

KING CONSERVATION DISTRICT

Advisory Committee Meeting Minutes

December 14th, 2021

Committee Members Present: Councilmember Kelli Curtis – City of Kirkland, Councilmember Victoria Hunt – City of Issaquah, Councilmember Vanessa Kritzer – City of Redmond, Kirstin Haugen – KCD Supervisor, Councilmember Amy McHenry – City of Duvall, Jake Tracy – King County Council, Jeff Boyce – Rural Forest Commission, Sharon Lerman – City of Seattle, Michael Lufkin – King County, Councilmember Mark Phillips – City of Lake Forest Park, Heather Trim, Councilmember Brenda Fincher – City of Kent

Other Attendees Present: Mark Dostal – KCD Staff, Rosa Méndez-Perez – KCD Executive Director, Lorna Miss – KCD Staff, Erin Reed – Your Part-time Controller, Kathryn Lewis – KCD Staff, Jessica Saavedra – KCD Staff, Rachel Konrady – City of Kirkland, Peter Holte – City of Redmond, Kazia Mermel – Sound Cities Association

Preliminary Matters:

The meeting was called to order at 10:03 AM. All attendees introduced themselves.

Farewell given to Councilmember Mark Phillips – City of Lake Forest Park and Councilmember Amy McHenry – City of Duvall for their last meeting serving on the Advisory Committee.

Public Comment:

There was no public comment.

Executive Director Report:

Rosa Méndez-Perez provided her Executive Director Report update. The report discussed actions taken to improve KCD's operations including engaging a payroll processing service, standardizing financial reporting, and development of the 2022 Budget approved by the Board of Supervisors on 12/13/2021. The report concluded with actions to look forward to in 2022 including development of a strategic plan with stakeholder engagement, continued board of supervisors' development, and diversity and equity training.

Financial Update:

Kathryn Lewis presented work that is being done by the finance team to reform budget and finance reporting at the District. Work includes a more collaborative budgeting process, with system improvements to increase transparency and timeliness of budget information to management and important stakeholder groups. Ms. Lewis proposed returning to the Advisory Committee in spring 2022 to give an update on progress toward these goals.

Erin Reed presented the KCD financial statements, talking about the fact that KCD has gone through a series of significant transitions in 2021. These changes place KCD on the path to better transparency and accountability with funders and staff. Transactional recording is complete

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through October 31, 2021. The financials are presented on a Cash Basis BARS method. Next steps will be to complete November and then year-end financial statements. We will also be focused on supporting the implementation of the new QuickBooks and Payroll Systems.

2022 Meeting Schedule:

The 2022 KCD Advisory Committee meeting schedule was discussed. There was consensus to keep meetings every other month.

Members requested more discussion on program work at future meetings.

Staff Presentations:

Jessica Saavedra gave a presentation on the City of Seattle Community Grant Program.

Annual Report Design/Transmittal Update:

Dostal reviewed and approved the final 2020 KCD Annual Report and its transmittal to King County. Dostal noted that not all suggested changes were in the 2020 Annual Report, but that KCD would be working to incorporate additional Advisory Committee feedback into the 2021 Annual Report. The 2021 Annual Report will be worked on in the 1st quarter of 2022 and KCD staff will again invite the Advisory Committee to provide input and feedback.

The meeting adjourned at 11:32 AM.

Authorized Signature

Date