

**KING CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
November 8th, 2021  
5:00 PM to 7:30 PM – via Teleconference Only  
Zoom Link: <https://zoom.us/j/95893176590>  
Call In Number: (253) 215-8782  
Meeting ID: 95893176590**

Meeting Agenda

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Call to Order

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

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

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. 10/11/21 KCD Board of Supervisors Meeting
  - 2. 10/25/21 KCD Grant Subcommittee Meeting
- b) Member Jurisdiction Grant Applications
  - 1. AI 21-069 City of Maple Valley – Jenkins Creek Fish Passage Culvert Monitoring – Saavedra

- |                          |                          |
|--------------------------|--------------------------|
| <b>3. Public Comment</b> | <b>5:15 PM – 5:20 PM</b> |
|--------------------------|--------------------------|

- |                        |                          |
|------------------------|--------------------------|
| <b>4. Finance</b>      | <b>5:20 PM – 5:40 PM</b> |
| a) 2022 Budget – Lewis |                          |

- |   |                          |
|---|--------------------------|
| <b>5. Presentations</b>   | <b>5:40 PM – 6:30 PM</b> |
| a) Cost Share Resolution – Lewis/Mendez-Perez                           |                          |
| b) Discovery Farms – Effectiveness of Dry Manure Storage Bins – Redmond |                          |
| c) 2021 Agricultural Drainage Projects – Stockton                       |                          |
| d) Urban Forest Working Group Recommendations – Arnstein                |                          |

- |   |                          |
|---|--------------------------|
| <b>6. New Business</b>  | <b>6:30 PM – 7:00 PM</b> |
| a) AI 21-070 2021 Regional Food System Program Competitive Grant Awards – Embleton          |                          |
| b) AI 21-071 Proposal to Restrict Unspent Urban Forest Funds – Arnstein                     |                          |
| c) AI 21-072 Resolution 21-007 Conservation District Election Reform                        |                          |
| d) AI 21-073 Resolution 21-008 Establishing the 2022 Board of Supervisors Election - Dostal |                          |

- |  |                          |
|--|--------------------------|
| <b>7. Other Reports</b>                            | <b>7:00 PM – 7:30 PM</b> |
| a) Executive Director                              |                          |
| b) Board of Supervisors                            |                          |
| c) Washington Federation of State Employees (WFSE) |                          |

# Consent Agenda

# KING CONSERVATION DISTRICT

## Board of Supervisors

### Meeting Minutes

October 11th, 2021

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

3 **Guests Present** Randy Brinson – Third Sector, Carmela Ennis – King County Council, Jean  
4 Fike – WSCC, Pat McCowan – Third Sector, Alan Chapman – WACD, Amy Michael, Erin  
5 Reed – Your Part-Time Controller

6 **Staff Present:** Lorna Miss, Jessica Saavedra, Elizabeth Clark, Kathryn Lewis, Carrie King,  
7 Liz Stockton, Rosa Méndez-Perez, Mary Embleton, Ellen Arnstein, Laura Redmond, Mike  
8 Lasecki

#### 9 **Preliminary Matters:**

10 Chair Haugen called the meeting to order at 5:01 PM. All attendees introduced themselves.

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

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

#### 14 **Consent Agenda:**

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

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

#### 18 **Finance:**

19 Executive Director Rosa Méndez-Perez introduced financial consultant Amy Michael and  
20 Erin Reed from Your Part-Time Controller.

21 Amy Michael presented her financial assessment and recommendations.

22 Erin Reed presented the 2020 financial reports and most recent check registry.

#### 23 **Unfinished Business:**

24 Randy Brinson and Pat McCowan from Third Sector presented the revised draft board  
25 policies.

26 **Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 21-062:**  
27 **Board Policies (4-ayes, 0-nays).**

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

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Board of Supervisors Meeting Minutes  
October 11<sup>th</sup>, 2021

28

29 **Presentations:**

30 Mary Embleton updated the Board about the Regional Food Systems program.

31 **New Business:**

32

33 Kathryn Lewis presented the WSCC Natural Resources Investments Addendum.

34

35 **Knutsen moved; Bush-Bollay seconded, passed unanimously a motion to approve AI**  
36 **21-068: WSCC Natural Resources Investments Addendum (4-ayes, 0-nays).**

37

38 Executive Director Méndez-Perez presented the sponsor change for the Sound Transit Trees  
39 for Rails Project.

40

41 **Knutsen moved; Bush-Bollay seconded, passed unanimously a motion to approve AI**  
42 **21-069: Trees for Rails (Sound Transit) Sponsor Change (4-ayes, 0-nays).**

43

44 **Work Session:**

45

46 The board reviewed the 2015-2021 Strategic Plan. The 2022-2026 Strategic Plan update is  
47 due by the end of the year. In preparation for the strategic planning process, the board will  
48 discuss organizational vision and purpose at the next meeting.

49

50 **Reports:**

51

52 Executive Director Méndez-Perez updated the Board on her work at the district. She  
53 emphasized her commitment to transparency and building trust, including through the budget  
54 process. She also discussed the status of hiring a staff accountant, a finance manager, and a  
55 human resources manager.

56 Haugen updated the Board about conservation district election reform efforts.

57 Porter reported that the WACD committee approved a DEI statement.

58 Mike Lasecki stated that there will be a demand to bargain meeting with KCD and WFSE on  
59 October 22.

60 **Executive Session: Collective Bargaining RCW 42.30.140(4)**

61 Haugen indicated that the Board would be moving into Executive Session to discuss collective  
62 bargaining for 30 minutes, unless extended. The Board moved into Executive Session at 6:49  
63 PM using a separate teleconference line. The Board reconvened by Haugen at 7:19 PM. No  
64 decisions, actions, or motions were made following the session.

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Board of Supervisors Meeting Minutes  
October 11<sup>th</sup>, 2021

65 There was no more business before the Board.

66

67 Knutsen moved; Porter seconded, passed unanimously a motion to adjourn the  
68 meeting at 7:20 PM (4-ayes, 0-nays).

69

70

71

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

\_\_\_\_\_  
Date

73

74

Summary of Motions

75 Porter moved; Bush-Bollay seconded, passed unanimously a motion to approve the  
76 agenda (4-ayes, 0-nays).

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

79 Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 21-062:  
80 Board Policies (4-ayes, 0-nays).

81

82 Knutsen moved; Bush-Bollay seconded, passed unanimously a motion to approve AI  
83 21-068: WSCC Natural Resources Investments Addendum (4-ayes, 0-nays).

84

85 Knutsen moved; Bush-Bollay seconded, passed unanimously a motion to approve AI  
86 21-069: Trees for Rails (Sound Transit) Sponsor Change (4-ayes, 0-nays).

87

88 Knutsen moved; Porter seconded, passed unanimously a motion to adjourn the  
89 meeting at 7:20 PM (4-ayes, 0-nays).

# KING CONSERVATION DISTRICT

## Board of Supervisors

### Grant Subcommittee Meeting

#### Meeting Minutes

Monday, October 25<sup>th</sup>, 2021

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

**Associate Supervisors Present:** None.

**Guests Present:** None

**Staff Present:** Jessica Saavedra, Mary Embleton, Rosa Mendez-Perez, Elizabeth Clark

#### **Preliminary Matters:**

Meeting called to order at 4:04 pm by Haugen.

Saavedra relayed to the grant subcommittee about another grantee situation related to the purchase of equipment due to impacts caused by the COVID-19 virus pandemic. The subcommittee discussed the issue and asked several questions that Saavedra will get answers to and bring them back to the subcommittee for further discussion. The subcommittee agreed that this topic keeps coming up and the policy regarding allowable equipment expenses needs to be clarified to be responsive to and help grantees implement their projects effectively.

#### Member Jurisdiction Grant Applications

**Knutsen moved, Haugen seconded, unanimously passed a motion to recommend the Member Jurisdiction grant application from the City of Maple Valley for the Jenkins Creek Fish Passage Culvert Monitoring project for approval at the next Board of Supervisors meeting on November 8<sup>th</sup>, 2021.**

#### Member Jurisdiction Grant Amendments

**Haugen moved, Knutsen seconded, unanimously passed a motion to approve the Member Jurisdiction amendment request from the City of Kirkland for the Yard Smart Rain Rewards project extending the completion date from 12/31/21 to 12/31/22.**

#### Member Jurisdiction Grant Close outs

**Haugen moved, Knutsen seconded, unanimously passed a motion to close the Member Jurisdiction grant agreement with the City of Auburn 2021 for the Auburn International Farmers Market Marketing project.**

#### Regional Food System Grant Program Applications

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

Monday, October 25<sup>th</sup>, 2021

Haugen moved, Bush Bollay seconded, unanimously passed a motion to recommend the following Regional Food System grant applications for approval at the next Board of Supervisors meeting on November 8<sup>th</sup>, 2021.

1. Gathering Roots Wellness: Greenhouse Infrastructure for BIPOC Farmers Co-op
2. International Rescue Committee: BIPOC Growers of South King County
3. Feed 7 Generations: Generating Engaged Native Growers (GEN-G)
4. White Center Food Bank: White Center Food Bank Dispersed Food Bank Farm
5. The Common Acre: Community Food Hubs
6. Weed Warriors Nature Stewards fiscal sponsor for New Start Community Garden: School Garden Infrastructure & Nature Classes:
7. SnoValley Tilth: Greenhouse Propagation Infrastructure and Training for New, Beginning, and Small-Scale Farmers
8. Black Farmers Collective: Expanding Food Sovereignty at Yes Farm
9. Duwamish Valley Sustainability Association: Transformando Nuestra Tierra: Biofuel (SS)
10. Black Star Farmers: New Holly Rockery Market Garden Reactivation
11. African Community Housing & Development: Delridge Farmers Market Year Two
12. Carnation Farms: Energy Efficiency in Aggregating Local Produce
13. Wakulima USA: Wakulima USA Youth Farmer Project
14. Black Food Sovereignty Coalition: Back to the Root: Pacific Northwest BIPOC Food Network Development
15. Farmstand Local Foods: De-Mystifying Local Food Pricing for Farmers & Chefs in Preparation for New Overtime Rules in Agriculture
16. 21 Acres: Sammamish Valley Sustainable Tool Library

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

Monday, October 25<sup>th</sup>, 2021

51     **17. New Day Cooperative Distribution: BIPOC and LGBTQ Farmer CSA Pickup Site**

52     Amendments

53     Knutsen moved, Haugen seconded, unanimously passed a motion to approve the Regional  
54     Food System grant amendment request from WSU Snohomish County Extension for the  
55     Extension on Demand project revising the budget as detailed.

56     Haugen moved, Knutsen seconded, unanimously passed a motion to approve the Regional  
57     Food System grant amendment request from Washington Water Trust for the Increasing  
58     Adoption and Integration of Recycled Water for Irrigation within the Cedar Sammamish  
59     Watershed project revising the budget as detailed and extending the completion date from  
60     December 2021 to December 2022.

61     Haugen moved, Bush Bollay seconded, unanimously passed a motion to approve the Regional  
62     Food System grant amendment request from Harvest Against Hunger for the King County  
63     Farmers Share project revising the budget as detailed.

64  
65     Haugen moved; Mosby seconded unanimously passed a motion to adjourn the meeting at  
66     pm

67  
68  
69     \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



**King Conservation District Board of Supervisors Meeting  
Agenda Action Briefing/Report  
Meeting Date: November 8<sup>th</sup>, 2021**

**SUBJECT:**

- Motion to approve the Member Jurisdiction grant application from the City of Maple Valley for the Jenkins Creek Fish Passage Culvert Monitoring project

**FISCAL IMPACT**

- The applicant is requesting \$93,641.00 from 2012-2019 KCD-Member Jurisdiction funds

**POLICY CONSIDERATION**

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

**STAKEHOLDER INTERESTS**

- This is the first grant application KCD has received from Maple Valley since 2010.

**BACKGROUND**

- The grant subcommittee reviewed this application at their October 25<sup>th</sup> meeting. They were happy to see this project from the city and believe it's a good fit for KCD funding.

**EFFECTIVE DATE:**

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

**OPTIONS**

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

**RECOMMENDATION**

- The grant subcommittee recommends approval of this grant application.

**MOTION**

- Motion to approve the Member Jurisdiction grant application for \$93,641.00 from KCD-Maple Valley Member Jurisdiction 2012-2019 funds for the City of Maple Valley Jenkins Creek Fish Passage Culvert Monitoring project

## Jenkins Creek Fish Passage Culvert Monitoring

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*Member Jurisdiction Grant Program*

### ***Maple Valley***

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PO Box 320  
Maple Valley, WA 98038

### ***Ms. Halley Kimball***

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22017 SE Wax Road  
Suite 200  
Maple Valley, WA 98038

halley.kimball@maplevalleywa.gov  
O: 425-413-6646

# Application Form

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## *Summary Information*

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**Project Title\***

Jenkins Creek Fish Passage Culvert Monitoring

**Project Description - Short\***

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

The City installed two fish passage culverts conveying Jenkins Creek, one in 2018 and one in 2021, and a third is planned for construction in 2022. This grant would cover monitoring for 5-years for each of the three culverts to verify effectiveness.

**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.

\$93,641.00

**Total Project Cost\***

\$96,641.00

**Total Matching Funds (optional)**

\$3,000.00

**Project Start Date\***

11/01/2021

**Project End Date\***

04/30/2026

## 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:

Site 1: 47.372172, -122.047311

Site 2: 47.376987, -122.048156

Site 3: 47.373690, -122.048598

### Jurisdiction

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

### 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.

5

### 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.

9

## *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.

This project consists of the monitoring of three fish passage culverts along Jenkins Creek for a 5-year period from 2021 to 2026. The City of Maple Valley has recently begun an effort to replace undersized culverts with fish passage box culverts along the Jenkins Creek corridor to improve stream habitat, allow for fish passage, and reduce flooding. The City installed the first culvert in 2018 at the intersection of Witte Road SE and SE 256th St, and the second this summer (2021) at Witte Road SE near SE 250th Pl, and plans to install the third in 2022 at Witte Road SE and SE 254th Pl. The City is interested in monitoring these culverts to evaluate the culverts long term function and effectiveness of the designs to inform future projects.



The City will work with an engineering consultant, PBS Engineering and Environmental, to perform the monitoring. The monitoring will include:

- Velocity measurements taken during high flow events between November and April, 4 times per year for 5-years at each of the 3 culvert locations
- Culvert bed dimensions (width and depth)
- Bed material gradation
- Stream geometry
- Large woody debris and boulders
- Observed issues with stream function
- Visual observations of fish and other wildlife

The target audience for the monitoring reports will be internal City staff and permitting agencies such as the Army Corps of Engineers, to inform future projects as well as additional modifications to the stream corridors. This information will be available to share with other jurisdictions or parties who are working on similar fish passage projects.

### 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.

Project activities include the monitoring of each of the three fish passage culverts for 5-years with each of the following measurements being taken: velocity, bed dimensions, bed material gradation, stream geometry, large woody debris and boulders, observed issues with stream function, and visual observation of fish and other wildlife. The deliverables include annual reports, which will be used to inform future projects as well as modifications to the existing culvert and/or stream systems. The goal of this monitoring is to develop improved design criteria for fish passage culvert projects and uplift stream hydrology and habitat to the greatest extent possible.

### Project Budget and Expenses\*

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

2019-KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx

### Member Jurisdiction Authorization Letter

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

### 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.

Location Map and Pictures.pdf

## Natural Resource Improvement Actions- Criteria Checklist

You must select at least one natural resource improvement action, otherwise your application is not eligible. However, 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

**Comment:** We consider monitoring a direct improvement of natural resources so I changed the applicants answer to yes here.

### 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?

No

### Pilot and Demonstration Projects\*

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

Does your project directly address this issue?

Yes

### Capacity Building\*

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

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

**Does your project directly address this issue?**

No

**Project Type\***

Shorelines, Urban  
Stormwater

## ***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.

Halley Kimball

**Title**

SWM/NPDES Program Manager

**Date\***

09/30/2021

## File Attachment Summary

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### *Applicant File Uploads*

- 2019-KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx
- Location Map and Pictures.pdf





## Member Jurisdiction Grant Program

### Grant Application Project Budget Form

*Promoting sustainable uses of natural resources  
through responsible stewardship*

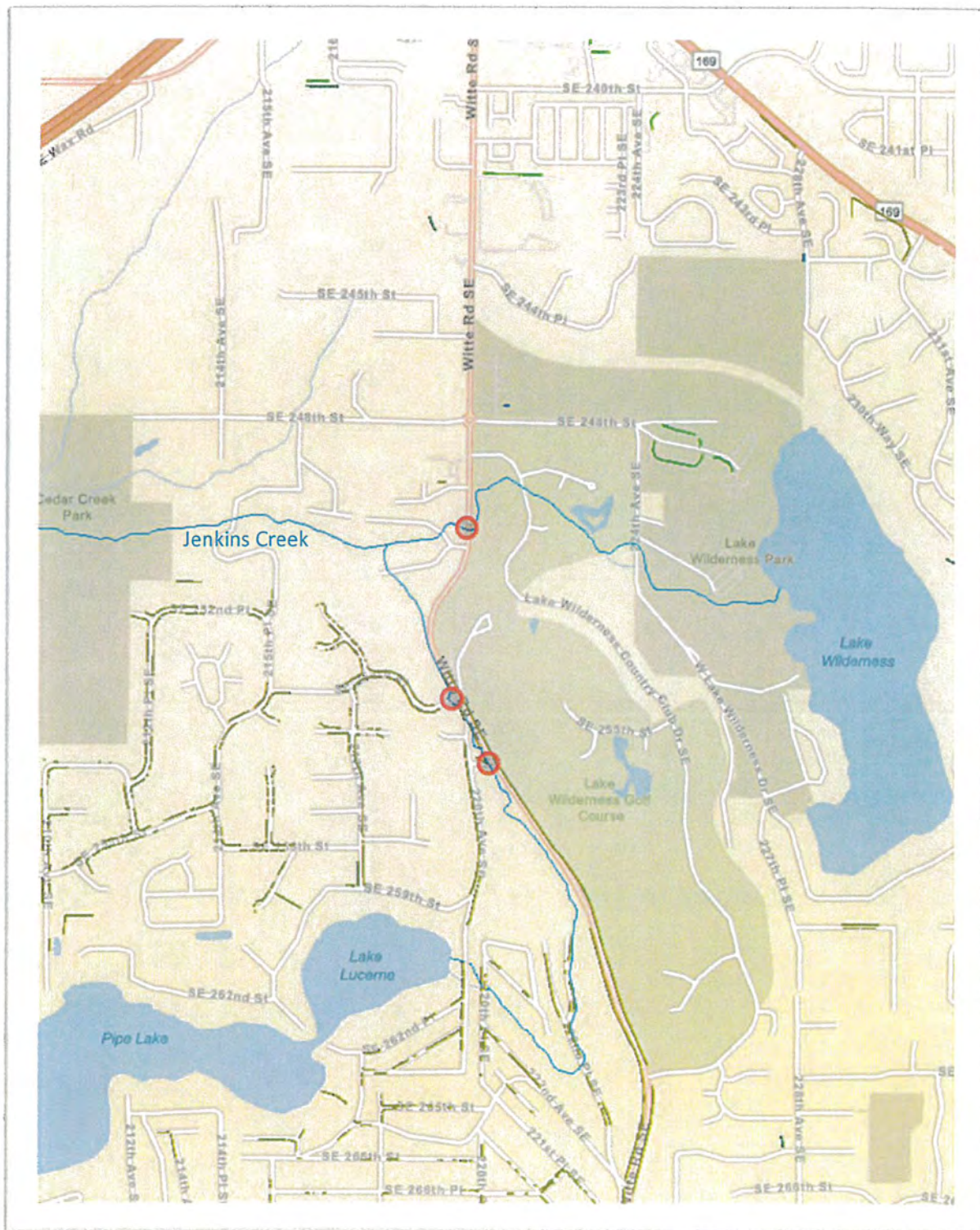
Project Name	Jenkins Creek Fish Passage Culvert Monitoring			
Applicant	City of Maple Valley			
Contact	Halley Kimball			
Mailing Address	22017 SE Wax Road, Suite 200, Maple Valley, WA 98038			
E-mail	<a href="mailto:halley.kimball@maplevalleywa.gov">halley.kimball@maplevalleywa.gov</a>	Project Start Date:	11/1/2021	
Phone	425-413-6646	Project End Date:	4/30/2026	
<b>Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below</b>				
Budget Item	KCD Funds	Other Funds	Other Funds	Total
		City of Maple Valley	(identify source and status of matching funds here ex. DON Small and Simple - Secured)	
Salaries & Benefits		\$3,000		\$3,000
Travel/ Meals/ Mileage (for - volunteers, staff)				\$0
				\$0
				\$0
				\$0
Office Supplies				\$0
				\$0
				\$0
Field Supplies				\$0
Contracted/ Professional Services	\$93,641			\$93,641
Permits				\$0
Other: (specify)				\$0
Other: (specify)				\$0
Other: (specify)				\$0
Other: (specify)				\$0
Other: (specify)				\$0
TOTAL	\$93,641	\$3,000	\$0	\$96,641

Total Project Cost	\$96,641
Total Match	\$3,000
Amount of KCD Funding Requested	\$93,641

Match Percentage	3%
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*Footnotes:*  
*The cost for professional services is bases off of the contract fees provided by PBS Engineering and Environmental for the 2021-2026 monito*

## Jenkins Creek Monitoring Locations



● Monitoring location





Culvert at Witte Road SE and SE 251<sup>st</sup> Pl





Culvert at SE 256<sup>th</sup> Street and Witte Road SE

# Finance

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: November 8, 2021**

**SUBJECT:**

- FY2022 District Budget Process Update/Workshop

**FISCAL IMPACT**

- There is no immediate fiscal impact for this agenda item

**POLICY CONSIDERATION**

- The KCD Board of Supervisors reviews, amends, and approves an annual year budget before the beginning of the new year. This budget will direct program spending, including funding for external grants and other programs, in the following fiscal year.
- Existing process documents indicate that the budget process “begins in June, with the expectation that it will be ready to present to the Board of Supervisors at the October board meeting for approval at the November board meeting.” This timeline will not be possible for the FY2022 budget.

**STAKEHOLDER INTERESTS**

- District partner organizations and constituents will be benefited by the actions funded through the FY2022 budget. In future budget processes there should be a more robust interaction with these stakeholders during budget preparation.

**BACKGROUND**

- District staff and leadership are preparing a draft budget for Board of Supervisor consideration at the December 13, 2021 meeting.

**EFFECTIVE DATE:**

- This item is for briefing and discussion only.

**OPTIONS**

- Engage in briefing and new system walk-through, and discussions about FY2022 budget process

**RECOMMENDATION**

- There is no staff recommendation for this item

**MOTION**

- No motion necessary





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**King Conservation District**

800 SW 39<sup>th</sup> St, Ste 150 • Renton, WA 98057 • Phone (425) 282-1900 • Fax (425) 282-1898 • [www.kingcd.org](http://www.kingcd.org)

## **MEMORANDUM**

**To:** Rosa Mendéz-Perez, Executive Director

**From:** Kathryn Lewis, Budget Contractor

**Subject:** FY22 Budgeting Process – Board of Supervisors Briefing

**Date:** November 3, 2022

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The FY2022 budget process is underway. Although a significant amount of effort has been invested in preparing the draft budget, there is a great deal of work yet to do. This memorandum contains a discussion of the constraints, strengths and opportunities identified through the process to date, and an outline of the process envisioned for budgeting the 2022 conservation year.

### **Constraints:**

- **Timing:** Normally a budget process would begin in August. This process began in October due to staffing issues, which increases the difficulty in preparing reliable budget estimates for the coming year.
- **Data:** Existing data in MIP is difficult to access and, in some cases, not always 100% reliable. Additionally, some data supporting the 2020 and 2021 budgeting process, including files which were used for preparation of the 2020-2024 Rates and Charges ILA spending plan is inaccessible in the budget and rates & charges preparation files. We are currently working to reverse-engineer math where necessary to understand the work that went into the current rate plan, and the 2020/2021 budgets
- **Staff:** Financial staff turnover during the early part of 2021 has impaired our ability to access historic data, trends, etc. In addition, the district is not currently fully staffed, either compared to staffing levels in the 2021 budget or the ILA spending plan. Long-term cash flow projections must be built to show the financial effects of re-staffing upon the 2022 budget, the remainder of the 2020-2024 rate plan, and beyond.
- **Recent Budget Processes:** Recent budgets were prepared by a very limited number of senior staff, with little interaction from the line program managers. This creates an additional issue with lack of institutional memory.



- **ILA Spending Plan:** The ILA spending plan itself contains some structural issues, which include a restrictive model of cost allocation. In comparing the ILA spending plan with the 2021 budget we have identified some issues identified concerning congruence between previous budgets & our most important funding contract.
- **Collective Bargaining:** Some issues related to cost-of-living adjustments, merit increases, and potentially others currently unidentified will be affected by recently opened collective bargaining. It is not possible to anticipate all items which may be altered by collective bargaining this late in the process.

In spite of these constraints, we are working hard to deliver a base budget for Board consideration and approval before year-end, which contains best possible estimates for spending by program, while we continue conversations with program managers to ensure that we can meet our ILA spending plan deliverables while still maintaining a financially sustainable operation into the foreseeable future.

Conversely, some of the constraints identified above also present opportunities for system improvement, including moving King Conservation District financial systems toward what has been identified as the “Pierce Financial Model.”

### **Opportunities:**

- **Collaboration:** We are taking this opportunity to collaborate with program leads on budget preparation. We have held numerous meetings already with program leads, to learn more about program activities and realities, and to gather information for the FY22 budget.
- **Transparency:** We are simplifying and revising the reporting processes, including the chart of accounts, to make it easier to track and understand funding and budget information.
- **ILA Spending Plan Legal Foundation:** We are strengthening the connection between our FY22 budget and the ILA spending plan, to ensure legal compliance with this important funding contract. We have begun this work in a timely enough manner to ensure that we will have fully complied with the ILA spending plan by the end of the current rate plan term.
- **Long Term Cash Forecasting:** By converting our budget preparation process to the Pierce Financial Model we can begin a process for determining how decisions made today and next year will affect the long-term financial stability of the district. We will be able to show early results of the analysis soon.

Our work with program managers is already returning results. During budget meetings many issues that previously went un-accounted for are being identified, and most program managers are expressing gratitude for being drawn into this important planning process. Program managers will have a deeper understanding of how their individual budgets are built, timely access to good data concerning program spending, and an appreciation for how the various financial resources are woven together to produce an effective conservation district program of activities.

### **Process:**

This has been the budget preparation process to date:

- October 2021
  - Analyze 2020-2024 ILA spending plan and enabling ordinance to understand proper spending proportions by program
  - Meet with program managers to discuss current funding levels and future needs for fully functioning teams in 2022
  - Prepare foundational calculation system for KCD budget
  - Prepare simplified chart of accounts and draft budget reporting systems
  - Begin preparing decision package and forecasting model for 2022

Proposed process going forward:

- November 2021
  - November 3 Board of Supervisors Process Briefing
  - November 8 Board of Supervisors Budget Process Update, including walk-through of budget modeling done to date
  - Ongoing conversations and collaboration with program managers to set proposed base FY2022 budgets
  - QA/QC foundation calculation system for KCD budget
  - Determine current levels for budgeted and restricted accounts, and begin to prepare projections for EOY fund levels
  - Continue work on draft budget reporting systems
  - Finalize draft decision package and forecasting model for 2022
  - Begin preparing long-term cash forecasting model
  - Finalize draft base FY2022 budget
- December 2021
  - QA/QC draft FY2022 budget
  - Forward draft FY2022 budget to Board of Supervisors
  - December 13 Board of Supervisors FY2022 budget presentation, including potential amendments & approval
  - Advisory Committee walk-through of budget modeling done to date, including discussion of future financial reporting system improvements
- April 2022
  - End Of 1<sup>st</sup> Quarter Board of Supervisors proposed budget amendments
- July 2022
  - End of 2<sup>nd</sup> Quarter Board of Supervisors proposed budget amendments
- August 2022
  - Begin work on FY2023 budget and 2025+ Rate Plan

# Presentations

# EXAMPLE ONLY

AI 19-049

## KING CONSERVATION DISTRICT KING COUNTY, WASHINGTON

### RESOLUTION NO. 19-006

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KING CONSERVATION DISTRICT, KING COUNTY, WASHINGTON, ESTABLISHING A COST-SHARE POLICY TO GUIDE COST-SHARE RATIOS AND LABOR RATES IN ASSOCIATION WITH WASHINGTON STATE CONSERVATION COMMISSION, KING CONSERVATION DISTRICT AND OTHER FUNDING SOURCES.

WHEREAS, RCW 89.08.220 authorizes King Conservation District (District) to enter into agreements to furnish financial or other aid to any occupier of land within the District for the purpose of carrying-on preventive and control measures and works of improvement for the conservation of renewable natural resources; and

WHEREAS, Washington State Conservation Commission Policy No. 13-5 titled *Cost-share Assistance Policy*, authorizes local conservation district boards to establish annual cost-share ratios and landowner labor rates within specific parameters; and

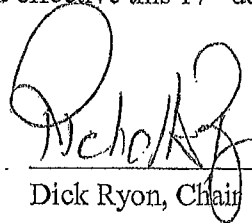
WHEREAS, the District determines entering into such agreements will likely increase the participation of land occupiers to implement USDA NRCS approved management practices and other practice standards deemed acceptable, which will benefit renewable natural resources and the public interest.

NOW, THEREFORE, the Board of Supervisors of the District, King County, Washington, hereby resolves as follows:

The District establishes the following cost-share ratios and labor rates for Washington State fiscal years 2020 and 2021 in association with management practices implemented with Washington State Conservation Commission funding, King Conservation District funding, and other funding sources that can be used to implement practices on private property:

- 1) For implantation of ordinary and customary USDA NRCS approved management practices and P.E. approved management practices, a cost-share ratio up to 90% of eligible expenses with additive cost-share from all sources not to exceed 100% of total project expenses. The District will maintain records documenting eligible practices and associated cost-share ratios.
- 2) For implementation of demonstration, education and pilot projects and practices, a cost-share ratio up to 100% of eligible expenses, not to exceed 100% of total project expenses when multiple sources of funding apply.
- 3) For replacement planting on previously implemented aquatic area enhancement projects where plant mortality is greater than or equal to 50% of the original planting, a cost share ratio up to 100% of eligible expenses, not to exceed 100% of the total project expenses.
- 4) For landowners and other adults 18 years of age or older, a labor rate not to exceed \$22.00 hour.
- 5) For minors 17 years of age or less, a labor rate consistent with the Washington State minimum wage.

ADOPTED BY THE BOARD OF SUPERVISORS of the King Conservation District, Washington, at a regular open public meeting thereof, and effective this 17<sup>th</sup> day of June 2019.

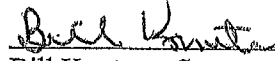


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Dick Ryon, Chair

CERTIFICATE

I, Bill Knutsen, Secretary/Auditor of the Board of Supervisors, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 19-006 of such Board, duly adopted at a regular meeting thereof held on the 17th day of June 2019, by the members of such Board in attendance at such meeting and attested by myself in authentication of such adoption.

  
\_\_\_\_\_  
Bill Knutsen, Secretary/Auditor

# AGRICULTURAL DRAINAGE 2021 PROJECT REVIEW

Liz Stockton, Program Coordinator



Local Food  
Healthy Forests  
Clean Water  
Better Ground

# **KCD AG DRAINAGE IN 2021**

- **Linear Feet Improved: 21,700 (50% artificial ditches)**
- **Projects Completed: 15**
- **Farm Crossings Replaced: 9**
  - **Designated Fish Passage Barriers: 5**
- **Drain Tiles Replaced: 13,000'**
- **Collaborators**
  - **Tulalip Wildlife Program (Beaver relocation)**
  - **Ducks Unlimited**
  - **Seattle Public Utilities**



# FISH RELOCATION-2021

- Fish Capture/Release Data

- Coho ~ 200
- Cutt-throat ~5
- Stickleback ~10,000
- NW Salamanders ~ 15,000
- Other non-native fish ~1,000

- Zero Mortalities

- 50% Artificial ditches
- Very Dry Summer
- 3<sup>rd</sup> WCC crew



# ADAP-BUDGET

Budget Line Item	Budgeted	Spent	SVWID ILA	Remaining Balance
<b>Flood Control Grant</b>				
FCD Grant (Staffing)	\$ 28,000.00	\$ 30,736.95		\$ (2,736.95)
FCD Grant (Constuction Services and Engineering)	\$247,799.00	\$245,245.96		\$ 2,553.04
<b>TOTAL</b>	<b>\$275,799.00</b>	<b>\$275,982.91</b>		<b>\$ -</b>
<b>Working Lands Initiative</b>				
WLI R92 (Construction)	\$180,000.00	\$140,556.00		\$ 39,444.00
WLI R92 (Drainage Assessment)	\$ 50,000.00			\$ 50,000.00
WLI R92 (Engineering)	\$ 30,000.00	\$ 28,000.00	\$ 9,800.00	\$ (7,800.00)
WLI R92 (Beaver management)	\$ 52,000.00		\$25,847.00	\$ 26,153.00
<b>TOTAL</b>	<b>\$312,000.00</b>	<b>\$168,556.00</b>	<b>\$35,647.00</b>	<b>\$107,797.00</b>

\*More billing to come for total of \$20K before end of the 2021.

\*Waiting to know if 2021 FCD grant approved.

\*Waiting for one last invoice from contractor for approx \$20K.

## 2021 Urban Forestry Project Selection Recommendations

October 2021

### Process Overview and Accomplishments

In May 2021, KCD launched this year's Urban Forestry project solicitation and selection process with Member Jurisdictions. Meetings with relevant city planning, public works, and parks staff were set up to explain the process before the Request for Letters of Interest was released.

As part of the process the Working Group developed an additional criterion to prioritize projects that address diversity, equity, and inclusion.

Diversity, Equity, and Inclusion. How will this project commit to BIPOC communities and traditionally underserved locations? How will the project be accessible to speakers of other languages, persons with limited mobility, and/or the Blind and Deaf communities? Do you have a stated commitment to contract BIPOC- LGBTQ- and women-owned business? **1 = unsure, not clear; 2 = declared new support; 3 = real plan to incorporate**

Eight (8) letters of interest were received. At this stage, there was close coordination with the Member Jurisdiction Grant program to determine which KCD program would be the most appropriate funder. In addition, several requests for tree canopy assessments were combined into one project that didn't require an official proposal from cities. Proposals were requested from the remaining cities and five (5) were received.

This process culminated in early October with recommendations from the Urban Forestry Working Group to support 7 urban forestry implementation projects and technical assistance priorities supporting 8 member jurisdictions.

### Selected Projects

#### *Beaux Arts - \$14,825 – street tree inventory*

Working with Tree Solutions, the Village of Beaux Arts will develop a tree inventory with work tracking system. Individual street trees will be tagged, mapped, and assessed for health and potential hazards. The cost includes maintenance of the database for three years.

#### *Burien - \$87,380 – volunteer program coordinator and crew stipends*

In an effort to expand Burien's Park stewardship program to three additional parks, KCD will hire a consultant to manage the City's volunteer stewardship program part time for two years – with an option to extend for a third year -- at \$23,000 per year w/6% COLA. In addition, the City of Burien has requested support for their volunteer work crews. Traditionally, park stewards are unpaid volunteers which often provides a barrier to entry to lower income teens and adults who could use this opportunity as an entrée to green careers. KCD will fund stipends (\$20,000/year) for volunteers who accomplish certain deliverables (e.g., # hours). The City and KCD are discussing how to determine eligibility for stipends and how to deliver them in an HR- and Accounting-approved manner.

*Kenmore and Kirkland - \$17,000 each – yard tree giveaway*

Kenmore and Kirkland have request support to organize yard tree giveaways. KCD will purchase the trees, develop educational and promotional materials to be translated into Spanish and Chinese, and provide support during the event. Approximately 200 native trees per municipality will be supplied to homeowners, HOAs, and public housing developments.

*Tukwila - \$69,628 - Urban Forest Carbon Credit & Impact Certification pilot program*

With the support of KCD, the City of Tukwila is seeking to advance canopy coverage targets and Equity Policy goals by utilizing innovative funding opportunities through City Forest Credits.

CFC is a nonprofit carbon registry and impact certification organization that certifies and markets urban forest projects to potential funders. KCD will hire a consultant part time for two years – at \$25/hour for 25 hours/week with an option to extend for a third year – to do a city urban forest needs assessment and create a project “look book”.

*Shoreline - \$24,000 – Trees for Rail support*

Per the KCD contract with Sound Transit and the City of Shoreline regarding the Trees for Rail project, \$24,000 of urban forest funding will be set aside for any contingency needs or budget overage.

*North Bend, Redmond, Kenmore, Kirkland, Tukwila - \$59,000 – PlanIT Geo tree canopy assessment*

PlanIT Geo (PG) will work with King Conservation District (KCD) to map current tree canopy and possible planting areas in Kenmore, North Bend, Redmond, and Tukwila, quantify changes in canopy in Kenmore and Tukwila, and prioritize planting areas based on diversity and equity concerns in Kirkland. The results and metrics will then be analyzed for a variety of geographies to produce reports, tools, and data that influence planning, community development, and forest management.

**2021 PROJECT IMPLEMENTATION AND TECHNICAL ASSISTANCE BUDGET**

Jurisdiction	Project	Cost Estimate
Beaux Arts	street tree inventory	14,825
Burien	fund part-time staff to manage volunteer program	87,380
Kenmore	tree giveaway	17,000
Kirkland		17,000
Tukwila	create an Urban Forest Carbon Credit & Impact Certification pilot program	69,628

Shoreline	Trees for Rail project contingency	24,000
North Bend, Redmond, Kenmore, Kirkland, Tukwila	Tree canopy assessment – PlanIt Geo	59,000
		<b>288,833</b>
<b>Potential Rollover Funding</b>		
2016 Seattle		60
2019 Mercer Island		27,905
<b>Waitlist</b>		
Sammamish	Tree inventory	150,000

#### Active Projects Status

Year	City	Project Summary	Starting Funds	Remaining Funds	Estimated Completion
2016	Seattle	<p>A pilot project for the City of Seattle to engage property owners adjacent to forested restoration sites in taking steps to remove invasive species from their properties, through relationship development, outreach/education, and coordination of on-the-ground restoration activities.</p> <p>A pilot project to engage with Seattle Housing Authority (SHA) in the New Rainier Vista Community/Cheasty greenbelt by assessing the current forest conditions, developing a management plan and completing high priority forest management practices.</p> <p>Plant giveaway in coordination with SHA and Forterra</p>	\$76,500	\$59	Closed 2021
2018	Mercer Island	In preparation for developing a comprehensive urban forest strategic plan, the City requested assistance in engaging the public in 1) providing information about Mercer Island urban forestry	\$30,000	\$27,905	Cancelled 2021

		(benefits, programs, ways to be a steward, etc.) and 2) gathering current perceptions, concerns, and suggestions about the urban tree canopy.			
2018	Normandy Park	A volunteer training program (in the model of Forterra's Forest Stewards and WNPS' Native Plant Stewards) that has recruited a dedicated cohort to participate in 6 workshops and 6 work parties to apply new ecological restoration knowledge. City plans on continuing to support this program once UFS project concludes.	\$30,000	\$7,059	Winter 2021
2018	Multiple MJs	Creation of project-related educational materials, cataloguing of available urban forestry resources, and creation of a suite of templates with appropriate KCD branding and flexibility for cities to incorporate into their outreach efforts.	\$25,000	\$10,400	
2019	SeaTac	Drafted stewardship plan and removed 5 acres worth of invasive plants. Planting and maintenance to be done by Forterra volunteers and Partners in Employment (a Port of Seattle youth crew)	\$46,500	\$24,660	Summer 2023
2019	Lake Forest Park	Grace Cole Park – Developed forest management plan w/Parks and Grace Cole Park Stewardship Foundation. Launched community stewards training program in June and WCC crew did additional invasive species control summer of 2021.	\$37,400	\$23,044	Summer 2022
		McAlee Creek -- working w/17 neighbors of McAlee Creek to	\$55,000	\$50,000	Winter 2024

		put together community forest stewardship plan. KCD will use cost-share to implement plan recommendations w/professional crew			
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#### **Urban Forestry Initiative Working Group Participants**

Jeff Boyce, forester

Patrick Boyd, Medina, small city

Kelli Curtis, City of Kirkland, Sound Cities Association

Suzanne Feeney (for Xavier Wurtelle), Living Well Kent, NGO (resigned)

Kristi McClelland, private landowner (resigned)

Mark Phillips, Lake Forest Park, Sound Cities Association

Paris Yates, City of Seattle, large city

# New Business



**King Conservation District Board of Supervisors Meeting  
Agenda Action Briefing/Report  
Meeting Date: November 8, 2021**

**ACTION ITEM:****SUBJECT: KCD Regional Food System Program Grant Award Decision**

Consider and make award decision on Regional Food System Program Grant funding. At the October 25th Grant Subcommittee (GSC) meeting, the GSC deliberated and forwarded the attached funding recommendations for KCD Board of Supervisors' consideration.

**FISCAL IMPACT:** Competitive grants are planned and budgeted for in the KCD-KC Inter Local Agreement (ILA) within the Regional Food System Program. Total funding for competitive grants is budgeted at \$300,000 per year for the term of the ILA (\$43,216 was carried over from the 2020 grant round). The attached recommendations total \$316,352, with the remaining balance of \$26,864 to be carried over for 2022 with a proposal by the Grant Subcommittee and the Advisory Committee recommending third party evaluation of the Regional Food System Program Grant funding.

**POLICY CONSIDERATION:** These funding recommendations are in line with Work Plan and budget decisions and Grant Subcommittee recommendations.

**STAKEHOLDER INTERESTS:**

- Staff and board members of King Conservation District
- Regional Food System Stakeholders
- King County Local Food Initiative (LFI) and Kitchen Cabinet
- Grant Applicants
- Community of reviewers (Working Group, technical reviewers, Advisory Committee)

**BACKGROUND:**

This is the final decision stage in a robust grant selection process.

Regional Food System Program Overview

In 2015, KCD established the Regional Food System Program based on the King County Kitchen Cabinet and engagement with a wide range of local food system advisors. The program offers annual competitive grants, and longer term sustained strategic investments, to support the Executive's LFI.

Major gaps in our region's food system were identified by the King County Kitchen Cabinet in 2014 and detailed in the LFI. More support is needed in the production, distribution, processing, and storage of locally raised farm products. Significant barriers to land, capital, equipment, and markets prevent new farmers from starting farms and existing farmers from scaling up to a sustainable level. Consumers need better information and connections to local farms, and low-income communities need improved access to healthy, local food.

KCD's Regional Food System Program supports efforts across King County to develop a food system that is sustainable, resilient, and equitable. Through a combination of grants and strategic initiatives, KCD focuses on improving production, consumer demand, and equitable access to healthy, local food.

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: November 8, 2021**

Looking Forward

Since 2015, KCD has funded successful start-up farm cooperatives, community-based site redevelopments, expanded organizational capacity, increased food access, and other grass-roots tools for improving the regional food system.

In 2019, KCD sought extensive input from regional food system stakeholders, the King County LFI team, and farmers across the region. This input was distilled, vetted, and ultimately incorporated in KCD's current five year ILA.

Key outcomes of this outreach effort related to the competitive grant process include:

1. Increased funding pool for Strategic Initiative Grants (about 66% of total funding of \$900,000) and smaller pool for Competitive Grants (about 33% of total funding), so a flip of previous funding levels;
2. Smaller Competitive Grant pool means reducing maximum grant amounts (\$20,000 max compared with \$100,000 in past);
3. Reduced implementation to 1 year (had been up to 2 years in past);
4. Simplified application process (1 grant application vs. pre-application and full application in past);
5. Simplified review process (1 review vs. 2 reviews in past); and
6. Simplified reporting and reimbursement requirements (semi-annually with evaluation vs. quarterly with evaluation).

**RECOMMENDATIONS**

Staff recommends that the Board award the following grants as put forward by the Grant Subcommittee (see attached spreadsheet for additional project details).

<b>Full Proposal Applicant - Recommended for Funding</b>	<b>Grant Request</b>	<b>Running \$ Total</b>
Gathering Roots Wellness: Greenhouse Infrastructure for BIPOC Farmers Co-op	\$ 20,000.00	\$ 20,000.00
International Rescue Committee: BIPOC Growers of South King County	\$ 20,000.00	\$ 40,000.00
Feed 7 Generations: Generating Engaged Native Growers (GEN-G)	\$ 20,000.00	\$ 60,000.00
White Center Food Bank: White Center Food Bank Dispersed Food Bank Farm	\$ 20,000.00	\$ 80,000.00
The Common Acre: Community Food Hubs	\$ 20,000.00	\$ 100,000.00
Weed Warriors Nature Stewards fiscal sponsor for New Start Community Garden: School Garden Infrastructure & Nature Classes	\$ 20,000.00	\$ 120,000.00
SnoValley Tilth: Greenhouse Propagation Infrastructure and Training for New, Beginning, and Small-Scale Farmers	\$ 19,052.00	\$ 139,052.00
Black Farmers Collective: Expanding Food Sovereignty at Yes Farm	\$ 20,000.00	\$ 159,052.00
Duwamish Valley Sustainability Association: Transformando Nuestra Tierra: Biofuel	\$ 20,000.00	\$ 179,052.00
Black Star Farmers: New Holly Rockery Market Garden Reactivation	\$ 20,000.00	\$ 199,052.00
African Community Housing & Development: Delridge Farmers Market Year Two	\$ 20,000.00	\$ 219,052.00
Carnation Farms: Energy Efficiency in Aggregating Local Produce	\$ 14,300.00	\$ 233,352.00
Wakulima USA: Wakulima USA Youth Farmer Project	\$ 12,000.00	\$ 245,352.00
Black Food Sovereignty Coalition: Back to the Root: Pacific Northwest BIPOC Food Network Development	\$ 20,000.00	\$ 265,352.00
Farmstand Local Foods: De-Mystifying Local Food Pricing for Farmers & Chefs in Preparation for New Overtime Rules in Agriculture	\$ 19,000.00	\$ 284,352.00

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: November 8, 2021**

21 Acres: Sammamish Valley Sustainable Tool Library	\$ 20,000.00	\$ 304,352.00
New Day Cooperative Distribution: BIPOC and LGBTQ Farmer CSA Pickup Site	\$ 12,000.00	\$ 316,352.00
	<b>Funding Cutoff:</b>	<b>\$ 343,216.00</b>

**Not Recommended for Funding**

EastWest Food Rescue: Bridging the Service Gap Barrier from King Farmer to King Food Insecure	\$ 20,000.00	\$ 20,000.00
Snoqualmie Valley Watershed Improvement District: Controlled Drainage Farmer Education in the Snoqualmie Valley	\$ 9,145.00	\$ 29,145.00
Sustainable Seattle: Sustainable Seattle community education program: Basilica Bio	\$ 20,000.00	\$ 49,145.00
Seattle Good Business Network: Eat Local First & Seattle Restaurant Week	\$ 20,000.00	\$ 69,145.00
21 Acres: Crop to Kitchen - the great taste of almost food waste	\$ 12,310.81	\$ 81,455.81
Circular PNW, Interweave: A Just Circular Food Economy	\$ 20,000.00	\$ 101,455.81
Serve Ethiopians Washington: Community Based Food Waste Prevention Project	\$ 20,000.00	\$ 121,455.81

**EFFECTIVE DATE:**

- Awards would be effective immediately. Note that next steps would be for staff to move to scope and budget contracting with awardees, and conditions on grant funding as indicated.

**MOTION:**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Passed a motion to adopt the Grant Subcommittee recommendations for the Regional Food System Program Grant awards for 2021.

	A	B	C	D	E
1	Full Proposal Applicant - Recommended for Funding	Grant Request	Running \$ Total	Project Details	Notes/Comments for Applicants
2	Gathering Roots Wellness: Greenhouse Infrastructure for BIPOC Farmers Co-op	\$ 20,000.00	\$ 20,000.00	Acquire and install 2 24'x 60' greenhouses with solar power, seeds, soil, planting tables, and staff for developing programming for BIPOC youth and community. Work with Black Star Farmers on expanding growing opportunities and selling plant starts to support economic success.	Work plan dates. Installation labor should be contractual. Greenhouse is equipment. Does zoning allow retreat center?
3	International Rescue Committee: BIPOC Growers of South King County	\$ 20,000.00	\$ 40,000.00	Build out over 3 phases, including (1) an aggregation plan, guidelines and tools for collaborative crop planning, harvesting, pricing and packaging; (2) utilize WSU and Culinary Breeding Program to create marketing content, and new wholesale distribution channels; and (3) develop ecommerce solution. Work will happen on the Horseneck Property with partners including FAACT. Increase avenues for affordable, fresh produce in South King County (+6 new wholesalers); increase pounds of produce sold; 10 farmers trained in using system; increased efficiency and growth of participating farmers).	
4	Feed 7 Generations: Generating Engaged Native Growers (GEN-G)	\$ 20,000.00	\$ 60,000.00	Host a successful Native Ag Symposium and Planning Session. Coordinate with Tribes across the region, involving Center of Southwest Culture. Host 150 virtual attendees, and secure 7-8 Native experts or organizations to present. Host an in-person Planning session with 15 contributors and resulting report.	
5	White Center Food Bank: White Center Food Bank Dispersed Food Bank Farm	\$ 20,000.00	\$ 80,000.00	Food bank gardens will provide much needed produce for the community using multiple parcels on private and commercial land in the community. The food bank is moving in spring 2022 and need to relocate our onsite farm program. Three ideal sites have been identified. Will measure how much is produced annually of culturally relevant produce, new and identifiable pollinators, and new farming square footage in production.	Cover sheet needs total project costs. Budget table needs totals.
6	The Common Acre: Community Food Hubs	\$ 20,000.00	\$ 100,000.00	Establish pilot food hubs in Central and South Seattle, each including a food pantry for dry goods, a refrigerator for produce and perishables, and a farm stall for weekly in-person distribution. One site hosted by The Common Acre and others by Black Star Farmers, Nurturing Roots and YES Farm. Anticipate serving 2,000+ families, our first farm sales on a pay what you can basis.	

	A	B	C	D	E
7	Weed Warriors Nature Stewards fiscal sponsor for New Start Community Garden: School Garden Infrastructure & Nature Classes	\$ 20,000.00	\$ 120,000.00	Develop solar-power and irrigation for food bank gardening (solar-powered farmbot greenhouse); provide educational signage and classes (Add interpretive signage about solar power, drip irrigation, drought tolerant plants that will be used for a future virtual garden tour app and topics for classes).	Staffing line item is stipends for speakers, should be moved to "other" category. Reduce OH amount.
8	SnoValley Tilth: Greenhouse Propagation Infrastructure and Training for New, Beginning, and Small-Scale Farmers	\$ 19,052.00	\$ 139,052.00	Three major tasks: (1) deconstruct, move and retrofit unused greenhouse on EFP farmland; (2) select and support new, beginning, and small-scale farmers using the greenhouse; (3) host a workshop on proper propagation practices. Goal to lease affordable greenhouse space to at least 5 farm businesses, farmers will report 25% increase in propagation capacity, 80% of farmers will report ability to increase produce for community, and 60% of farmers will report improved farm practices.	Who is participating after implementation - who attended workshops, who is utilizing greenhouse, what is fee structure?
9	Black Farmers Collective: Expanding Food Sovereignty at Yes Farm	\$ 20,000.00	\$ 159,052.00	Create ADA accessible entrance and drive in for vehicle access. Construct a second entrance and rear of property. Use permaculture strategies to implement terracing and expand growing space. Provide public safety lighting.	Cover sheet needs total project costs. Budget table needs totals.
10	Duwamish Valley Sustainability Association: Transformando Nuestra Tierra: Biofuel (SS)	\$ 20,000.00	\$ 179,052.00	Restaurant-type businesses have shown considerable increase in South Park, increasing sales and waste generation. Project will focus on household education, Circular economy training for food industry businesses, waste assessment, and developing a closed-loop bioenergy food system. Work with 5 youth from the Duwamish Valley and educate South Park community and restaurant owners on how to reduce, recycle and reuse waste in restaurants. Work with Impact Bioenergy on preparation of report on installation of a Bioenergy plant in South Park.	Zero waste v. organics/biogasifier Different PDF format. Budget worksheet is incorrect. Staff is \$22,600 and Other is \$7,400. Will plant be constructed?
11	Black Star Farmers: New Holly Rockery Market Garden Reactivation (SS)	\$ 20,000.00	\$ 199,052.00	In partnership with Black Star Food Collective and P-Patch program to reactivate the New Holly Rockery Market as a food hub for surrounding Black and Immigrant communities. Monthly educational events starting in March 2022. Will utilize translators and surveys to reach diverse communities through CSA program.	Work plan dates. Cover sheet budget is incorrect (extra \$0.20 cents),



	A	B	C	D	E
12	African Community Housing & Development: Delridge Farmers Market Year Two	\$ 20,000.00	\$ 219,052.00	Expand Delridge FM to weekly rather than monthly, late May to early October. Hire FT market manager. Recruit 10+ vendors, distribute \$33,000 in free produce bags during the season. Serve 1,500 customers/month (currently 300/mo served).	Budget worksheet (additional detail), OH off \$1,000 but total is ok. Do current producers have enough product to expand to weekly FM?
13	Carnation Farms: Energy Efficiency in Aggregating Local Produce	\$ 14,300.00	\$ 233,352.00	CF serves as a local produce aggregation hub with refrigeration infrastructure for farmers who sell their produce through Farmstand Local Foods. Refrigerated containers currently lack refrigerator curtains to hold in cold air and have no loading dock. Need for additional dry storage. Will work with FLF and PS Energy to collect baseline data. FLF will report on 2024 food volume aggregate and sold through CF cooler and freezer. PSE will conduct energy audit. Measure of success will be increased energy efficiency as measured by KWh usage, cost savings, and pounds of produce aggregated and distributed through the units.	Ensure availability to community (where's the combine?), community engagement plan, what will be offered? List of who is participating in aggregation before and after. SF set aside for other farmers, what will be charging? Budget worksheet is incorrect OH > 25% of staffing. Should be \$100 not \$1,300.
14	Wakulima USA: Wakulima USA Youth Farmer Project	\$ 12,000.00	\$ 245,352.00	For the last 4 years, Wakulima has grown culturally relevant foods in cooperation with Highline College, City of Des Moines Sonju and Mary Gay Parks, and Horseneck Farm through FAACF. Goal is to start FM in in Des Moines, and recruit at least 7-10 new farmers, particularly youth.	Youth farmer program or Farmers Market? Funding priority - check only one. Student stipend is not staffing, belongs in Other. OH is then incorrect. Budget needs additional detail. Total for Other is omitted.
15	Black Food Sovereignty Coalition: Back to the Root: Pacific Northwest BIPOC Food Network Development	\$ 20,000.00	\$ 265,352.00	Plan for launch of multiple groups of small, place-based networks of BIPOC growers. Form leadership team, participate in planning committee meetings to assess networking interests, with plan to launch these networks in 2023. Secure at least 5 leaders in PNW region (prioritizing King County), and create and initiate a plan for PNW Food Network.	Budget worksheet needs total project cost corrected.
16	Farmstand Local Foods: De-Mystifying Local Food Pricing for Farmers & Chefs in Preparation for New Overtime Rules in Agriculture	\$ 19,000.00	\$ 284,352.00	Farmer pricing, chefs' cost savings, and impacts of new OT labor laws. Farmers struggle with pricing products. Many chefs associate sourcing locally with "splurging" on high quality products. Tools will be developed to help address these issues. Currently working with Viva Farms, BINW, Farms for Life, Harvest Against Hunger and SnoValley Tilth.	Budget description needs more detail (assumptions). Budget worksheet is incorrect (staffing).

	A	B	C	D	E
17	21 Acres: Sammamish Valley Sustainable Tool Library	\$ 20,000.00	\$ 304,352.00	Create framework for tool share (agreements, fees, web site). Purchase compact electric tractor with front loader and trailer. 3-5 workshops with training and TA. Integrate KCD equipment share.	Outreach and engagement plan ( more robust, aside from social media)? Inclusion/diversity. How do you become a tool share member? Can the tractor be used outside the Sammamish Valley? RFS \$ to fund tractor/trailer - more an infrastructure project than business management.
18	New Day Cooperative Distribution: BIPOC and LGBTQ Farmer CSA Pickup Site	\$ 12,000.00	\$ 316,352.00	Reach out to BIPOC and LGBTQ - owned farms to develop potential partnerships (goal is 3); new signage reading "New Day Cooperative Distribution: Producer-Direct Groceries", purchase and install retail display coolers. Work with participating CSA farms and member producers to develop sustainable product mix; expand staffing and store hours, add retail infrastructure. Goal is 30 additional seasonal shares, increase storefront sales by 100%.	What is your outreach/engagement plan? Who are you already working with. New King County BIPOC producers? Exceeds word limit. Additional budget detail.
19		<b>Funding Cutoff:</b>	<b>\$ 343,216.00</b>		<b>\$ 26,864.00</b>
20	<b>Not Recommended for Funding</b>				
21	EastWest Food Rescue: Bridging the Service Gap Barrier from King Farmer to King Food Insecure	\$ 20,000.00	\$ 20,000.00		
22	Snoqualmie Valley Watershed Improvement District: Controlled Drainage Farmer Education in the Snoqualmie Valley	\$ 9,145.00	\$ 29,145.00		
23	Sustainable Seattle: Sustainable Seattle community education program: Basilica Bio	\$ 20,000.00	\$ 49,145.00		
24	Seattle Good Business Network: Eat Local First & Seattle Restaurant Week	\$ 20,000.00	\$ 69,145.00		
25	21 Acres: Crop to Kitchen - the great taste of almost food waste	\$ 12,310.81	\$ 81,455.81		
26	Circular PNW, Interweave: A Just Circular Food Economy	\$ 20,000.00	\$ 101,455.81		
27	Serve Ethiopians Washington: Community Based Food Waste Prevention Project	\$ 20,000.00	\$ 121,455.81		



## King Conservation District Board of Supervisors Meeting

Action/ Agenda Briefing Report AI-071Meeting Date: 11-8-21

**SUBJECT:** To approve the allocation of funds of cancelled or under-budget Urban Forestry projects to other working-group-approved urban forestry projects from the same or previous years.

### FISCAL IMPACT

The budget for Urban Forestry has been set by the ILA as \$150,000. This proposal would not increase spending over a year. Rather than release money from cancelled or underbudget projects, it would be reallocated as necessary to other Urban Forestry Projects. We do not, at this time, propose that any remaining money be rolled over year-to-year.

### POLICY CONSIDERATION

Through the request for proposal process, the urban forestry working group determines where and how limited resources should be spent by choosing a slate of urban forest stewardship projects. The proposed policy would allow for more flexibility for jurisdictions to respond to real-world conditions and unforeseen circumstances, while ensuring that we sustain the committed level of investment in urban forestry projects in alignment with ILA goals. This policy would enable us to retain released funds and to reinvest them in working group approved urban forestry projects either to supplement existing project funding or support wait-listed projects.

### STAKEHOLDER INTERESTS

- Staff and board members of the King Conservation District
- KCD Urban forestry working group – composed of Sound City Alliance Representatives, forestry professionals, and South King County non-profits.
- Municipal jurisdictions working with the District to implement urban forestry best management practices.
- People living and working within the project municipal jurisdictions

### BACKGROUND

*Historic Allocation Information:*

**History of last ILA cycle?**

As part of the process to develop a system of Rates and Charges for 2020-2025, the King CD solicited stakeholder input (including the Board of Supervisors) regarding the work to be financed by the proposed system of R&C. As a result of the feedback received, King CD elected to include a budget of \$150,000 for urban forest stewardship projects with the express goal of providing technical assistance to 3-4 cities.

**Examples of incomplete/under-budget/over budget projects?**

**Examples of similar reallocations: ILA, MJ, Farm program**

*Current Allocation Proposal:*

The budget for Urban Forestry has been set by the ILA as \$150,000. We propose to allow funding from money on cancelled or underbudget urban forest stewardship projects be reallocated as necessary to other current- or past-year urban forest stewardship projects that have been vetted and chosen through the request for proposal process. The proposed policy would allow for more flexibility for jurisdictions to



**King Conservation District Board of Supervisors Meeting**  
**Action/ Agenda Briefing Report \_\_\_\_\_**  
**Meeting Date: \_\_\_\_\_**

respond to real-world conditions and unforeseen circumstances. In addition, this policy could allow for the working group to award funding to alternate or runner-up projects if an existing project is cancelled or under-budget. A waiting list for those projects would also be implemented as part of the proposal approval process.

Timeline Proposal:

**March-June:** Funds would be allocated to current-year projects chosen through a request for proposal projects. This would include the creation of a waitlist ranked using the same criteria to choose funded projects.

**June-December:** If any of the current or past year projects are cancelled or completed under-budget, those funds can be allocated to current or past year projects that are incomplete or to fully fund a waitlist project.

### **RECOMMENDATIONS**

Staff recommends the board approve the policy that would allow urban forestry funding to be reallocated as necessary to other working group-approved projects. We seek to extend this policy into future years.

### **MOTION**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Passed a motion to approve the policy of allocating urban forestry funding from cancelled or under-budget urban forest stewardship projects to other working-group-approved current or past urban forest stewardship projects.

## King Conservation District 2022 Board Election Materials

The King Conservation District 2022 Board Election is being designed to reflect the 2021 Board Election. KCD is again partnering with King County Elections and Democracy Live in accordance with our ILA to reduce barriers and offer voters digital ballot access. KCD is again planning on sending direct postcard mailers to every voting household in the district to raise awareness and increase turnout. KCD is also attempting to mirror King County Elections dates, timelines, and best practices where possible.

Below you will find:

- Budget
- Timeline
- Ballot Access Methods
- Elections Resolution

### Budget (estimates based on 2021 spending)

2021 election spending was ~\$360,000 not including all staff labor. Some budget items like KCE processing cost are based on a turnout of ~60,000 voters and so came in under budget in 2021 and will likely do so again in 2022. Staff time is estimated at \$50,000 but was not tracked for all staff in 2021 and is also an upper end estimate.

1. Funds	
a. ILA Base Budget for Elections	\$275,000
b. KCD Election Reserves	\$425,00
c. Subtotal	\$700,000
2. Costs	
a. 2021 Digital Campaign Cost	\$25,000
b. 2021 Postcard Mailer Cost	\$235,000
c. Staff Time	\$50,000
d. KCE Processing Cost	\$75,000
f. Democracy Live Contract	\$75,000
h. Subtotal	\$460,000

### Timeline

• October 1	Initial board candidate outreach begins
• October 21	Draft Materials for Board Review
• October 25	Board First review of election materials
• November 4	Finalize Board Election Resolution Language
• <b>November 8</b>	<b>Board Meeting – Pass Board Election Resolution</b>
• November 10	KCD Elections Page Updated with Board Resolution materials
• November 10	Official Notice of Board Resolution in Journal of Note
• November 30	Update Press Release List, Update Elected Officials List
• December 13-17	Candidate filing window
• December 17	Last day to file EF1 – CD Election Information with WSCC
• December 17	KCD sends candidate information to KCE
• December 20	Candidate withdrawal deadline

- December 20 Candidate Materials to Democracy Live
- December 21 KCD sends list of final candidates to KCE
- --- Candidate Forum (Internal)
- January 3 Press Release 1 – KCD Board Election This Month
- January 7 KCE uploads ballot build to Democracy Live (includes ballot packet and declaration signature sheet)
- January 12 Democracy Live has final proof ready for KCD and KCE review
- January 13 KCE tests and approves Democracy Live ballots, sends approval to KCD
- January 14 KCD approves Democracy Live site
- January 17 Press Release 2 – Voting Starts tomorrow
- **January 18 at 8am** **Voting period starts at 8 am**
- January 18-20 KCD Election Mailer Postcard arrives in Mailboxes
- January 20 Ballot Box at KCE opens (KCD is not using any other drop boxes)
- January 31 Press Release 3 – Last Week to Vote
- February 7 social media - Voting Ends tomorrow
- **February 8** **Election Day, voting closes at 8 pm**
- Initial election results posted by 9 pm
- February 10 Election results posted by 5 pm
- February 15 Election results posted by 5 pm
- February 17 Election results posted by 5 pm
- Deadline to receive ballots with on-time postmarks
- Signature challenge deadline at 4:30 pm
- February 22 Election results posted by 5 pm
- Last day to file EF2 – Election Report with WSCC
- February 24 KCE transmits final results and summary report to KCD
- Final results posted

## Ballot Access Methods

1. Electronic Ballot Access
  - a. Standard approach of using Democracy Live electronic ballot access portal.
2. Mail
  - a. Use Democracy Live electronic ballot access portal to access and print your ballot.
  - b. Follow mail-in instructions.
4. KCE Office Drop Box
  - c. King County Elections Office (919 SW Grady Way, Renton, WA 98057) drop box is open 24/7 from January 20<sup>th</sup> until 8pm on February 8<sup>th</sup>.
  - d. No other drop boxes are officially open for the KCD election.
5. KCD Office
  - a. KCE does not believe that the KCD office digital ballot access and printer would require any special considerations .
  - b. Voters entering the KCD office will be required to follow existing Covid protocols.
  - c. Option available for those who reach out as needed.
6. KCD Assists with ballot printing (for those who require assistance)

- a. KCD gets name, birthdate, and address of voter
  - b. Works with Democracy Live to print that voter's specific ballot
  - d. KCD mails or emails ballot to the voter
  - f. Voter is responsible for final ballot submission
  - g. Need to ensure timeline to avoid submission deadline issue
  - h. Option available for those who reach out as needed.
7. KCD will provide additional voting assistance as necessary to fulfill the accessibility provisions of Chapter 135-110 WAC.

#### Additional Considerations

- 1. Drop Boxes – KCD will not be using drop boxes (other than the one at the KCE office) for this election. KCD has used drop boxes in the 2020 Board Election and found that the price and return percentage are not compatible with current limitations on the KCD election.
- 2. Language Translation – KCD has discussed officially supporting additional languages in its board elections. At this time, it does not seem feasible to add additional languages given current limitations on the KCD election.
- 3. KCD will continue to support legislative changes to the KCD Board Elections to improve standardization, accessibility, and participation and will direct voters to contact state legislators if they would like to comment on conservation district elections.

## **INSTRUCTIONS FOR DEVELOPING A CANDIDATE PROFILE**

adapted from King County Elections Candidate Manual

<https://www.kingcounty.gov/~media/depts/elections/for-candidates/pdfs/candidate-manual.ashx?la=en>

### **KCD Voter Guide**

The KCD Voter Guide containing candidate information will be available to voters through the KCD website <https://www.kingcd.org/election> after candidate filing through the end of the voting window. The KCD Voter Guide will also be available to voters when they access the ballot access portal.

### **When to file**

Your voters' guide submission should be submitted along with your candidate application through our online intake at <https://www.kingcd.org/election>.

### **Your photo**

You may submit one self-portrait of your head and shoulders. Use a light-colored background, but white is not recommended. Photos should be no more than five years old. Clothing or insignia that suggest a public office (i.e., judicial robes, law enforcement or military uniforms) are not allowed.

Your photo should not be digitally altered. Digital photos should be at minimum 300 dpi resolution and no smaller than 4 x 5 inches (1200 x 1500 pixels).

*If you do not submit a photo, the photo section will be left blank, or the phrase "No photo submitted" will appear in the KCD Voter Guide depending layout.*

Once filed, you are not allowed to change your photo.

### **Formatting**

Space for each candidate is limited, so formatting is very important. Format your statement and responses as an essay; text must be written in paragraphs. Tables, lists and bullets are not allowed, and will be changed to a block paragraph with a semicolon to separate each item.

Only use italics to emphasize specific words or statements. Bold, underline and all caps is not allowed. Words or statements submitted with prohibited formatting will be changed to italics.

<b><u>CORRECT</u></b>	<b><u>INCORRECT</u></b>
I approve of justice for all, fairness of the law and rehabilitation.	I approve of: <ul style="list-style-type: none"><li>• JUSTICE for all</li><li>• Fairness of the law</li><li>• Rehabilitation</li></ul>

Keep your statement simple and write in the narrative. Per RCW 29A.32.230(3), your statement must only be about you. Do not include references to your opponent(s). You may seek help when writing your statement but remember it is ultimately your responsibility. All or any part of a candidate statement may be rejected at the Elections Director's discretion if it contains obscene, profane, libelous and/or defamatory language. Voters want to know why they should vote for you.

Here are a few tips from voters:

- Treat this as a resume and edit carefully.
- Give your vision for the future. Be positive.
- Write what you stand for or support.
- Describe your education, background and/or qualifications.
- Avoid technical terms that may not be generally understood.
- Do not criticize opponents.

Proofread carefully; your statement will be printed exactly as you submit it. You are not allowed to change your statement once it has been submitted.

You may seek help when writing your responses but remember it is ultimately your responsibility. All or any part of a candidate statement may be rejected at the Elections Manager's discretion if it contains obscene, profane, libelous and/or defamatory language.

### **General Statement Word limits**

300 words is the word limit for statements.

In addition to the statement, each candidate may include a 10 word occupation line and a 15 word education line.

*If no information is submitted for any of the sections, the statement "No information submitted" will appear in the KCD Voter Guide.*

### **Suggested Prompts for General Statement**

KCD provides the following four questions as potential prompts to answer in your candidate statement.

- 1) Tell us about your past experience with King Conservation District, or other Conservation Districts?
- 2) What is the greatest strength of the Conservation District model?
- 3) What role can Conservation Districts play in addressing regional priorities, while still remaining true to their basic operating mandate?
- 4) If elected, during your term of office what will be your priority focus areas for the District and what do you hope to accomplish?

### **Your Campaign Contact Information**

Campaign contact information such as a phone number, email, and/or website is included in the KCD Voter Guide. Contact information does not count towards the word limits, and **at least one method**



of contact must be provided. Mailing addresses are not published in the KCD Voter Guide.

Our office will not accept late submissions. No exceptions.

*Sample statement in the printed voters' pamphlet.*

**Liz Darcy**

(555) 555-5555  
info@darcyformayor.com  
www.darcyformayor.com



**Education:** Bachelor's in Economics, State University; Master's in Business Administration, State University

**Occupation:** Manager, Main Street Bank

**Statement:** We deserve a leader that will listen to our ideas and concerns and be proactive, not reactive, in their decision making. We deserve a leader that cares more about serving citizens than getting re-elected. We deserve a leader at city hall that can work with local businesses, instead of against them; a leader that has the knowledge to set the city on a successful course—not just for the next five years, but for the next five decades. *I am that leader.*

Born and raised in this town, my roots here run deep. My family has lived here for four generations, and my husband and I are raising our three beautiful children here. As manager of the bank for the last fifteen years, I have expanded our small business loan program, creating opportunities for local businesses and organizations to make a difference in our community. This successful program has reduced the vacancy rate on Main Street to zero, creating a prosperous, revitalized Downtown.

I am an active community volunteer: as head of the PTA, I have worked with other parents to create the best learning environment for our kids; and I helped to establish our city's block watch program, which keeps our neighborhoods safe and crime rates low.

As your mayor I will work to make our city a better place for all residents to live. I will listen to your ideas and provide forums for discussion and debate. I will make decisions based not just on immediate need, but with an eye toward the future. I will make city government more transparent and fiscally responsible.

I want to make our city the best it can be; together we can make a difference! *I humbly ask for your vote.*

**Form PF-A****CANDIDATE INFORMATION FOR THE OFFICE OF ELECTED SUPERVISOR**Washington State  
Conservation  
Commission

WAC 135-110-320

This information is required to determine your eligibility to fill the public office of conservation district supervisor. Your information will be verified by the conservation district, and reviewed by the Washington State Conservation Commission. Please write legibly to avoid problems in determining whether or not you are eligible for this office.

<b>Your name</b> WAC 135-110-320(3)b		<b>Day phone</b> WAC 135-110-320(3)b	<b>Cell phone</b> WAC 135-110-320(3)b
		<b>Email address</b>	
<b>Residential address</b> WAC 135-110-320(3)b		<b>Mailing address, if different</b> WAC 135-110-320(3)b	
WA		WA	
<b>What is the name of the conservation district where you wish to serve?</b> WAC 135-110-320(3)a			
The conservation district is: King Conservation District			
<b>Are you a registered voter?</b> WAC 135-110-320(3)c <b>Do you live inside the conservation district?</b> WAC 135-110-320(3)d			
<input type="checkbox"/> I am a registered voter in the county where the conservation district is located.			
<input type="checkbox"/> I reside inside the boundary of the conservation district.			
<b>Which type of candidacy do you choose?</b> WAC 135-110-350; WAC 135-110-360 <b>Check only one box below</b>			
<input checked="" type="checkbox"/> I am running as a declared candidate and wish my name to be shown on the official ballot.			
<input type="checkbox"/> I am an undeclared write-in candidate. I did not submit the candidate required information to the conservation district by the filing deadline. I am now submitting this candidate required information within four weeks (twenty-eight days) following the first date of election.			
<b>Are you a landowner or operator of a farm?</b> WAC 135-110-320(3)e <b>Check only one box below</b>			
<input checked="" type="checkbox"/> I am a landowner or operator of a farm, as defined in the election procedures and WAC 135-110-110.			
<input type="checkbox"/> I am not a landowner or operator of a farm, as defined in the election procedures and WAC 135-110-110.			
<b>By my signature below, I swear under penalty of perjury under the laws of the State of Washington that the foregoing information is true and correct.</b> WAC 135-110-320(3)f			
Signature _____		Date _____	



## Candidate Information

**Name**

**Email Address**

**Phone Number**

**Website**

**Education**

15 word maximum. "No information submitted" if left blank.

**Occupation**

10 word maximum. "No information submitted" if left blank.

**Candidate Statement**

300 word maximum. "No information submitted" if left blank.

**Photo**

Click here to attach photo

"No photo submitted" if not attached

Please supply a JPG or PDF between 1MB and 3MB.

After attaching your photo file, it will be visible in the navigation pane to the left. If you are unable to attach the file, please submit it separately to [elections@kingcd.org](mailto:elections@kingcd.org) with this PDF form.

KING CONSERVATION DISTRICT  
KING COUNTY, WASHINGTON

RESOLUTION NO. 21-008

A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
THE KING CONSERVATION DISTRICT, KING COUNTY,  
WASHINGTON, ESTABLISHING THE 2022 ELECTION OF  
THE BOARD OF SUPERVISORS.

WHEREAS, the three-year term of Kirstin Haugen who holds elected Position #2 on the Board of Supervisors of the King Conservation District will expire in May of 2022; and

WHEREAS, the Board of Supervisors of the King Conservation District desires to formally establish the date for the 2022 election for the expiring term of Position #2 of the Board of Supervisors, and to establish all other requirements and designations required by the Washington State Conservation Commission: now, therefore

BE IT RESOLVED by the Board of Supervisors of the King Conservation District, King County, Washington, as follows:

Section 1. The King Conservation District Board of Supervisors election will be held on Tuesday, February 8, 2022.

Section 2. Ballots will be available to eligible voters online beginning January 18, 2022, at 8:00 a.m. Voters may return ballots electronically through the online ballot marking system by 8:00 p.m. on February 8, 2022, or print and mail ballots with a postmark of February 8, 2022 to King County Elections, 919 SW Grady Way Suite 200, Renton WA 98057. Ballots postmarked February 8, 2022, will be counted and accepted through February 17, 2022. Ballots may also be returned to the drop box located at the King County Elections office at 919 SW Grady Way Suite 200, Renton WA 98057 beginning January 20th at 8 a.m. and ending February 8, 2022, at 8:00 p.m. No other drop boxes are being offered for the King Conservation District ballots. Voters may use a computer located at the King Conservation District office located at 800 SW 39th St Suite #150, Renton, WA 98057 to access the online ballot access portal and submit or print their ballot on regular business days from 10:00 a.m. - 5:00 p.m. from January 18, 2022, through February 8, 2022. Ballots will not be collected at the King Conservation District office. Voters coming to the King Conservation District office will be required to follow all notices and COVID-19 safety protocols in place. Voters that require accommodation to vote may call 425-282-1900 or email [elections@kingcd.org](mailto:elections@kingcd.org).

Section 3. The candidate filing deadline for Position #2 on the King Conservation District Board of Supervisors is December 13, 2021, at 8:00 a.m. through December 17, 2021, at 5:00 p.m. Candidate required information must be received by King Conservation District no later than December 17, 2021, at 5:00 p.m. Candidate information for the KCD Voter Guide must be submitted at the same time as filing information. Instructions and forms for these items will be available at <https://kingcd.org/elections>. More information on Conservation Districts

can be found at the Washington State Conservation Commission website at <https://scc.wa.gov/elections-and-appointments/> or <https://kingcd.org/elections/>.

Section 4. The King Conservation District Board of Supervisors designates Mark Dostal as the Elections Officer for the 2022 Board of Supervisors Election.

Section 5. The King Conservation District Board of Supervisors directs the Elections Officer to prepare and file all forms as appropriate and deemed necessary with the Washington State Conservation Commission consistent with the terms of this Resolution and to take all actions necessary to accomplish its ends including any filings with any other entities as necessary.

Section 6. All District resolutions, policies and procedures are hereby modified, amended, and superseded to be in accordance with this Resolution.

ADOPTED BY THE BOARD OF SUPERVISORS of the King Conservation District, Washington, at a regular open public meeting thereof, and effective this 8<sup>th</sup> day of November 2021.

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Kirstin Haugen, Chair

## **CERTIFICATE**

I, Chris Porter, Vice Chair of the Board of Supervisors, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 21-008 of such Board, duly adopted at a regular meeting thereof held on November 8, 2021.

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Chris Porter, Vice Chair