If the Owner stops the Contractor from proceeding with work in a timely manner, or if the Owner is unavailable or unresponsive to the Contractor in a timely manner, Standby Time may apply. If Owner prepares the work site and it is deemed inaccessible or unsatisfactory due to safety concerns, or other risks as determined by the company, Company reserves the right to not start work, or to cease further work and reschedule once the site is ready. Charges for Standby Time/Mobilization may be deemed owed as a result of work stoppage.

Standby Time may be billed at the following rates based upon delays:

Equipment/Crew	Hourly (up to 6 hours)	Day (Over 6 Hours)
Pump Hoist & Two Man Crew	\$350	\$2,450
Service Van & Two Man Crew	\$290	\$1,950
+ Additional Crew Member(s)	\$185	\$1,480
Drill Rig (30,000# Class) & 2-Man Crew	\$425	\$3,400
+ Additional Crew Member(s)	\$150	\$1,000
Any additional engine driven equipment/rental equipment	\$1/horsepower	\$6/horsepower

PRODUCED WATER, CUTTINGS, DEBRIS, ETC.

The Customer hereby permits the Contractor to dump around and about the work site or such places and in such manner as the Contractor may choose all produced soils, rocks, silts, slurries, water and debris generated during progress of the work. The Contractor shall not be obligated to remove the same. Contractor shall not be obligated to provide silt fencing or other materials to prevent turbid water or debris entering local waterways or stormwater facilities.

WELL/EXCAVATION LOCATION

Washington State Law requires that the well site and excavation be marked with WHITE PAINT & located prior to start of work. Customer agrees to provide said onsite markings or flagging indicating any and all material items located underground including, but not limited to, water lines, power lines, phone lines, storage tanks, and vaults.

Owner to mark site with WHITE PAINT and to mark well site with stake marked "WELL SITE". Company shall file LOCATE request.

If Contractor penetrates any unmarked underground material item, known or unknown, the Customer shall be responsible for all liability and expenses incurred in removing any and all tools, materials used in any drilling or trenching process, and other such items that have been disturbed due such work including, but not limited to, water lines, power lines, phone lines, overhead utilities, storage tanks, and vaults.

PRICE ESCALATION CLAUSE

The Total Price or Estimated Price is subject to increase if the cost of products increase by more than 5% over the amount quoted to us between the date of this Contract/ Proposal and delivery of those products to the Project. In the event of such increases, and upon written documentation from the wholesaler and/or manufacturer establishing the extent of the increase, the contract amount will be equitably adjusted.

FLOWING ARTESIAN WELL CONDITIONS

JKA Well Drilling & Pumps has provided an estimate for work which may or may not include works designed for the control, redirection, and/or decommissioning of a flowing artesian well. Any proposed work on a well with flowing artesian water conditions, or work that isn't included specifically herein, but is required per Washington Administrative

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Code (WAC), is the responsibility of the Owner. Overages may and often do occur when controlling or working with high flow artesian conditions in wells and JKA hereby notifies the Customer of the potential for cost overruns in labor, materials, and equipment for such works. **The Customer shall pay any additional expense for the proper sealing & control of a flowing artesian formation as required by law.**

PAYMENT

Contractor shall have the right to ask for and collect a payment/deposit on work, prior to start of work, to be no less than 50% of the estimated total, including any additional estimates provided after contract signing.

FINAL & COMPLETE Payment for each estimate/phase of work is due upon completion of each estimate/phase of work. Accounts not paid within terms are subject to a 1.5% monthly finance charge, or the maximum allowable rate by law. In case of suit or action to collect any sum due under this order, Customer shall pay attorney's fees and cost of suit together with carrying charges on the sum due at the rate of 1.5% per month (18% per annum), or the maximum rate allowable by law (12% for non-commercial consumers), whichever is less, from the date of discontinuance of work.

Contractor reserves the right to ask for and receive progress payments on drilling work in 100-foot intervals, or at such time as a significant milestone or change has occurred in the progress of work.

Customer hereby certifies that the property on which this work is to occur is owned by Customer at the time of signing this contract and will be owned by Customer at the time that work is performed.

Customer agrees to pay sales tax on the total amount due.

JKA shall remain sole owner of any and all testing or inspection results, documentation, as-builts, etc. until the customer has made final and complete payment for all works performed on the site. All information is NOT considered confidential unless otherwise agreed upon.

Drilling / Underground Works shall be deemed completed and said sum payable upon demand when a point of producing water has been reached or subsurface conditions are encountered rendering further work impractical, whichever comes first.

Pumps/Water Filtration/Plumbing/Electrical Works shall be deemed completed when the system is operable by the customer.

CHANGE ORDERS/ADDITIONAL ESTIMATES

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SUMMARY OF AGREEMENT

This agreement contains the entire understanding and all promises of the parties hereto, unless otherwise superseded by a change order at a later date or additional provisions that are approved by a corporate member of JKA Well Drilling & Pumps attached herein at the time of signing this contract.

In witness whereof, the parties hereto have executed this AGREEMENT on the date herein above set out. The undersigned accepts and agrees to the above.

BY _____ Date _____

[printed name, title, and company, as applicable]

Title: Drake Project
NRCS practice: Riparian Forest Buffer
District Implemented
Lead Contact: Zachary Bergen
Funding requested: \$31,137.00

The main objective of this project is to protect critical fish habitat through restoration. NRI funding would assist with the establishment of a 50' 4.47-acre riparian forest buffer along 2900 feet of the Snoqualmie River. Forested riparian buffers are comprised of a diverse stand of native trees and shrubs that are representative of a relatively undisturbed stand of mature forest. Once established the newly installed buffer would create shade, reduce erosion through the stabilization of stream banks, help protect water quality, and create general habitat and refuge for wildlife.

Title: Foster Water Diversion Removal
NRCS practice: Water Well
District Implemented
Lead Contact: Liz Stockton
Funding requested: \$30,000.00

This project will remove a water diversion from the Snoqualmie River in Carnation, by installing a shallow groundwater well, which will ameliorate immediate impacts of water removal from this salmon-bearing river. In addition to this benefit, removing the existing water diversion will eliminate potential existing threats to juvenile salmonids and associated aquatic species through removal of screened pumping devices. Finally, sedimentation will be reduced, since farm personnel will no longer need to traverse the high (25') streambank which is currently eroding.

Title: LIP Mid-Contract Maintenance
NRCS practices: Brush Control and Tree and Shrub Establishment
District Implemented
Lead Contact: Ellen Arnstein, Forest Stewardship Program Manager
Funding requested: \$17,529

Summary: As part of our landowner incentive program, contractors are on board for 3 years to install and maintain projects that are then maintained by the landowner and monitored by KCD for the next 12 years. Through monitoring we have determined that several landowners need additional assistance in removing invasive plants and replanting trees and shrubs after the contractor is no longer involved. This project will pilot mid-contract maintenance for 3-4 selected landowners: King, Kazan, Hariuchi, and Hsi for a total of 9.8 acres of brush control and an estimated 600 trees over 8 acres.

DRAKE PROPOSAL FOR NRI FUNDING

Lead: Zachary Bergen
Amount Requested: \$31,137.00
50' Riparian Buffer
District Implemented Project

The main objective of this project is to protect critical fish habitat through restoration. NRI funding would assist with the establishment of a 4.47-acre riparian forest buffer along 2900 feet of the Snoqualmie River. Forested riparian buffers are comprised of a diverse stand of native trees and shrubs that are representative of a relatively undisturbed stand of mature forest. Once established the newly installed buffer would create shade, reduce erosion through the stabilization of stream banks, help protect water quality, and create general habitat and refuge for wildlife.

King, Gary 19985 SE 416th St

Landowner: Gary King

Landowner Id: 18175

Mailing Address: 19985 SE 416th St Enumclaw, WA 98022

Land Use: Forest

Land Type: Residential/Lifestlye farm

Conservation District: King

Property Description:

There are two stands on the property: Stand 1 - 1.5 acres under the powerlines. This area is dominated by Himalayan blackberry, sedges, salmonberry and grasses with wetland pockets. Stand 2 - 4.89 acres of mixed deciduous/conifer established in 1936+ resulting from self-seeding in of primarily alder into abandoned disturbed pastureland. The 70+ year old alder is rapidly declining and falling out of the forest. We were amazed as we walked through the forest for this plan - there are far fewer trees than when we used to go into the forest with our children. Trees now range from 40 to maybe 120 per acre with diameters of 10 to 24 inches. The increased light into the forest floor has allowed Himalayan blackberry to spread far into the more open areas, where we have never seen it in the past. The salmonberry is also starting to overwhelm the understory. Property is located in the Mud Mountain drainage basin of the white river watershed in WRIA 10.

Resource Concerns

Degraded Plant Condition - Undesirable Plant Productivity and Health

Degraded Plant Condition - Excessive Plant Pest Pressure

Resource Concern Description:

Current native conifer tree productivity, vigor and/or quality negatively impacts other natural resources on site and does not meet yield potential due to management and presence of invasive tree disease on site (white pine blister rust). Excessive pest damage to native trees and shrubs planted in 2011 from undesired invasive plants and white pine blister rust.

BMP Funding

Brush Management(1) 2804-3938-9550

Program	Fund Source	Agency	Grant Number	Proposed Amount	Awarded Amount
Natural Resource Investments	State	WSCC		\$0.00	\$0.00
			Total:	\$0.00	

Tree/Shrub Establishment(1) 2804-3938-9550

Program	Fund Source	Agency	Grant Number	Proposed Amount	Awarded Amount
Natural Resource Investments	State	WSCC		\$0.00	\$0.00
			Total:	\$0.00	

Funding Summary

BMP	Program	Proposed Amount	Awarded Amount
Brush Management	Natural Resource Investments		
	Total:		
Tree/Shrub Establishment	Natural Resource Investments		
	Total:		

Best Management Practices

Name: Brush Management

Code: 314

Status: Ready for Funding

Start Date:

Completion Date:

Planned Implementation Measurements

Measurements	Value	Units
Quantity of BMP	4.00	Acres

Closeout Actual Measurements

Measurements	Value	Units
Quantity of BMP	4.00	Acres

Name: Tree/Shrub Establishment

Code: 612

Status: Ready for Funding

Start Date:

Completion Date:

Planned Implementation Measurements

Measurements	Value	Units
Number of trees/shrubs/cuttings planted	200	Number
Quantity of BMP	3.00	Acres

Closeout Actual Measurements

Measurements	Value	Units
Quantity of BMP	3.00	Acres

Before Photos



Kazan,Nick 5908 Southwest Point Robinson Road

Landowner: Nick Kazan

Landowner Id: 18178

Mailing Address: 5807 SW Luana Beach Rd Vashon, WA 98070

Land Use: Forest

Land Type: Residential/Lifestlye farm

Conservation District: King

Property Description:

The entire 9.77 acre property is forested and enrolled in county's forestland current use tax program. Forest is composed of mostly red alder, understory mixed conifer saplings, and a few patches of mature conifer trees. Property is located in the Maury Island drainage basin of the Central Puget Sound watershed in WRIA 9. No wetlands or streams are located on the property but it's located in a critical aquifer recharge area.

Resource Concerns

Degraded Plant Condition - Excessive Plant Pest Pressure

Resource Concern Description:

Current native conifer tree productivity, vigor and/or quality negatively impacts other natural resources on site and does not meet yield potential due to management and plant pest damage. Excessive pest damage to native trees planted in 2010 from undesired invasive blackberry plants.

BMP Funding

Brush Management(1) 2804-3938-9550

Program	Fund Source	Agency	Grant Number	Proposed Amount	Awarded Amount
Natural Resource Investments	State	WSCC		\$0.00	\$0.00
			Total:	\$0.00	

Tree/Shrub Establishment(1) 2804-3938-9550

Program	Fund Source	Agency	Grant Number	Proposed Amount	Awarded Amount
Natural Resource Investments	State	WSCC		\$0.00	\$0.00
			Total:	\$0.00	

Funding Summary

BMP	Program	Proposed Amount	Awarded Amount
Brush Management	Natural Resource Investments		
	Total:		
Tree/Shrub Establishment	Natural Resource Investments		
	Total:		

Best Management Practices

Name: Brush Management

Code: 314

Status: Ready for Funding

Start Date:

Completion Date:

Planned Implementation Measurements

Measurements	Value	Units
Quantity of BMP	3.00	Acres

Closeout Actual Measurements

Measurements	Value	Units
Quantity of BMP	3.00	Acres

Name: Tree/Shrub Establishment

Code: 612

Status: Ready for Funding

Start Date:

Completion Date:

Planned Implementation Measurements

Measurements	Value	Units
Number of trees/shrubs/cuttings planted	200	Number
Quantity of BMP	3.00	Acres

Closeout Actual Measurements

Measurements	Value	Units
Quantity of BMP	3.00	Acres

Before Photos



Horiuchi,Melinda 48026 SE Mt Si Rd

Landowner: Melinda Horiuchi

Landowner Id: 18179

Mailing Address: 48026 SE Mt Si Road North Bend, WA 98045

Land Use: Forest

Land Type: Residential/Lifestlye farm

Conservation District: King

Property Description:

The property consists of 6.34 acres zoned Ra2.5 single family residence at the base of Mt Tenerrif on Mt Si Road in North Bend, Washington. The property is sided on the North and West by the Mt Si Conservation Forest, south by the Mt Si Road and east by a single family residence. The plot is rectangular in shape with 615' on the North and South sides and 450' on the West and East sides. It includes a seasonal non-fish stream that dissects the property North to South. The site has a rolling topography North to South, with an elevation of approximately 1000'. The property was logged of marketable timber in 1996. The logging slash was left in place and no replanting was established. Of the 6.34 acres, approximately 1.25 acres is dedicated to a single family residence, a secondary dwelling and a small orchard/garden area. The remaining 5+ acre forest consists of 2+ acres of a mix of Red Alder, Western Redcedar, Western Hemlock, Bigleaf and Vine Maple, Cottonwood and Sitka Spruce in varying concentrations and maturity, with the balance 2+ acres needing restoration. This portion contains patches of Himalayan and Evergreen Blackberries. There are many snags and woody debris providing wildlife habitat, with areas of Huckleberry, Salal, Salmonberry, Native Trailing Blackberry, Oyster and many other varieties of Mushrooms. The property is located in the middle fork Snoqualmie river drainage basin of the Snoqualmie watershed in WRIA 7.

Resource Concerns

Degraded Plant Condition - Excessive Plant Pest Pressure

Resource Concern Description:

Excessive pest damage to native trees and shrubs planted in 2009 from undesired invasive blackberry plants that have regrown on site.

BMP Funding

Brush Management(1) 2804-3938-9550

Program	Fund Source	Agency	Grant Number	Proposed Amount	Awarded Amount
Natural Resource Investments	State	WSCC		\$0.00	\$0.00
			Total:	\$0.00	

Tree/Shrub Establishment(1) 2804-3938-9550

Program	Fund Source	Agency	Grant Number	Proposed Amount	Awarded Amount
Natural Resource Investments	State	WSCC		\$0.00	\$0.00
			Total:	\$0.00	

Funding Summary

BMP	Program	Proposed Amount	Awarded Amount
Brush Management	Natural Resource Investments		
	Total:		
Tree/Shrub Establishment	Natural Resource Investments		
	Total:		

Best Management Practices

Name: Brush Management

Code: 314

Status: Ready for Funding

Start Date:

Completion Date:

Planned Implementation Measurements

Measurements	Value	Units
Quantity of BMP	2.80	Acres

Closeout Actual Measurements

Measurements	Value	Units
Quantity of BMP	2.80	Acres

Name: Tree/Shrub Establishment

Code: 612

Status: Ready for Funding

Start Date:

Completion Date:

Planned Implementation Measurements

Measurements	Value	Units
Number of trees/shrubs/cuttings planted	200	Number
Quantity of BMP	2.80	Acres

Closeout Actual Measurements

Measurements	Value	Units
Quantity of BMP	2.80	Acres

Before Photos



LYNNWOOD LINK URBAN TREE CANOPY LANDSCAPE ENHANCEMENT PARTNERSHIP PROJECT SCOPE OF WORK

June 2019

September 2021 – Timeline Update

OVERVIEW

Project Background and Description

The *Lynnwood Link Urban Tree Canopy and Landscape Enhancement Partnership* (Partnership Project) is a collaboration between Sound Transit, the City of Shoreline, and King Conservation District involving establishment of trees and native plants on private property or in the City Rights-of-Way (ROW) in the vicinity of the Lynnwood Link Extension (LLE) light rail project in Shoreline, WA. This partnership was created to address urban tree canopy conservation priorities shared between all three organizations, and the Partnership Project serves as an alternative for Sound Transit to meet the City of Shoreline's landscape buffer standards. Additionally, the King Conservation District (KCD) is leveraging its Urban Forest Stewardship Program to promote tree planting and expand urban tree canopy across public and private properties and provide education and increase awareness of the benefits of a healthy urban forest. The project will focus on three City of Shoreline neighborhoods (Ballinger, North City, and Ridgecrest) where on-site planting of landscape screening buffers is limited due to lack of property ownership and guideway safety limitations. In such cases, trees and native shrubs and ground covers will be made available for off-site mitigation planting on residential properties or in adjacent City ROW.

The Partnership Project will deliver predominantly native plant landscaping / residential yard habitat enhancement services and in some cases street tree planting through direct marketing, neighborhood engagement events, and planning and installation services to private home owners in the impacted neighborhoods. Establishment of trees and native shrubs and ground covers for habitat enhancement in residential yards or adjacent City ROW will be facilitated through basic landscaping consultations in combination with voluntary agreements that lead to installation of agreed-upon species. City staff support will be provided to ensure planting in the ROW is consistent with applicable engineering standards and the species and locations are acceptable to the City. Maintenance and survival monitoring of landscaping investments will be performed through a combination of guidance documentation and direct support to assist homeowners with maintaining plantings and documenting survival.

Funding for this project is provided by Sound Transit with the possibility of additional funding supplied by King Conservation District (KCD) should project costs exceed Sound Transit's contribution and if KCD elects to contribute additional funds. Mitigation fulfillment coordination is provided by the City of Shoreline. Neighborhood engagement and native plant landscaping services are coordinated by King Conservation

District. This Partnership Project is intended to meet Condition of Approval A(1)(b)¹ in the Hearing Examiner's Decision issued May 31, 2019, for Sound Transit's LLE Special Use Permit (SPL 18-0140) with the City of Shoreline.

Goals and Objectives

The goals of the Partnership Project are to provide landscape screening on private parcels or on adjacent City ROW in order to provide visual screening of the light rail project from adjacent single-family residential uses, to replace or add to existing urban tree canopy cover, and to contribute to visual continuity within the impacted portions of the Ballinger, North City, and Ridgecrest neighborhoods (approximately 250 residential parcels). King Conservation District will implement the Partnership Project to meet these goals in consideration of the City of Shoreline Municipal Code (SMC 20.50.490) requiring landscape screening² and the off-site mitigation requirements that are outlined in the LLE Special Use Permit Staff Report recommendations for landscape screening.³

King Conservation District's mission and service delivery model uniquely position the organization to partner on this Partnership Project and assist in meeting the shared goals of the project partners. KCD's statutory authority, mission and service-based business model enable, strategic engagement and support of property and home owners within the City of Shoreline on urban tree canopy enhancement. Enabling legislation within Chapter 89.08 RCW outlines the mission of KCD as "promot[ing] the sustainable use of natural resources through responsible stewardship." KCD implements its mission through natural resources conservation programing, using demonstration projects, educational events, technical assistance and in some cases funding for projects that benefit all homeowners within the boundary of KCD's service area. The City of Shoreline is located within the boundary of KCD.

Funding

¹ Special Use Permit (SPL18-0140) Condition A(1)(b) on page 47 of the Decision states:

Sound Transit shall, in consultation with the City and King Conservation District, finalize and execute an intergovernmental agreement (Partnership Agreement) with a scope of work and funding requirement in an amount not to exceed Two Hundred Fifty Thousand, Nine Hundred and Fifty-Two Dollars (\$250,952). The Partnership Agreement shall be substantially the same as the DRAFT – April 9, 2019, Lynnwood Link Urban Tree Canopy and Landscape Enhancement Partnership attached as Exhibit 27 and executed by Sound Transit and the participating parties no later than August 31, 2019, unless the City agrees to extend this deadline;

² The City of Shoreline Municipal Code (SMC) Chapter 20.50 requires landscaping screening be installed between different types of land uses to achieve four main purposes (SMC 20.50.450):

1. To enhance the visual continuity within and between neighborhoods;
2. To establish at least an urban tree canopy through landscaping and street trees;
3. To screen areas of low visual interests and buffer potentially incompatible developments; and
4. To complement the site and building design with landscaping.

³ Sound Transit requested, and received conditional approval of, a code modification through the LLE Special Use Permit (SPL18-0140) from SMC Chapter 20.50.490 requirements for a 5-foot or 20-foot Type I landscape screen between residential uses and non-residential/public facility uses where the vegetation clear zone, or limited land acquisition prevent planting of the full landscape screen required. Sound Transit, the City of Shoreline, and King Conservation District have developed this innovative strategy to fulfill the City's code and SUP requirements while avoiding adverse impacts to private homes and advancing King Conservation District's mission. The Partnership Project outlined in this Scope of Work document and the Partnership Agreement is proposed by Sound Transit as an alternate way to provide landscaping requirements instead of standard screening buffers where such buffer plantings are not viable.

Funding for the Partnership Project is made available by Sound Transit and KCD. Sound Transit funding is provided in the amount of \$250,952. KCD funding in the amount of \$24,000 might be made available by KCD. Sound Transit funding will be used in full to meet the Partnership Project costs. KCD funding will be utilized only if necessary to ensure the Partnership Project meets KCD's program goals should final Partnership Project costs exceed Sound Transit's funding contribution. In the event Partnership Project expenses are less than the Sound Transit's contribution, the unspent portion of Sound Transit funding will be returned to Sound Transit.

Mid-Project Assessment

King Conservation District and the City of Shoreline will evaluate Partnership Project progress to determine whether planting targets are on track. The mid-project assessment will help determine if resident participation and planting targets are on track and will detail the use of the funds to date provided by Sound Transit and KCD (if applicable).

Should homeowner participation in the Partnership Project not reach 100 participating properties by February 28, 2022, at the latest, KCD and the City will evaluate project options and potentially execute a plan to redirect remaining Sound Transit funding to the City for planting installations and stewardship on City-owned parks and rights-of-way.

Co-Branding

King Conservation District will develop communication, marketing and collateral materials to support delivery of services and implementation of the Partnership Project. Internet, print, and media communications will be co-branded with KCD, Sound Transit, and City of Shoreline logos and credit.

Maintenance and Monitoring

King Conservation District will coordinate maintenance and monitoring of Project-based landscaping investments. The purpose of maintenance and monitoring is to promote plant survivorship and document plant retention for three years following installation. To ensure that homeowners have the support and guidance necessary to maintain Project-based landscaping investments, KCD will provide tree and shrub maintenance reference materials to support homeowner-directed maintenance activities. In cases where homeowner-directed maintenance is less than adequate, KCD will provide follow-up technical support by phone, through additional collateral materials, and follow-up site visits should funding be available. KCD will be responsible for obtaining rights of entry for field-based maintenance assistance consistent with its Urban Forest Stewardship Program protocols. The protocol for monitoring will be a combination of homeowner-provided and KCD technician-facilitated plant survivorship photo documentation. Homeowners will provide annual photo documentation of maintained plants for the first two growing seasons following installation. KCD will conduct photo documentation site visits in the third growing season following installation.

Homeowner participation in monitoring documentation will be optional. In cases where homeowners are unresponsive to requests for photo documentation, KCD will attempt to verify plant survival through alternate means; however, it is understood that it may not be possible for KCD to document the status of planting investments until KCD conducts third-year monitoring site visits. While the overarching goal of the Partnership Project is to maintain landscaping investments beyond the 3-year maintenance commitment, there will be no legal obligation on the part of the homeowner to maintain plantings after the third growing season. To support longer-term enhancement of City and neighborhood urban canopy, KCD will support Partnership Project participants on an ongoing basis through established KCD natural resource conservation programming as long as those services are available to the public.

SCOPE OF WORK

The timelines and dates proposed in this section are updated as of September 2021 to reflect adjustments due to the COVID-19 pandemic. The dates and timelines are targets, and not hard deadlines, with the exception of the project end date. Adjustments to these targets may be mutually agreed to by KCD, Sound Transit, and City staff without further amendment to this agreement.

Task 1 – Project Management & Administration (~\$23,964)

Goal – Manage the partnership project to ensure successful implementation and deliverables; oversee project budget and KCD personnel assigned to the project; represent KCD on the interagency team responsible for success of the project; manage project budget, prepare invoicing, provide periodic reports, and prepare and submit final report.

Timeline – For the full term of the Agreement

Deliverables – Participate in quarterly Partnership Project team check-in meetings year one, mid- and end of year check-in meetings years two and three, and annual check-in meetings during monitoring years following year three of the Partnership Project; provide a mid-project assessment by February 2022 with a focus on whether the Partnership Project is on track to meet the plant installation targets and if not to consider options, including potential redirection of remaining funds to the City; provide periodic progress reports; and submit final report to Sound Transit and the City.

Task 2 – Outreach & Marketing (~\$21,625)

Goal – Plan education and community events, prepare and coordinate marketing strategy, prepare and coordinate engagement strategy, develop and produce collateral materials, and conduct direct and community-based marketing.

Timeline – Initiate Partnership launch and homeowner engagement in late July 2021, with successive engagement pushes through 2022 to achieve maximum homeowner participation over 3 planting seasons.

Deliverables – Conduct direct marketing to 250 homes, plan and conduct three (3) direct marketing mailings, and plan six (6) to nine (9) community engagement events.

Task 3 – Education & Events (~\$17,962)

Goal – Implement neighborhood and community events to engage homeowners and recruit participation.

Timeline – Provide limited in-person engagement/events as feasible with ongoing COVID-19 safety protocols.

Deliverables – Conduct six (6) to nine (9) neighborhood engagement events, as feasible with COVID-19 safety protocols. (These events are the same events planned under Task 2.)

Task 4 – Homeowner Consultations & Plantings (~\$146,868)

Goal – Engage homeowners, provide consultations on landscaping with trees and native shrubs and ground covers, install trees to meet targets, offer and install shrubs and ground covers to complement tree planting and to provide associated understory habitat, either on private property or in adjacent public ROW.

Timeline – Begin homeowner consultations and planting in Fall 2021 and conclude in Fall 2022 (3 planting seasons).

Deliverables – At least 100 homes engaged, and at least 100 landscaping consultations conducted. Maximum number of homes is 250 with an ideal target of 200 homes engaged, 400 trees installed, and

2,400 additional native plants installed. City staff will determine suitability of ROW areas for street tree requests, provide KCD with locations to plant based on utility locates, approve specific species proposed for planting in the ROW, and provide KCD staff with planting guidelines and recommended maintenance for City street trees. KCD will provide the City with data on GPS location, species, size, and planting date for future asset management.

Task 5 – Monitoring & Reporting (~\$40,533)

Goal – Complete Mid-Project Assessment, document maintenance of installed plantings and prepare and submit Partnership Project final report.

Timeline – Begin monitoring in Summer 2022 and continue as follows:

- Fall 2021 plantings monitored Summer 2022 through Summer 2024
- Spring 2022 plantings monitored Summer 2022 through Summer 2024
- Fall 2022 plantings monitored Summer 2023 through Summer 2025

Deliverables – Mid-Project Assessment is a meeting and does not require a formal report, but any resulting direction should be documented in writing. Annual documentation for three (3) years, including two (2) homeowner-submitted photo documentation cycles and one (1) technician-conducted maintenance and photo documentation cycle; one (1) Partnership Project final report.

BUDGET SUMMARY

The cost of the Partnership Project has been estimated and allocated by task. It is anticipated that adjustments to estimated task budgets may be necessary as this is a new project, and that task budget flexibility will benefit the Partnership Project in meeting the partnership goals and objectives.

<u>Scope of Work Item</u>	<u>Estimated Project Cost Allocation</u>
Task 1 – Project Management and Admin.	\$ 23,964
Task 2 – Outreach and Marketing	\$ 21,625
Task 3 – Education and Events	\$ 17,962
Task 4 – Consultations and Plantings	\$146,868
Task 5 – Monitoring and Reporting	\$ 40,533
KCD Optional Contribution	<u>\$ 24,000</u>
Maximum Total Project Cost	\$274,952

Note: Sound Transit is committing \$250,952 toward the cost of the Partnership Project. If additional funds are needed to ensure a successful project and programmatic success for KCD, KCD may contribute up to \$24,000.

TIMELINE

The project will commence upon execution of an agreement and run through the third growing season following the last planting project. It is assumed all plantings will be installed by Fall 2022, which equates to completion of maintenance and monitoring for all plantings by November 2025 and delivery of a final report by December 15, 2025.



Receiving #9456.01

**FIRST AMENDMENT TO THE COOPERATION AGREEMENT FOR LYNNWOOD
LINK URBAN TREE CANOPY AND LANDSCAPE ENHANCEMENT PARTNERSHIP
(ORIGINAL RECEIVING NUMBER: 9456)**

Whereas an agreement was entered into by and between the City of Shoreline, Washington, the Central Puget Sound Regional Transit Authority, and the King Conservation District on August 12, 2019; and

Whereas the parties desire to amend said agreement in order to reflect a change of circumstances, to wit: modify scope of work, extend agreement term, and modify notice information.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Existing Agreement Amended:** The City, the Central Puget Sound Regional Transit Authority (Sound Transit), and the King Conservation District entered into an agreement on August 12, 2019 identified as: Cooperative Agreement between Sound Transit, City of Shoreline, and King Conservation District for Lynnwood Link Urban Tree Canopy and Landscape Enhancement Partnership. The parties hereby amend that agreement.
2. **Amendment to Existing Agreement:** The agreement is amended in the following respect(s):

Section II.C. Project Management and Administration. Exhibit A is deleted and replaced in its entirety with Exhibit A-1, attached hereto.

Section III. Term. The term of this Agreement shall be extended to terminate at midnight on the 31st day of December, 2025.

Section XIII. Notices. For the King Conservation District, notices shall be addressed to the attention of the Executive Director.
3. **Terms and Conditions of Existing Agreement Remain the Same:** The parties agree that, except as specifically provided in this amendment, the terms and conditions of the existing agreement continue in full force and effect.

SIGNATURES AND EXECUTION DATE ON FOLLOWING PAGE

EXECUTED, this the day of , 20 .

CITY OF SHORELINE

**CENTRAL PUGET SOUND REGIONAL
TRANSIT AUTHORITY**

Name:

Title:

Name:

Title:

KING CONSERVATION DISTRICT

Name:

Title:

Work Session

STRATEGIC PLAN: YEARS 2015 - 2021

Mission

To promote the sustainable use of natural resources through responsible stewardship

Vision

King Conservation District will continue to be a leader in community based stewardship of natural resources and provides service to support economically viable working lands throughout the District.

Values

▶ Accountable ▶ Respectful ▶ Collaborative ▶ Empowering ▶ Trusted

Function

- The KCD facilitates community conservation through voluntary sustainable stewardship within and between the public and private sectors in the District and the region. The District has no regulatory or enforcement authority.
- The KCD supports working lands (eg: farms, marine industrial, forests, shellfish beds, etc.) as they effectively protect open space, optimally steward resources and are self-sustainable. KCD educates or coaches land managers (residential and commercial), schools, scientists, consultants and agencies on how to recognize and steward natural resources. KCD provides technical assistance and funding that supports solutions.
- In addition to funding its core programs, KCD offers grant funding to support stewardship congruent with its mission.
- The KCD works hand-in-hand with the local office of the Natural Resources Conservation Service (NRCS). The NRCS develops and maintains current best management practices and standards, which KCD employs in the implementation of its projects.

King Conservation District Priorities

Urban and Rural Forestry

Rural Forestry - King Conservation District will work with small-lot forest landowners across unincorporated King County to increase the resilience of the forested landscape and capture the ecological, recreational and other values of forests by helping landowners actively manage forestlands and open space areas.

Urban Forestry - KCD will expand conservation of urban tree canopies and grow green infrastructure where it is deemed most needed through partnerships with our member jurisdictions and their respective neighborhood and community organizations, groups and landowners. It will use convene and use an Initiative Review Team to evaluate and identify projects for funding. The objective is to identify 6 jurisdictions by the end of CY 2015 to receive KCD technical assistance and cost-share and/or grant funding for urban forestry program/project implementation, and up to 3 additional jurisdictions each year thereafter until 15 jurisdictions have been selected and queued for program / project support. The recommendations of the Initiative Review Team/Work Group recommendations will be reported to the full Advisory Committee for concurrence and the KCD Board for approval.

Food and Farming

Sustainable, Equitable, and Resilient Regional Food System - KCD will address these challenges by working with our partners and technical experts to develop a regional grant program designed to build capacity in food production, transportation, storage, distribution, and access. *Urban Agriculture* - KCD will build on existing success, such as Seattle Tilth's Farm Works in Auburn and Rainier Beach Urban Farm and Wetlands in south Seattle as models of success and work together to innovate new pilot programs to learn from and adapt. *Rural Agriculture* - King Conservation District will increase its support of rural farmers through both increasing the number of plans to self-selected clients as well as expand current pilot efforts on sub-basin targeting to improve water, soil, and habitat quality in watersheds that exhibit poor benchmarks.

Raise literacy of policymakers and stakeholders of the value of and critical need to protect and expand farmland. Work with farming community to publish white paper articulating the intrinsic value of farmland and challenges facing farmers today and in the future.

Explore county-wide farm production strategic plan. Production and preservation can be more effective when partners participate in the planning process. (Needs Board Input)

Explore potential cluster staffing for: GIS, IT, dairy, etc - Clustering may benefit by reducing redundancy and improving budgets through cooperation.

Shorelines and Riparian Habitat

KCD will increase the acres and miles of enhanced freshwater and marine riparian habitat on private property engaging more landowners and residents through increased levels of education and technical services and financial incentives. It will use convene and use an Initiative Review Team to evaluate and identify projects for funding. The objective is to implement urban shoreline and riparian habitat improvement projects consistent with current program procedures during CY 2015, and continue this practice in CY 2016 unless an alternate framework is recommended and adopted. The recommendations of the Initiative Review Team/Work Group will be reported to the full Advisory Committee for concurrence and the KCD Board for approval.

Fostering Collaboration to Build Capacity within the Community of the Multiple Partners and Stakeholders of King Conservation District

Increase Community Engagement through new media/networking/etc - To be an effective advocate for farms KCD will broaden its connection with the community.

Promote the term "farmland" in the primary lexicon - As a keystone to resource preservation, the term "farmland" needs to become ubiquitous when speaking about economics, the environment, or the creation of government policy.

Expand and support efforts of PSCD caucus to increase capacity of its members - Partnerships and collaboration offer greater synergy.

Advisory Committee Outreach - Provide communication and organizational understanding between KCD and stakeholders.

Increase Diversity. Cultural, geographic, and ethnic diversity enhances KCD's viewpoint and contribution.

Strengthen tribal relations and foster opportunities with additional tribes - The tribes present an important component and viewpoint for KCD.

Landowner Incentive Program (LIP) - KCD will increase our region's capacity to protect and enhance natural resources by providing financial incentives complementary to our technical programs and services that support private landowners in meeting the region's expectations that common natural resources be protected and enhanced for the public benefit.

Goals	Statement of Intent	2-Year Objectives	6-Year Objectives
<p>PRIORITY 1:</p> <p>RURAL AND URBAN FORESTRY</p> <p>Rural Forestry: King Conservation District will work with small-lot forest landowners across unincorporated King County to increase the resilience of the forested landscape and capture the ecological, recreational and other values of forests by helping landowners actively manage forestlands and open space areas.</p>	<p>KCD will expand its efforts by enhancing its partnerships with King County Department of Natural Resources and Parks, Washington State University Cooperative Extension, and rural residential and small private forest landowners to protect and enhance woodlots and smaller stands of forest, reduce forest fragmentation, and capture the ecological benefits and in some cases the economic value of forests.</p>	<p>Develop and deploy new expanded approach.</p>	<ul style="list-style-type: none"> • Increase from current level of 25 - 40 acres to 225 acres of rural forest / woodlot treated and planted annually, a total of 1,125 acres over 5 years • Increase from 2,000 - 3,000 to 18,000 - 36,000 native trees and shrubs planted on forest land annually, a total of 90,000 to 180,000 over 5 years • Increase from \$28,986 to \$144,900 of private sector funding leveraged on forest health management annually, a total of \$724,500 over 5 years • Increase from 2-3 to 18 or more small forest landowners engaged annually in planning and implementing best management practices through KCD technical services, a total of at least 90 landowners engaged over 5 years. • Offer 1 or more WSU Coached Forest Stewardship Workshop held in King County annually or at least 5 workshops in 5 years. • Increase from \$38,750 to \$150,000 in KCD LIP cost-share funding awarded annually for contracts with small private forest landowners to implemented best management practices, for a total of \$750,000 in cost share monies awarded over 5 years.

Goals	Statement of Intent	2-Year Objectives	6-Year Objectives

Goals	Statement of Intent	2-Year Objectives	6-Year Objectives
<p>Urban Forestry: KCD will expand conservation of urban tree canopies and grow green infrastructure where it is deemed most needed through partnerships with our member jurisdictions and their respective neighborhood and community organizations, groups and landowners</p>	<p>King Conservation District will work with our member jurisdictions and other partners to build a program that increases street trees and urban tree canopy coverage and builds green infrastructure in communities across King County. We will build on existing programs and utilize other available resources when available.</p>	<p>Develop and deploy new expanded approach.</p>	<ul style="list-style-type: none"> • Increase from 6 to 14 acres of urban forest/upland treated and planted annually, a total of 70 urban acres over 5 years. • Increase from 14,500 to 34,400 native trees and shrubs planted on urban forest/upland habitat annually, a total of 172,000 trees and shrubs planted in urban areas over 5 years. • Increase from \$144,000 to \$324,400 private sector funding leveraged on urban forest/upland health annually, a total of \$1,622,000 of private sector funds over 5 years. • 3 jurisdiction roundtables facilitated annually to develop tailored urban forest retention and restoration initiatives, reaching 15 King County cities in 5 years. • Work with 3 new jurisdictions annually in a support and/or coordination role to plan and implement urban forest retention and restoration programs, building urban canopy programs in 15 King County cities within 5 years. • Increase from \$14,000 to \$150,000 (\$50,000 per jurisdiction) KCD LIP cost-share funds awarded annually for contracts with urban residents and neighborhood and community groups to implement management practices consistent with the urban forest initiatives adopted by the respective jurisdictions, for a total of \$750,000 in cost-share monies awarded over 5 years.

Goals	Statement of Intent	2-Year Objectives	6-Year Objectives
<p>PRIORITY 2:</p> <p>FOOD AND FARMING</p> <p>Sustainable, Equitable, and Resilient Regional Food System: King Conservation District proposes to help address these challenges by working with our partners and technical experts to develop a regional grant program designed to build capacity in food production, transportation, storage, distribution, and access.</p>	<p>KCD will seek to align with established regional food system recommendations from King County Local Food Initiative's Kitchen Cabinet, the Farms and Food Roundtable, and Puget Sound Regional Council's Food Policy Council. These funds will be used to leverage other resources, such as USDA, EPA, and state sources, whenever possible to ensure significant on-the-ground impact over the next five years.</p>	<p>Develop and deploy new expanded approach.</p>	<ul style="list-style-type: none"> • Improving food access • Investing in local food system as an economic growth sector • Beginning to address storage and processing obstacles • Strengthening direct market connections at farmers markets • Expanding CSAs • KCD will bring over \$5,000,000 to the expansion and stabilization of a sustainable, equitable, and resilient regional food economy over the next 5 years. These funds can be used as match for USDA and other grant sources for even greater impact on the development of our food system economy.

Goals	Statement of Intent	2-Year Objectives	6-Year Objectives
<p>Urban Agriculture: KCD will build on existing success, such as Seattle Tilth's Farm Works in Auburn and Rainier Beach Urban Farm and Wetlands in south Seattle as models of success and work together to innovate new pilot programs to learn from and adapt.</p>	<p>KCD will work with our member jurisdictions, King County, Seattle Tilth, Cascade Harvest Coalition, Pike Place Market, the Puget Sound Regional Food Council, and others across the food system spectrum to identify strategies to develop urban agricultural opportunities.</p>	<p>Develop and deploy new expanded approach.</p>	<ul style="list-style-type: none"> • Assess regional need for urban farming-related natural resource planning support through coordination with member jurisdictions and the KCD Advisory Committee. • Continue to market and expand soil fertility services to promote responsible fertilizer practices (Increase gardener involvement by at least 100 more new gardeners annually, engaging at least 500 new gardeners over 5 years). In 2014, the goal is to serve 200 gardeners/ farmers with the soil testing service. • Grow current soil testing program and customers into a more comprehensive urban conservation program focused on growing healthy local food and protecting and enhancing urban water quality. • Assist up to 15 jurisdictions with Comprehensive Code and Regulatory Code audits over 5 years. • Increase from under 5 to 20 Urban Farm Planning Technical Assists per year. Our goal is to assist urban farming planning across the District that by year 5, a total of 100 urban farms have received planning technical assistance across King County.

Goals	Statement of Intent	2-Year Objectives	6-Year Objectives

Goals	Statement of Intent	2-Year Objectives	6-Year Objectives
<p>Rural Agriculture: King Conservation District will increase its support of rural farmers through both increasing the number of plans to self-selected clients as well as expand current pilot efforts on sub-basin targeting to improve water, soil, and habitat quality in watersheds that exhibit poor benchmarks.</p>	<p>KCD will Develop a multi-year plan to deploy targeted farm planning services approach county wide to key targeted natural resource concern areas, for example PIC approach-targeting water quality impaired sub-basins with significant commercial farming land use (5 -10 watersheds prioritized; may result in 10+ year plan).</p>	<p>Develop and deploy new expanded approach.</p>	<ul style="list-style-type: none"> • Maintain 2014 level of county-wide farm natural resource planning support. This program currently addresses water quality, salmon habitat, and farm productivity goals. • 150 farming service customers/70 farm conservation plans, including 2 dairy nutrient management plans/ Follow up on 150 farm plans /Loan Manure Spreader to 30 landowners/Loan hay probe to 20 farmers for feed nutrient management/Loan lime spreader to 25 landowners for soil fertility management • Develop a multi-year plan to deploy targeted farm planning services county-wide. Establish a regionally coordinated outreach/service delivery program. Target 1 natural resource concern area for outreach each 2 years. (This program was in BETA in 2014, funded by outside grants) • Serve 50 farming customers in targeted natural resource areas annually, reaching 250 farmers over 5 years. (in addition to 2014 levels above) • Delivering 20 farm plans in targeted natural resource areas (25% regulatory nexus; 10% Current/PBRS nexus; 65% stewardship nexus only) annually, totaling 100 over a 5 year period. (in addition to 2014 levels above)

Goals	Statement of Intent	2-Year Objectives	6-Year Objectives
			<ul style="list-style-type: none"> Connect land managers and farmers with financial assistance to make identified improvements.
Explore county-wide farm production strategic plan.	Production and preservation can be more effective when partners participate in the planning process.	1. Scope out the funding, partnership and timing for a county-wide strategic plan.	Maintain and update list of partners and opportunities for collaboration in planning.
Raise literacy of policymakers and stakeholders of the value of and critical need to protect and expand farmland	Work with farming community to publish white paper articulating the intrinsic value of farmland and challenges facing farmers today and in the future.	1. Convene a policy subcommittee with the Board/staff/FFF/Ag. 2. Commission Subcommittee will develop policy for Board adoption.	Foster greater communication between partners. Review adopted policy annually.

Goals	Statement of Intent	2-Year Objectives	6-Year Objectives
<p>PRIORITY 3:</p> <p>SHORELINES AND RIPARIAN HABITAT</p> <p>KCD will increase the acres and miles of enhanced freshwater and marine riparian habitat on private property engaging more landowners and residents through increased levels of education and technical services and financial incentives.</p>	<p>KCD will work with our member jurisdictions and other local and regional to build a program that increases the acres and miles of enhanced freshwater and marine shoreline on private lands through workshops, one-on-one education, and technical and financial assistance for implementing best management practices.</p>	<p>Develop and deploy new expanded approach.</p>	<ul style="list-style-type: none"> • Increase to 3.6 miles of shoreline replanted and enhanced annually, totaling 18 miles of shoreline over 5 years • Increase to 47 acres of riparian corridor replanted and enhanced annually, for a total of 235 acres of riparian corridor over 5 years • Increase to 115,100 native trees and shrubs planted annually, totaling 575,500 over 5 years • Increase to a minimum of 220 freshwater aquatic area landowners engaged annually in learning about, planning and implementing practices, engaging 1,100 freshwater landowners over 5 years • Increase to a minimum of 120 marine shoreline aquatic area landowners engaged annually in learning about, planning and implementing practices, engaging 600 marine landowners over 5 years • Increase to 20 freshwater aquatic area planting and enhancement projects by KCD, restoring a minimum of 5 acres and 1.8 miles per year on a combination of neighborhood and rural residential lands, a total of at least 25 acres and 9 miles planted and enhanced over 5 years • Increase to 8 CREP projects per year, restoring a minimum of 6 acres and 1.5 miles per year on agricultural lands, for a total of 30 acres and 7.5 miles of agricultural lands restored over 5 years • Increase to \$112,500 KCD LIP cost-share funds awarded annually for contracts with freshwater and marine aquatic area landowners to implement freshwater and marine shoreline planting and enhancement practices in neighborhoods and rural areas, for a total of \$562,500 of cost-share monies awarded over 5 years

Goals	Statement of Intent	2-Year Objectives	6-Year Objectives
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Goals	Statement of Intent	2-Year Objectives	6-Year Objectives
<p>Landowner Incentive Program (LIP): The LIP program supports KCD's other programs.</p>	<p>KCD will increase our region's capacity to protect and enhance natural resources by providing financial incentive complementary to our technical programs and services that support private landowners in meeting the region's expectations that common resources, such as water quality and fish and wildlife habitat be protected and enhanced for the public benefit.</p>	<p>Develop and deploy new expanded approach.</p>	<p>Refer to the performance measures for Rural Forestry, Urban Forestry, Rural Agriculture, Urban Agriculture, Shoreline and Riparian Habitat</p> <p>KCD will award \$656,000 in cost-share funding annually for a total of 3,280,000 in cost-share funding to support Best Management Practices on private property.</p>
<p>PRIORITY 4:</p> <p>FOSTERING COLLABORATION TO BUILD CAPACITY WITHIN THE COMMUNITY OF THE MULTIPLE PARTNERS AND STAKEHOLDERS OF KCD</p>	<p>To be an effective advocate for farms KCD will need to broaden its connection with the community.</p>	<ol style="list-style-type: none"> 1. Identify/prioritize which community to engage. 2. Associate targeted communities with appropriate means of engagement. 3. Execute engagement plan. 	<p>Create and execute an engagement plan.</p> <p>Continue to add communities and identify a means of engagement</p> <p>Continue and refine engagement plan.</p>

Goals	Statement of Intent	2-Year Objectives	6-Year Objectives
As farmland protects core natural resources, we need to promote it in the primary lexicon.	As a keystone to resource preservation, the term "farmland" needs to become ubiquitous when speaking about economics, the environment, or the creation of government policy.	1. Create a "White Paper."	Success will look like the acceptance of the term, "farmland" as a primary resource.
Expand and support the efforts of PSCD caucus to increase the capacity of its members and its profile in the region.	Partnerships and collaboration create greater synergy.	<ol style="list-style-type: none"> 1. Articulate KCD contributions to date 2. Coordinate regional programs and services portfolio project 3. Participate in the development of an outreach and marketing plan 	Within an expanded timeline the PSCD will run as a more cohesive unit, better able to assist caucus members with resource management priorities and capacity issues.
Engage in state-wide professional development.	Educational opportunities and certificates better enable staff to function and provide for clients.	1. Participate in riparian/dairy professional certification.	Ongoing professional programs will be explored

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Explore potential cluster staffing for: GIS, IT, Dairy etc.	Clustering may benefit by reducing redundancy and improving budgets through cooperation.	1. Pilot dairy cluster discussion	Should discussion move toward clustering we can expect a broader sharing of resources and improved effectiveness.
Advisory Committee Outreach	Provide better communication and organizational understanding between KCD and stakeholders.	1. Develop AC job descriptions for the next 24 months	Advisory Committee should be a valued member stakeholder; seats are sought after by high-quality stakeholders and provide meaningful guidance to Board.
Diversity	Culturally, geographically, and ethnically enhances KCD viewpoint and contribution.	1. Assess/audit who is missing.	Increase in the diversity of the Board/staff and stakeholders.
Strengthen existing tribal relations and foster opportunities with additional tribes.	The tribes present an important component and viewpoint for KCD.	Partner with Muckleshoot Tribe for targeted farm services on Enumclaw plateau.	Greater participation from various tribes in King County.