

KING CONSERVATION DISTRICT

Board of Supervisors

Meeting Minutes

5/11/2020

1 **Supervisors Present:** Burr Mosby – Acting Chairman; Bill Knusten – Auditor; Kirstin Haugen –
2 Supervisor; Dick Ryon – Supervisor

3 **Associate Supervisors Present:** None

4 **Guests Present:** Jean Fike - WSCC

5 **Staff Present:** Bea Covington, Ava Souza, Lindsey Davidson, Josh Monaghan, Brandy Reed,
6 Mike Lasecki, Jessica Saavedra, Deirdre Grace

7 **Preliminary Matters:**

8 Acting Chairman Mosby called meeting to order at 4:12 pm. All attendees introduced themselves.
9 Mosby asked for additions or corrections to the current agenda.

10 **Knutsen moved; Ryon seconded passed unanimously a motion to approve the agenda (4 ayes,**
11 **0 nays)**

12 **Public Comment:** None

13 **Consent Agenda:**

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

- 15 a) Board Minutes – 04.13.20 BOS Meeting; 04.13.20 Grant Sub-Committee Meeting;
16 04.27.20 Grant Sub-Committee Meeting.
17 b) LIP Applications – None
18 c) Member Jurisdiction Grant Applications - None

19 **Ryon moved; Haugen seconded passed unanimously a motion to approve the consent agenda**
20 **(4 ayes, 0 nays).**

21 **Pulled Consent Agenda Items:** None

22 **Presentations:** None

23 **Finance:**

- 24 1. AI 20-026: A motion to approve check numbers 22567 through 22617 for a total of
25 \$463,807.16; non-payroll; EFT's totaling \$20,249.45; Bank Fees of \$18.00; and April
26 2020 payroll for \$ 219,894.62.

27 Souza stated there was nothing out of the ordinary in the financials to report. She pointed out that
28 a lot of checks on the check register are close-outs from Member Jurisdiction, Regional Food
29 System, and LIP grants. She noted this has been a trend to close out projects, which is great.

30 Knutsen asked when KCD should expect final invoicing from King County Elections and
31 Democracy Live for the election this year. He continued that there is a discrepancy of
32 approximately \$153,000 that needs to be added back to the MJ program. He asked the Board to
33 discuss the options of where funding would come from to match the ILA and make MJ program
34 whole again.

35 Covington concluded the discussion by stating now that the budget is entered in MIP, there can be
36 a detailed analysis done to find out how to make the Member Jurisdiction program whole.

37 Knutsen stressed the importance of funding the entire MJ program.

38 Haugen asked about The Keystone Concept vendor since it has been on the register for quite some
39 time. Covington stated that Lance Davisson was a contractor for the iTree-Hydro project. Reed
40 confirmed and went into more detail about his additional work with the City of Snoqualmie.

41 **Knutsen moved; Ryon seconded passed unanimously a motion to approve AI 20-026 a**
42 **motion to approve check numbers 22567 through 22617 for a total of \$463,807.16; non-**
43 **payroll; EFT's totaling \$20,249.45; Bank Fees of \$18.00; and April 2020 payroll for**
44 **\$219,894.62. (4 ayes, 0 nays).**

45 2. MIP Transition Update

46 Souza confirmed that as of today's date, all the of the budget entries have been completed in MIP.
47 She stated there were a couple of reconciling items. She added that next month the Board will be
48 able to receive program-by-program expenses.

49 3. Fund Availability Analysis & Contingency

50 Souza explained cash on hand and her analysis of each account to note which funds have
51 unrestricted money, or money that has no attachment to a contract or encumbrance. She added she
52 also analyzed which city member jurisdiction funds have gone longer than three years unspent.
53 Souza continued that the rates and charges for the first tax deposits was received from LGIP on
54 May 9th, 2020.

55 4. AI 20-027, Resolution 20-003: A resolution Authorizing Investment of King
56 Conservation District Monies in the Local Government Investment Pool

57
58 Souza reviewed the resolution and explained it was standard when a new board member requires
59 authorization to transfer funds from LGIP on behalf of the District. She stated by passing the
60 resolution, Burr Mosby would become an authorized Board signer.

61 **Ryon motion; Haugen seconded and passed unanimously a motion to approve AI 20-027,**
62 **Resolution 20-003 a resolution authorizing Burr Mosby to perform contributions or**

63 **withdrawals of the King Conservation District Monies in the Local Government**
64 **Investment Pool (4 ayes, 0 nays).**

65
66 Haugen asked if a motion is required to make Mosby the interim Chairman.

67 Souza and Knutsen confirmed yes. The Board discussed briefly.

68 **Haugen moved; Ryon seconded a passed unanimously a motion to approved AI 20-029 a**
69 **motion appointing Burr Mosby as Chairman of the Board of Supervisors for King**
70 **Conservation District. (4 ayes, 0 nays).**

71 **Unfinished Business:**

72 1. Update on Food System COVID 19 proposals

73 Monaghan reviewed the outcome of the Special Board of Supervisors meeting on May 7th, 2020
74 which approved a grant to Rotary First Harvest in the amount of \$100,000 to support food
75 bank/farmer collaboration. These funds will be restricted to be spent on forward contracts with
76 King County farmers. Grace explained in several efforts that are underway to connect producers
77 with consumers- both individuals and restaurants and institutions. Both “apps” will make it easier
78 for farmers with product to connect with buyers for their goods.

79 **New Business:**

80 1. AI 20-028: MJ COVID 19 Policy for Seattle Member Jurisdiction Grants

81
82 Saavedra overviewed the impact COVID-19 has had on grantees of the Member Jurisdiction
83 program. She explained the proposal before the Board would amend the current list of eligible
84 items that can be included in overhead to include computers, phones, and other technology
85 equipment. She added community engagement is a focal point for many grant projects, which has
86 been difficult to fulfill during the COVID-19 pandemic. Saavedra explained that current policy on
87 indirect costs for a grant award is that total indirect costs cannot exceed 25 percent of salary and
88 benefits. This cap remains unchanged by this proposal. She affirmed the proposal would not
89 change total amount awarded for indirect costs, and it would only allow the inclusion of equipment.
90 Saavedra continued by listing currently open City of Seattle MJ projects that could benefit from
91 an update in policy. She added that grantees have expressed strong gratitude and thanks to the
92 District for being flexible on grant extensions and timelines during this time.

93 Grace further explained that the proposal is a response to COVID-19 and not a long-term policy
94 change. She stated that generally most grantees don't spend the full amount allocated to indirect
95 costs. As an example, she shared from her meeting with Seattle group FEAST and they concluded
96 that zoom accounts and wi-fi hotspots would be a huge help to meet their engagement objectives.

97 Haugen asked about Zoom licenses and her understanding that Zoom is free. Grace explained that
98 the free account has limitations that would make workshops and longer meetings more difficult.

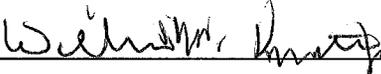
- 99 Covington suggested the City of Seattle can be a beta test for the proposal.
- 100 Grace emphasized that the cost is very small, a portion of a portion.
- 101 Knutsen and Mosby expressed great reservation to expand policies at this time.
- 102 The Board, Covington, Saavedra, and Grace continued to debate further and brainstorm
103 alternatives to the proposal.
- 104 Knutsen asked that staff continue to explore possible ways to pilot some type of project, possibly
105 with the City of Seattle and limited to mitigating the impacts of the current COVID-19 pandemic.
- 106 Mosby concluded the discussion stating that he understands the need but believes there are other
107 resources available and organizations that can provide this type of assistance.
- 108 There was no decision made at this time.
- 109 2. Return to Work Plan
- 110 Covington summarized Governor Inslee's "Stay Home Stay Healthy"
111 order and the new phases announced on May 1st, 2020. She noted that agriculture has always
112 been deemed essential, and that landscaping is listed as allowable under "Phase 1". Staff are eager
113 to resume sit visits. She explained that she has been working with KCD staff to build standard
114 operating procedures to follow including site visit social distancing, office and equipment rental
115 sanitation, and vehicle use. Covington continued that the first suite of documents was reviewed by
116 legal counsel and summarized the vetted Permission to Work Form, Essential Work Request, and
117 Site Visit protocols. Covington emphasized that what is presented tonight is just for site visit work
118 outside of the office and that the office is still not ready to be open.
- 119 Mosby asked if there was any other business before the Board.
- 120 Knutsen stated there was discussion about getting staff vehicles and heading back out in the field
121 and that one of the vehicles authorized in February will be purchased so that there will be enough
122 vehicles to ensure that staff can have access to vehicles and maintain the 1 person per vehicle
123 restriction.
- 124 Mosby asked Covington about hiring.
- 125 Covington stated that they have made an offer to Forestry Stewardship Program Manager position
126 because the process had already started before COVID-19 closure.
- 127 Mosby asked about the hiring process and how this new person would be trained.
- 128 Covington stated she and Monaghan are still working that out and that the onboarding will be
129 informed by the Stay Home Stay Healthy restrictions and phases.

130 Ryon announced that this would be his last meeting as a Supervisor, as his term has ended, and
131 Chris Porter will be formally certified at the May Commission meeting. He thanked KCD and
132 Staff for all their hard work during his time as a Board Supervisor. The Board thanked him for his
133 service.

134 **Knusten moved; Ryon seconded passed unanimously a motion to adjourn the meeting at 5:57**
135 **pm. (4 ayes, 0 nays)**

136

137

138  _____ 6.8 - 2020 _____

139 Authorized Signature

Date

140

141

Summary of Motions

142 **Knutsen moved; Ryon seconded passed unanimously a motion to approve the agenda (4 ayes,**
143 **0 nays)**

144 **Ryon moved; Haugen seconded passed unanimously a motion to approve the consent agenda**
145 **(4 ayes, 0 nays).**

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159