

**KING CONSERVATION DISTRICT
SPECIAL BOARD OF SUPERVISORS MEETING
January 24th, 2022
5:00 PM to 7:30 PM – via Teleconference Only
Zoom Link: <https://zoom.us/j/94715520602>
Call in Number: (253) 215-8782
Meeting ID: 947 1552 0602**

Meeting Agenda

Call to Order

- | | |
|--|--------------------------|
| 1. Preliminary Matters <ul style="list-style-type: none">a) Introductionsb) Additions or Corrections to the Agendac) Adoption of the Board Agenda | 5:00 PM – 5:05 PM |
| 2. Public Comment | 5:05 PM – 5:10 PM |
| 3. Grant Subcommittee <ul style="list-style-type: none">a) Member Jurisdiction Grant Program Items:<ul style="list-style-type: none">1. <i>Updates and Discussion: Equipment Policy</i>2. <i>Applications:</i><ul style="list-style-type: none">2.1 City of Auburn - 2022 Farmers Market-Marketing and Demonstrations3. <i>Amendments:</i><ul style="list-style-type: none">3.1 City of Kenmore- Squire’s Landing (λ' a Xw a d i s) Park Waterfront and Natural Open Space Access<ul style="list-style-type: none">- Update scope of work and add \$13,500 in MJ funds available this year to the award of \$198,000, bringing it to \$226,500.4. <i>Close Outs:</i><ul style="list-style-type: none">4.1 African Community Housing and Development-Farmers Market for the Delridge African Diaspora Immigrant and Refugee Community, also known as the South Delridge Farmers Marketb) Regional Food System Grant Program Items:<ul style="list-style-type: none">1. <i>Amendments:</i><ul style="list-style-type: none">1.1 Black Star Farmers (sustainable Seattle is fiscal sponsor), “Gardening Under the Microscope”<ul style="list-style-type: none">-extend deadline.1.2 Forterra, “Making Farmland More Affordable Through Ecosystem Service Markets”<ul style="list-style-type: none">-extend deadline.1.3 Pacific Coast Harvest, “Refrigerated Box Truck”,<ul style="list-style-type: none">-extend deadline.1.4 SnoValley Tilth, “Sound Tenure Alternatives for Small Farms”,<ul style="list-style-type: none">-extend deadline.2. <i>Close Outs:</i><ul style="list-style-type: none">2.1 Weed Warriors2.2 Viva Farms | 5:10 PM – 6:20 PM |
| 4. Finance <ul style="list-style-type: none">a) AI 22-003: Budget Amendment – Lewisb) December 2021 Financial Report – Erin Reedc) AI 22-004: Check Register – Erin Reed | 6:20 PM – 6:50 PM |
| 5. Unfinished Business <ul style="list-style-type: none">a) AI 22-002: Comprehensive Fiscal Policy Discussion - Lewis | 6:50 PM – 7:00 PM |

Grant Sub Committee

Auburn Farmers Market (AFM) – Marketing & Demonstrations - 2022 Season

Member Jurisdiction Grant Program

Auburn

25 W Main St.
Auburn, WA 98001

O: 253-931-3000

Ms Amanda Valdez

Auburn Community and Event Center
910 Ninth Street SE
Auburn, WA 98002

avaldez@auburnwa.gov
O: 253-804-5049
M: 253-266-2726

Application Form

Summary Information

Project Title*

Auburn Farmers Market (AFM) – Marketing & Demonstrations - 2022 Season

Project Description - Short*

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

Through an aggressive marketing campaign, gardening, cooking, and healthy living demonstrations, the Auburn Farmers Market plans to increase access to local farm products and healthy living practices to the South King County community.

Principal Partners (if any)

City of Auburn

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.

\$20,000.00

Total Project Cost*

\$82,144.00

Total Matching Funds (optional)

\$62,144.00

Project Start Date*

01/01/2022

Project End Date*

12/31/2022

Close Date

Project Location*

Address, Parcel #, OR L&L Points, for site specific projects only.
If more than two locations, state "multiple" and explain.

1140 Auburn Way S, Les Gove Park, Auburn, WA 98002

Jurisdiction

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

Auburn

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.

47

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.

7

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.

The Auburn Farmers Market (AFM), will increase access to healthy, local farm products in the South King County community. Farmers will have increased opportunity to sell their products locally, reducing their use of fuel and packaging, and increasing the likelihood of good stewardship of local agricultural lands. Market customers will have the opportunity to learn about local food systems, use of local farm products and healthful practices in preparing locally sourced food. Additionally, the Market will provide increased access to

food assistance programs in 2022. The AFM is open every Sunday, June 5 through September 18, providing a reliable and consistent source for farm products and virtual learning opportunities which will positively impact the purchasing and eating habits of our customers.

The Auburn Farmers Market works with Market partners to access the expertise, support and assistance required to present a successful Farmers Market. AFM will continue its partnerships in 2022, current Market partners include: Washington State Farmers Market Association, the Auburn Food Bank, Pacific Medical Centers, local businesses and non-profits. We will continue to seek additional support from the Farmers Market Coalition, Washington State University Food Sense, Tilth Alliance as well as support from surrounding Markets and their managers.

The AFM considers our partnership with King Conservation District to be integral to our successful Market. In 2022, the Market seeks KCD Grant funding to help continue working with our education partners to provide the education and demonstration component of the Market as well as helping to fund market promotional efforts to ensure customers attend the market. Providing informational sessions and demonstrations is essential for consumers to learn about the importance of healthy, nutritional, farm fresh foods; sustainability; and the impact local farms have on the regional economy.

The Auburn Farmers Market has two main target audiences: our customers - residents of South King County, and local farmers. The residents of South King County benefit from easy and dependable access to fresh local produce, education and food assistance programs. AFM works with local farmers who rely on their businesses as their primary livelihood. The Market provides a local, consistent and reliable location to sell their products, benefitting not only the farmers, but the community as well. Farmers from around the state depend on farmers markets to maintain business and provide a return on their investment. This keeps local agriculture lands in production and strengthens the local economy. According to research conducted by Sustainable-Seattle, for every dollar spent at farmers markets, 62 cents is re-spent locally! In the AFM 2021 season, Farm vendor sales reached \$114,000. This is largely due to our relocation to an active park along a busy road, near residential housing, which increased visibility and access to the community.

Additionally, the Market plans to reach out to the approximately 24,000 clients who utilize the EBT benefit system for food access in Auburn. A portion of the grant from KCD will allow us to aggressively market our food assistance programs, EBT and SNAP Market Match, boosting market visibility and increasing local food access to thousands of residents. This marketing and promotion campaign will remind shoppers about the fresh and local product available at the Market and the value of shopping locally. AFM will build on efforts invested in developing and operating the Market over the past twelve years, increasing the shopper/customer base among all citizens to create a sustainable and thriving market.

A portion of the King Conservation Funding in 2022, or an estimated \$18,000.00, will be used in a multi-pronged advertising campaign including a preseason postcard mailing to all Auburn households, paid advertising in various media publications, on-line sources, and other marketing and promotional materials that promote the Auburn Farmers Market and the acceptance of SNAP benefits at the Market.

The remaining \$2,000.00 will be used for contract/professional services to provide different virtual or socially distanced demonstrations and educational programs that increase awareness on healthy living, gardening, and land use to the public. All expenses will outline the above expenditure categories, provide a general description of the service provided, the date of service, cost associated with service and the vendor. By submitting receipts and invoices, we will track all KCD funded purchases and contracts that will be paid for from the grant.

OUTCOMES/OBJECTIVES/TIMELINES

The AFM will work with our Education partners:

- King County Health Department
- Washington State University Extension Programs
- Washington State Farmers Market Association

- Healthy Auburn programs in the Parks Department
- Local gardening experts
- other agencies

The AFM and its partners will work together to provide education on:

- local food sources and their uses
- access to local farm products
- at home gardening and sustainability
- the connection between food and health
- cooking demonstrations utilizing market bought products
- the connection between buying local farm products and improved economy, improved health, and sustainability of our environment by reducing energy and transportation costs and good stewardship of agricultural land and natural resources

Project Activities and Measurable Results*

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

1. EDUCATION & DEMONSTRATION SESSIONS. Timeline: June 2022-September 2022

Activity: Coordinate with local professionals, non-profits, and businesses focused on health living, eating, and well-being to provide educational sessions and demonstrations to showcase how buying local helps improve the economy, health, our environment and improves local farmers opportunity to sell their farm fresh foods.

Deliverables: farming, gardening and cooking demonstrations, nutritionist information and demonstrations.

Outcomes: Increase and highlight the importance of fresh foods while also making recipes accessible and local. Educating shoppers on different uses of fresh and local products. Increased awareness and education of how to use farm fresh products purchased from farmers at the AFM.

Measurables: number of people in attendance

2. BEGINNING OF SEASON POSTCARD MAILING. Timeline: May/June 2022

Activity: Create season-opening postcard; mail to carrier routes surrounding the Market to announce the schedule of events during the season and highlight acceptance of SNAP benefits through EBT, and other food assistance programs, virtual demonstrations and location of AFM.

Deliverables: Shopper count, SNAP customer count, SNAP transactions

Outcomes: increase shopper base, increase awareness of the AFM its programs and educational demonstrations.

Measurables: number of postcards mailed, number of postcards presented at Market

3. EBT & and other food assistance programs Marketing & Outreach. Timeline: June 2022-September 2022

Activity: Create a marketing plan and advertising campaign to alert Auburn residents of the payment option at the Market. Conduct community outreach to agencies supporting SNAP clients.

Deliverables: Marketing plan, shopper counts, vendor sales from farmers, EBT transactions; community outreach contacts.

Outcomes: Increase in number of shoppers using EBT and other food assistance programs Improved access to healthy, affordable food in low-income communities; Improved knowledge about products and resources available at AFM for SNAP recipients.

Measurables: Customer counts, vendor sales, EBT transactions

4. Marketing & Outreach. Timeline: January 2022-September 2022

Activity: Create signage, banners, an online marketing campaign including social media channels, press releases, and e-blasts, to advertise the Market and its importance to the community as an access point to fresh produce.

Deliverables: Marketing plan, shopper counts, farm vendor sales, EBT transactions; community outreach contacts.

Outcomes: Increase in number of shoppers, improved access to healthy, affordable food in low-income communities; improved knowledge about products and resources available at AFM for SNAP recipients. Increase farmer vendor sales.

Measurables: Shopper counts, EBT transactions

5. Advertising through Auburn Reporter. Timeline: June 2022-September 2022

Activity: Create a series of weekly advertisements in the local newspaper that showcase market events, demonstrations and educational sessions throughout the season.

Deliverables/Measurables: Shopper count

Outcomes: Promote the Market weekly to gain attendance and shoppers

6. Targeted Facebook Advertising. Timeline: June 2022- September 2022

Activity: Create a series of Facebook ads that promote different market events and track social media responses; market attendance patterns and vendor revenue in relation to ads run.

Deliverables: Use Facebook metrics to track online engagement

Outcomes: Increased presence on social media and increase awareness for shoppers in South King County about the AFM.

Measurables: Number of engagements on Facebook, number of likes to Page

7. Other Paid Advertising Opportunities. Timeline: June 2022-September 2022

Activity: Investigate other paid advertising opportunities that may help bring shoppers to the Market during the season

Over the past thirteen Market seasons, the AFM has established effective lines of communication with farmers, other farmers markets, the Washington State Farmers Market Association, and the Tilth Alliance. In 2022 we will continue our work to build our shopper base.

In 2022, the AFM plans to increase the market customer base via the use of the KCD Marketing and Promotional Grant request, thereby establishing a thriving market for the community, buyers and farmers. The increase of shoppers will stem from an aggressive marketing and promotion plan; a series of educational sessions and demonstrations that serve to inform shoppers about the benefits of buying local, farm fresh produce, healthy eating, sustainability practices, environmental awareness and providing a market for farmers to sell their agriculture products to improve their business base. Continuing to allow acceptance of SNAP benefits through EBT transactions will open the Market up to a broader customer base that desires to purchase farm fresh products.

The AFM is a member of the Washington State Farmers Market Association, whose policy guidelines are that all farm products sold at state markets must be grown in Washington State. Farmers at the Market sell quality, fresh produce and the Market will ensure that local farmers are selling fresh picked produce for the season. Vendors participating in the Market agree to comply with limited pesticide/chemical use; adherence to organic growing if and when possible; and water table conservation/protection farming practices.

In working with the agencies and associations that will provide educational sessions and demonstrations, the Market will create an environment that is fun and inviting for shoppers to learn about the importance of community farmers markets, healthy eating, sustainability, supporting local farmers and improving the economy by sustaining the agricultural opportunities for local Washington State Farmers. The sessions will be presented in an easy to understand, creative way that encourage customers to learn more, ask questions and change behavior through educational awareness.

The 2022 AFM Marketing and Promotion Plan targets families, adults, seniors and youth within the region with the goal of building public awareness about the AFM, creating awareness about accepting EBT and other food assistance programs, and attracting shoppers to the Market each week during the market season. Messaging and marketing for the AFM will be created to support farmers and local agriculture; promote access to fresh, vitamin-rich produce; showcase access to greater diversity of produce and flowers; work to revitalize and support the community; promote the experience of a community-wide social event; promote a unique shopping experience; and reflect how customers enjoy music, entertainment and healthful demonstrations during the market season.

Lastly, the AFM provides a local market outlet for shoppers in South King County. A nearby service without the rigors of travel and environmental waste.

The AFM will submit the required reports to King Conservation District. The Market will use the following metrics to evaluate the performance of the advertising and educational/demonstration elements as they relate to shoppers at the AFM:

1. Number of customers attending the Market.
2. Number of vendors (farmers) supplying the Market.
3. Accounting of weekly vendor sales.
4. Number of non-profit and other complimentary stall spaces provided.
5. Number of pounds of food donated to local Food Bank.
6. EBT & Fresh Bucks transactions
7. Facebook engagement, Facebook page likes, video views

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!*

2022-KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx

Member Jurisdiction Authorization Letter

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

Additional Attachments

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

Natural Resource Improvement Actions- Criteria Checklist

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?

No

Education and Outreach*

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

Does your project directly address this issue?

Yes

Pilot and Demonstration Projects*

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

Does your project directly address this issue?

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*

Education

KCD Acknowledgement and Signature

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

*

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

Authorized Applicant Electronic Signature*

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

Amanda Valdez

Title

Farmers Market & Events Coordinator

Date*

01/05/2022

File Attachment Summary

Applicant File Uploads

- 2022-KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx



Member Jurisdiction Grant Program

Grant Application Project Budget Form

*Promoting sustainable uses of natural resources
through responsible stewardship*

Project Name	Auburn Farmers Market (AFM) – Marketing & Demonstrations - 2022 Season		
Applicant	Amanda Valdez		
Contact	Amanda Valdez		
Mailing Address	910 Ninth ST SE, Auburn, WA 98002		
E-mail	avaldez@auburnwa.gov; farmersmarket@	Project Start Date:	1/1/2022
Phone	253-804-5049; 253-931-3043	Project End Date:	12/31/2022

Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below

Budget Item	KCD Funds	Other Funds <i>(identify source and status of matching funds here ex. Rose Foundation - Pending)</i>	Other Funds <i>(identify source and status of matching funds here ex. DON Small and Simple - Secured)</i>	Total
Salaries & Benefits		\$43,494		\$43,494
Travel/ Meals/ Mileage (for - volunteers, staff)		\$1,000		\$1,000
Office Supplies		\$750		\$750
Field Supplies		\$400		\$400
Contracted/ Professional Services	\$2,000	\$7,500		\$9,500
Permits				\$0
Other: <i>Temporary Wages</i>		\$2,500		\$2,500
Other: Temporary Benefits		\$500		\$500
Other: <i>Miscellaneous</i>		\$2,000		\$2,000
Other: Communication		\$1,000		\$1,000
Other: <i>Advertising</i>	\$18,000	\$3,000		\$21,000
TOTAL	\$20,000	\$62,144	\$0	\$82,144

Total Project Cost	\$82,144
Total Match	\$62,144
Amount of KCD Funding Requested	\$20,000
Match Percentage	76%

Footnotes:

Squire's Landing (ᐱ' a Xw a d i s) Park Waterfront & Natural Open Space Access Project

Member Jurisdiction Grant Program

Kenmore

PO Box 82607
Kenmore, WA 98028

Maureen Colaizzi

mcolaizzi@kenmorewa.gov

FollowUp Form

Amendment Request

Project Title*

Squire's Landing (X' a Xw a d i s) Park Waterfront & Natural Open Space Access Project

Project Description - Short

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

The overall project is 7.3 acres: 1.5 acres park infrastructure, 4.2 acres critical areas; preserved 1.6 acres. This grant will fund a conservation/stewardship plan, 4.2 acres of restoration & interpretive signage.

Decision Date

11/23/2020

Instructions: Please complete the following fields to request additional funds and to change the scope of the project. There are fields below to describe the type of changes you are making and attach the budget revision form as well as optional attachments such as maps or photos.

Project End Date

This is the original completion date provided in the application.

12/31/2023

How will the scope of work be revised?*

Select an option below that best describes the type of scope of work revision you would like to request.

Update the scope of work to include more detail

Describe Changes to the Scope of Work*

Describe the reason for the changes to the budget and scope, identify how changes differ from the approved scope of work, and provide any additional information that would be helpful for the KCD Board of Supervisors to know about the project.

This amendment updates the scope of work to: 1) better describe in more detail the interpretive signage associated with the project; 2) extends the project completion date until 12/31/2023; and 3) adds additional funding to complete the scope of work.

The interpretive signage associated with this project will a)- be located along the paths where native plant installation associated with this grant are located. b) Highlight the name change for the park. Kenmore City Council passed a unanimous motion on April 19, 2021 to change the name of Squire's Landing Park to Tl' awh-ah-dees (ł' a Xw a d i s), the name of the Lushotseed village previously located in or near present-day downtown Kenmore honoring those who originally inhabited the area, giving people a sense of time that stretches back before the first European explorers. Tl' awh-ah-dees translates to "a place where something is grown or sprouts". c) Highlight indigenous native plants and their Lushootseed names along with their common names. The City will partner with the Kenmore Heritage Society who will work with tribal members on translating native plant names and provide plant markers with the Lushootsee name translation near the plants along the trail. The goal would be to include two interpretive signs and several plant markers.

Amount Awarded

\$213,000.00

Additional Amount of Funding Requested

Please write in the total additional funding amount you are requesting, if applicable.

\$13,500.00

Revise the Budget*

Select the type of budget revision you are requesting.

Revise the budget to request additional funds

Upload the Budget Revision Form*

Download the budget revision form by clicking [here](#), fill in the budget from your application in the table at the top and fill in the revised budget information in the table below.

20211227_KCDBudgetRevision-FormAmend2.xlsx

Optional Attachments

If you have additional documentation you would like to attach to your request for supporting information such as photos or maps, you may upload one file below. Please be aware that if you have more than one file of attachments, they will need to be combined into one file. Multiple file attachments cannot be uploaded.

20211227_20C2665_Amend2_InterpreSignage.pdf

KCD Board of Supervisors Decision Section

Authorized Signature of Approval, King Conservation District

File Attachment Summary

Applicant File Uploads

- 20211227_KCDBudgetRevision-FormAmend2.xlsx
- 20211227_20C2665_Amend2_InterpreSignage.pdf



Member Jurisdiction Grant Program Budget Revision Detail Form

Grantee: City of Kenmore

Project Name: Squire's Landing (λ' a Xw a d i s) Park Waterfront & Open Space Access

Revising the Project Budget:

Awarded Project Budget (same as grant application budget)

Budget Item	KCD Funds	City of Kenmore Secured	Other Match (Secured)	Other Match (Unsecured)	Total
1-Professional	\$5,000	\$3,000	\$0	\$0	\$8,000
2-Construction Services: (13) Lagoon Shoreline Restoration	\$5,000	\$65,452			\$70,452
3-Construction Services: (14) Upland Restoration	\$180,000	\$39,975			\$219,975
3-Construction Services: (14) Riparian Restoration	\$3,000	\$282,375	\$50,000	\$50,000	\$385,375
4-Construction Services: (15) In-Water Swamp Ck Habitat Benches	\$5,000	\$101,980			\$106,980
*6-Construction	\$0	\$4,252,000	\$500,000	\$250,000	\$5,002,000
*7- Professional Services: (Project Elements 1-16)	\$0	\$2,018,218			\$2,018,218
TOTAL	\$198,000	\$6,763,000	\$550,000	\$300,000	\$7,811,000

Total Project Cost	\$7,811,000
Total Match	\$7,313,000
Amount of KCD Funding Requested	\$198,000
Match Percentage	94%

Revised Budget (same as information in most recent Expense Report-YTD actual expenditures)

Budget Item	KCD Funds	City of Kenmore Secured	Other Match (Secured)	Other Match (Unsecured)	Total
1-Professional Services: Habitat Conservation & Stewardship Plan	\$5,000	\$3,000	\$0	\$0	\$8,000
2-Construction Services: (13) Lagoon Shoreline Restoration	\$5,000	\$65,452			\$70,452
3-Construction Services: (14) Upland Restoration	\$180,000	\$39,975			\$219,975
3-Construction Services: (14) Riparian Restoration	\$3,000	\$282,375	\$50,000	\$50,000	\$385,375
4-Construction Services: (15) In-Water Swamp Ck Habitat Benches	\$20,000	\$86,980			\$106,980
*6-Construction Services: (Project Elements 1-12 & 16) Interpretive Signage	\$8,000	\$4,252,000	\$500,000	\$250,000	\$5,010,000
*7- Professional Services: (Project Elements 1-16) Interpretive Signage	\$5,500	\$2,018,218			\$2,023,718
TOTAL	\$226,500	\$6,748,000	\$550,000	\$300,000	\$7,824,500

Total Project Cost	\$7,824,500
Total Match	\$7,298,000
Amount of KCD Funding Requested	\$226,500
Match Percentage	93%

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City of
Kenmore, Washington

Email Address e.g. name@exar

Share Bulletin



Press Release: Squire's Landing Park Renamed to Tl' awh-ah-dees (ᐱ' a Xw a d i s) to Honor the Lands of the Coast Salish Peoples

City of Kenmore Washington sent this bulletin at 05/05/2021 09:10 AM PDT



Si gusta comunicarse con la ciudad de Kenmore o revisar un documento en otro idioma, envíe su solicitud con su información de contacto a cityhall@kenmorewa.gov o llame al 425-398-8900.

FOR IMMEDIATE RELEASE

May 5, 2021

City of Kenmore Communications

communications@kenmorewa.gov

425-398-8900

Squire's Landing Park Renamed to Tl' awh-ah-dees (ᐱ' a Xw a d i s) to Honor the Lands of the Coast Salish Peoples



Kenmore City Council passed a [unanimous motion](#) on April 19, 2021 to change the name of [Squire's Landing Park](#) to Tl' awh-ah-dees (ᐱ' a Xw a d i s), the name of the Lushotseed village previously located in or near present-day downtown Kenmore. Tl' awh-ah-dees translates to "a place where something is grown or sprouts".

At the January 2020 Council retreat, the Kenmore City Council asked city staff to approach the Kenmore Heritage Society to lead a re-naming process that would include Native American input and participation. Following consultation with the Kenmore Heritage Society, Ray Fryberg (Tulalip Tribes) and lissaaksiichaa Ross Braine (Kenmore Resident /Apsaalooke Nation) both recommended the name.

According to the Kenmore Heritage Society, for centuries, the Sts'ahp-absh - a subgroup of both the Duwamish and Sammamish tribes - inhabited the banks of the Sammamish River (known to them as Sts'-ahp). At the confluence of the Sammamish River and Lake Washington, the Sts'ahp-absh

established the village of Tl' awh-ah-dees, which they used primarily as their winter quarters. In 1855, tribal leaders signed the Point Elliot Treaty, which relinquished most of their lands in northwest Washington in exchange for cash, relocation to reservations, and access to traditional hunting and fishing grounds. Most of the Sts'ahp-absh left the Sammamish River region, and their villages soon disappeared.

"The restoration of traditional place names is an acknowledgment of traditional society, an acknowledgment of their knowledge of the landscape and their history," said Ty Juvinel, a local Coast Salish Artist from the Tulalip Tribes. "It is a way of honoring those who originally inhabited the area, giving people a sense of time that stretches back before the first European explorers."

The City of Kenmore recognizes that Kenmore stands on the lands of the Coast Salish Peoples, and honors their ancestors who resided here, and the many Indigenous Peoples who still reside here, thriving and strong. The new name of the park will go into effect upon completion of the new [Walkways and Waterways](#) parks project improvements in late 2022 or early 2023.

Tl' awh-ah-dees - how to pronounce it:

ʔ' Somewhat like the *ttle* in *little*, but with a glottalized pop of air.

a Like the *a* in *father*.

X^w Like *ch* in German *ach*, only pronounced with rounded lips.

a Like the *a* in *father*.

d Like *d* in *day*.

i~e Like the *i* in *police*. In some dialects it is pronounced like the *e* in *they*.

s Like *s* in *sing*.

"A heart-felt thanks to the wonderful people of the Tulalip Tribes and also to the Kenmore Heritage Society," said Mayor David Baker. "They have been so generous and gracious in helping us on this journey of remembering and honoring the sacred history of this land we all call home."



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dx^wləšucid | Lushootseed Coast Salish Indigenous s̓x̌aʔdup | plants

Department of Landscape Architecture LA424 | LA322 - Spring Quarter 2020
Lushootseed translations by <https://tulaliplushootseed.com/plants/>



bubx̌əd
Equisetum arvense
Field Horsetail
(Illustration by: Scott P. Lee)



čaləs
Pteridium aquilinum
Bracken Fern
(Illustration by: Mikko Heino)



čəbidac
Pseudotsuga menziesii
Douglas Fir
(Illustration by: Scott P. Lee)



qacaǧac
Holodiscus discolor
Ocean Spray
(Illustration by: Mikko Heino)



cəx̌aluʔ
Salix hookeriana
Hooker's Willow
(Illustration by: Scott P. Lee)



x̌paʔac
Thuja plicata
Western Red Cedar
(Illustration by: Mikko Heino)



čuv̌4ac
Acer macrophyllum
Big Leaf Maple
(Illustration by: Scott P. Lee)



p̌uq
Ribes sanguineum
Red-Flowering Currant
(Illustration by: Mikko Heino)



čuv̌ǩ
Lysichiton americanum
Skunk Cabbage
(Illustration by: Scott P. Lee)



q̌apuʔ
Corylus cornuta var. *californica*
Beaked Hazelnut
(Illustration by: Mikko Heino)



šcəďʔ
Urtica dioica
Stinging Nettle
(Illustration by: Scott P. Lee)



šx̌aʔəlč
Polystichum munitum
Western Sword Fern
(Illustration by: Mikko Heino)



**King Conservation District
Member Jurisdiction Grant Program
Grant Agreement Close Out**

Grant Summary Information

Recipient: African Community Housing & Development

Project Title: Farmers Market for the Delridge African Diaspora Immigrant & Refugee Community

Project Description: ACHD seeks funding for a new farmers market in the Delridge neighborhood, designated by the City of Seattle as a "Low Economic Opportunity/High Displacement Area." The market will prioritize BIPOC vendors, and feature culturally-significant foods for the African community. We will leverage grant funding from other sources to purchase food at full price from farmers to provide free healthy food to food-insecure families.

Funding Source and Year: 2020 KCD-Seattle Community Partnership Grant Program

Start Date: 01/01/2021

End Date:

Date Awarded: 01/12/2021

Grant Budget Summary

Returned Funds:

Payment Summary

Award
Amount:

\$71,645.00

Amount
Returned:

\$n/a

Amount Paid to
Date:

06/14/2021 \$29,308.43
08/06/2021 \$10,419.93
01/24/2021 \$24,752.14
Total \$64,480.50

Amount
Spent:

-0-

Date
Returned:

n/a

Final Payment:
Date:

\$7,164.50 After KCD signs
this form

**Amendment Request
Summary:**

Yes

N/A

Notes:

Scope of Work Revision:

☐☒

Revised to reflect actual expenditures

Budget Revision:

☒☐

Extended to:

Completion Date
Extension:

☐☒

Copies of Work Product (check box or describe below)

☐ Designs/Plans

☐ Brochures/Publications

☐ Curricula

☐ Photos

☐ Video

☐ Sign Mock-Ups

Other:

KCD Acknowledgement: KCD logo was featured on our signage, and information about funding was included in all press releases.'

<https://www.achdo.org/delridgefarmersmarket>

<https://www.seattletimes.com/seattle-news/south-delridge-farmers-market-brings-culturally-relevant-cuisine-to-a-food-desert/>

Site VisitDate: **11/13/2021**N/A: ☐

Description: Jessica Saavedra visited the market on it's last day. Despite the weather there were many people enjoying both the vendors and services available at the market, including a pediatric vaccination clinic. It's a smaller community-service oriented market, tucked into a residential area of West Seattle. The market is located at 9421 18th Ave SW, Seattle, Washington 98106

Planting Projects:

Maintenance/Monitoring

Needs to be tracked: ☐

Ongoing until: _____

Completed: ☐ N/A: ☐**Reporting Summary:**

Yes No

Notes:

Progress Reports: ☒ ☐ Submitted on the following dates 06/02/2021, 07/28/2021, 12/22/2021

Expense Reports: ☒ ☐

Final Reports: ☒ ☐

Project Accomplishments and Successes

The launch of the Delridge Farmers Market was highly successful - we received a great deal of positive community feedback, and interest from other area farmers markets looking to learn about our unique model. We met the vast majority of our goals and outcomes, often exceeding them.

By the Numbers:

- 300 community members served per market
- 6 market days (1 per month June - Nov)
- 10 core vendors; average 8 vendors per market
- 5 COVID vaccine pop-up clinics (including 1 pediatric)
- 7 community outreach booths
- \$3,500 average total sales per market
- \$4,500 total leftover produce purchased and distributed to community
- \$4,500 free produce bags distributed
- \$7,000 total food access dollars spent
- 25 community volunteers of all ages engaged

A Market Manager was hired.

Results of the Post-Season Vendor Survey: When asked to rank their overall experience as a vendor at the Delridge Farmers Market (choices: Horrible, Bad, Fine, Pretty Good, and Awesome), 100% chose "awesome!"; 100% indicated interest in participating in the 2022 season

"I love how it builds community in my neighborhood." -Volunteer

"This is a unique and meaningful market...there were families who were overjoyed to see I was selling [cultural foods like] bittermelon and kabocha." -Sariwa Farm, Vendor

"Making the food affordable and being able to make a fair wage for what we grow was so nice." -Regeneration Farm, Vendor

"It was a beautiful experience - wonderful people and a very warm and welcoming environment." -Volunteer

We did not have COVID outbreaks linked to the market as a result of working with vendors to establish safe practices and conferred with other area farmers market about safe shopping practices for attendees.

Obstacles and Challenges

Our biggest challenge was the post-market food distribution. While there was definitely an appetite from community members, the infrastructure and coordination required to safely and efficiently distribute the food was more work than we anticipated. We are excited to hire a full-time Farmers Market & Food Access Manager for the 2022 season, who will be able to dedicate the necessary time and effort needed to perfect this process.

We also faced challenges navigating City and County bureaucracy surrounding permits for new farmers markets; there has not been a new market in the City of Seattle in many years, and it was often unclear both to ACHD staff and City staff how we should proceed. We benefited from the support of other Seattle-area farmers market managers, who were able to advise and advocate for us. Permits were secured from Public Health, City of Seattle and Fire Department.

Lastly, an unexpected struggle was in the toilets! Our portable ADA-accessible toilets for the market were frequently broken into and vandalized/trashed; after a few months of experimenting with different locks and security measures, we gave up and decided to use Hope Academy's indoor bathrooms. While this worked as a temporary solution, the antique plumbing in the building will likely mean we will need to brainstorm a new fix for 2022.

Evaluation Tools

The best evaluation methods for us were conversational and culturally-relevant; one-on-one conversation, qualitative surveys with open-ended questions, and a community-driven whiteboard at market days gathered the most useful feedback for us as we grew and improved.

Lessons Learned and Recommendations for Future Projects

Our model was extremely beneficial to vendors. Low barriers to entry are extremely important for new BIPOC and immigrant/refugee businesses, and financial predictability is vital for farmers to be able to rely on farmers market income. We built a community culture that created a positive vendor experience, and encouraged collaboration and friendship. Sixteen vendors were secured and thirteen of which are BIPOC-owned businesses.

Our model was also appreciated by community members. The free grab-and-go produce bags were extremely popular. We learned very quickly that public food access programs are not accessible to everyone, so flexible assistance vouchers were important. We also learned that getting kids involved increases community engagement, and that in-language culturally-relevant outreach is key to a diverse customer base.

Community outreach to enroll families in voucher and delivery programs was successful. We learned the importance of in-language phone outreach by case managers.

The market days during which we had case managers on-site to enroll folks in eviction prevention and rental assistance programs were very popular. We plan to have a resident case manager attend every 2022 market with a specific focus on food access program enrollment (SNAP/EBT, etc).

Long-term Sustainability

We are excited for our 2022 season - we are hiring a full-time Farmers Market & Food Access Manager, who will handle the organization's food access work during the market off-season, and execute all aspects of the market. Our unique model allows us to leverage food access dollars to support the market, and we also are grateful to a broad network of funders who support this work.

Long-term, we are working towards a permanent market space in the South Delridge enclave that utilizes a cooperative ownership model, which will prevent displacement and provide an incubator space for new food-based BIPOC-owned small businesses. The marketplace will also feature centralized small business support (including a resident CPA) and an affordable commercial kitchen space for rent for the community.

I certify that the project has been completed, all expenditures have been paid, and the final report has been received by the District.

_____,
District Representative

Date: _____

I certify that the project has been completed, all expenditures have been reported, and the final report has been completed and submitted to the District.

_____,
Grant Recipient

Name:

Title:

Date: _____

South Delridge Farmers Market brings culturally relevant cuisine to a food desert

July 6, 2021 at 6:00 am | *Updated July 8, 2021 at 10:19 am*



1 of 9 | Hamdi Abdulle buys one of the last slices of cake available from Jalissa Horton of Chef Jalissa Culinary Co. at the first South Delridge Farmers Market in the courtyard of Hope



By **Melissa Hellmann**

Seattle Times staff reporter

Jalissa Horton of Chef Jalissa Culinary Co. has been cooking since she was 13 years old. Growing up in the Federal Way area, she would transform her kitchen into a restaurant to serve family and friends. Specializing in soul food with a Pacific Northwest twist, Horton's fusion shines in her signature meals such as a braised chicken topped with chimichurri sauce and Cotija cheese.

Before renting out kitchen space at Tukwila's Spice Bridge food hall, where she caters and provides virtual culinary classes, Horton began her entrepreneurship at farmers markets. As a vendor at Pike Place Market and others around Seattle, Horton showcased her food to people from throughout the world.

Last month, she returned to her roots as a farmers market vendor for the first time in over a year at the inaugural [South Delridge Farmers Market](#), where she was joined by a range of Black vendors and people of color selling their goods. The market will return on July 10 from 11 a.m. to 3 p.m. in the courtyard of Hope Academy, 9421 18th Ave. S.W., to serve culturally relevant food that the area's refugee and immigrant communities can't find at most local farmers markets.



Nhia Heu, of Bouquets 2 Go, arranges flowers for sale at the first South Delridge Farmers Market in the courtyard of Hope Academy school in West Seattle last month. (Bettina Hansen / The Seattle Times)

Located in a U.S. Department of Agriculture-designated food desert — [an area where at least a third of the population lives more than a mile away from the nearest large grocery](#)

[store or supermarket](#) — the South Delridge Farmers Market will run on the second Saturday of every month from June to November. While other Seattle neighborhoods are one-half mile from supermarkets, South Delridge and a part of Highland Park are the only areas in the city where some residents must travel over a mile to the closest large grocery store, [according to the USDA Food Access Research Atlas](#).

“It’s really important that that BIPOC [Black, Indigenous and people of color] area gets the support it needs from businesses. So having a market out there where they’ll be able to have fresh products and to be able to use their Fresh Bucks and SNAP [food benefits], I think it’s amazing and I’m really happy to be out there,” Horton said.

People of color, people with lower incomes and people who identify as lesbian, bisexual or gay are more likely to report difficulty locating healthful food in Seattle, [according to a local 2019 Healthy Food Availability and Food Bank Network report](#).

“Food deserts is for sure a piece of the pie, but not the whole story,” said Elizabeth Kimball, manager for the Healthy Eating Active Living program at Public Health – Seattle & King County. “It’s not just proximity, but it’s affordability, it’s also the availability of it, the cultural appropriateness of it,” Kimball said.

Seattle food desert locations

Delridge and a part of Highland Park are the only Seattle neighborhoods where at least a third of the population is more than a mile from the closest supermarket. There are several neighborhoods, mostly in North and South Seattle, where at least a third of the population is more than one-half mile from the closest supermarket.

Neighborhood food deserts

- 1/2 mile from the closest supermarket
- 1 mile from the closest supermarket



The Delridge food market aims to provide culturally appropriate food by featuring BIPOC entrepreneurs and providing interpretation services in languages including Somali and Arabic, said Rachel Perlot, the food access director at African Community Housing and Development (ACHD), which hosts the farmers market. Since many of the vendors are bilingual, customers will be able to buy food from people who are familiar with their culture's cuisine.

“With the loss of the West Seattle Bridge, food access in the area has gotten even trickier,” Perlot said. “The White Center enclave, South Delridge area has a really diverse population and a large African immigrant and refugee community as well, so those folks have historically been left behind by food access.”



Adama Jammeh, front, and her sister Oumie Sallah, left, make a sale at their stall for Afella Jollof Catering at the first South Delridge Farmers Market in the courtyard of Hope Academy school in West Seattle last month.... (Bettina Hansen / The Seattle Times)

More ∨

What makes the farmers market unique is that ACHD arranges the permits and other logistics for vendors, which can often be a complicated process. Unlike other farmers markets, entrepreneurs participate in the market free of charge. To further support vendors and reduce food waste, ACHD buys leftover products at the end of the day and distributes them to older adults.

Four vendors sold goods ranging from baked goods to jams and jellies at the first farmers market, which about 300 people attended and sales totaled \$3,300. The organization gave away 36 bags of fresh produce to families facing food insecurity. In future markets, local produce from gardens and farms will be sold.

“Everyone was saying that we needed a farmers market in the neighborhood and it was really exciting to see one,” Perlot said.

Up to 13 vendors are expected to join the July farmers market, where local and federal food access programs such as SNAP benefits, WIC, SNAP Market Match and Fresh Bucks will be accepted. ACHD gives children spending money to help them practice buying fresh food, and sold \$575 in goods through their voucher program last month. Due to COVID-19 restrictions, customers ate food off-site at the first market, and it remains unclear whether customers can eat on-site during the July event.

“It’s hard enough to access fresh, healthy and locally sourced food, but it’s even harder to access culturally relevant food,” Bilan Aden, ACHD’s associate director and co-founder, said. At the June market, for instance, sisters Adama Jammeh and Oumie Sallah at Afella Jollof Catering served authentic Senegambian food, which included

chicken dibi with jollof rice, vegetarian and beef samosas, African crispy doughnuts and groundnut cakes.



Free bags of produce and dry goods were available for families experiencing food insecurity during the first South Delridge Farmers Market in the courtyard of Hope Academy school in West Seattle last month. (Bettina Hansen / The Seattle Times)

The inception of the farmers market came during a 2019 community cafe meeting led by youth in ACHD's urban garden program. During the student-led meetings, youth talked about food justice in the South Delridge neighborhood and learned that local residents had difficulty obtaining fresh foods; stores or markets weren't in walking distance.

ACHD reached out to funders about a pilot program for a farmers market and received about \$72,000 from King Conservation District, around \$100,000 from Albertsons Companies' Nourishing Neighbors, and about \$25,000 from Seattle's Department of Neighborhoods. The six-month program will serve as a feasibility project to determine if the market should run more often, and how it can be improved in the future.

Having sold at many farmers markets in the area, Horton said her favorite one was last month's market in South Delridge. Customers emailed her afterward to share how much they enjoyed her peach cobbler, sweet potato pie and pound cake topped in strawberry glaze. Children were thrilled to use their vouchers from ACHD to buy her chocolate chip cookies. She sold out of everything that day.

This month, Horton plans to sell some of the same desserts as last month, along with empanadas with collard greens and sweet potatoes; blueberry and strawberry lemonade; bento boxes with sweet potato hummus, celery, carrots and Indian flatbread; as well as kale pesto and grilled chicken sandwiches.

Throughout the summer she'll introduce different pie flavors. She's proud that she got in on the ground floor of the market and is serving the South Delridge community.

"My hope is that we can continue; that this will be a market that can withstand whatever's next," Horton said.

Melissa Hellmann

 [View 8 Comments](#)

SOUTH **DEL RIDGE**



farmers market

11AM - 3PM

JUNE 12 | JULY 10 | AUG 14 | SEPT 11 | OCT 9 | NOV 13

achdo.org/delridgefarmersmarket

sponsors:



Seattle
Neighborhoods

a program of







Regional Food System Grant Program Agreement Amendment Request

Instructions: To request an amendment to your Grant Award, complete this form and submit it to the King Conservation District. You will receive a written response back from the District either approving or denying the request. Attach any supporting documents you think will aid the review of your request.

Grantee: Sustainable Seattle (FS for Basilica Bio and Black Star Farmers)

Project Title: Gardening Under the Microscope

Project Number: FF00077

Agreement Year: 2021

Request to Amend Grant Award in the following manner (*check all applicable categories and provide details in space provided below or attachments where indicated*):

Change the Project Completion Date from Jan 31, 2022 to May 31, 2022.

- ☐ Extend project up to 90 days past original completion date
- ☒ Extend project in excess of 90 days past original completion date
- ☐ Extend project due to permit and/or construction delays
- ☐ Other (*e.g., matching funds delayed*)

Change the Project Scope of Work (*attach completed Scope of Work Revision Detail form*).

- ☐ Increase scope of work at same funding level
- ☐ Decrease scope of work at same funding level
- ☐ Other (*describe and provide explanation below*)

Change the Project Budget (*attach completed Budget Revision Detail Form*).

- ☐ Reallocate funds among awarded budget item(s) within 10% of total grant award
- ☐ Reallocate funds to new budget item(s) within 10% of total award
- ☐ Revise budget in excess of 10% of total grant award
- ☐ Other (*describe and provide explanation below*)

Other Category of Revision.

- ☐ Change applicant/principle partners without change in scope of work and funding level
- ☐ Other (*describe and provide explanation below*)

Request Annual Renewal of Strategic Initiative Grant from _____ to _____.

- ☐ Renew Strategic Initiative Grant for an additional year through _____
- ☐ Authorize additional grant funding for renewal period
- ☐ Other (*describe and provide explanation below*)

Describe the proposed amendment, identify how the new proposal differs from the awarded grant, and provide the reason/justification for the request (attach additional pages if more space is needed).

Sustainable Seattle respectfully requests a five month grant extension on behalf of Black Star Farmers and Basilica Bio. In early 2021, it seemed hopeful that the pandemic conditions might subside, but as we have seen, they have not. The ongoing need for social distancing has impacted the project timeline, affecting our ability to safely come together to lead community programs. For the safety of our community and to reach those who most need these services, we feel the extension of the project is the best path forward. We have attached a progress report with this request for extension. Please contact us with any questions or for further clarification.

Authorized Signature, Grantee

Date

Secondary Authorized Signature (as needed)

Date

- ☐ Request approved
- ☐ Request denied (*see attached for explanation*)
- ☐ Additional information requested (*see attached for requested information*)

Authorized Signature, King Conservation District

Date



Regional Food System Grant Program Agreement Amendment Request

Instructions: To request an amendment to your Grant Award, complete this form and submit it to the King Conservation District. You will receive a written response back from the District either approving or denying the request. Attach any supporting documents you think will aid the review of your request.

Grantee: Forterra

Project Title: Making Farmland more Affordable through Ecosystem Service Markets

Agreement Year: 2021

Request to Amend Grant Award in the following manner (check all applicable categories and provide details in space provided below or attachments where indicated):

Change the Project Completion Date from December 2021 to December 2022.

- ☐ Extend project up to 90 days past original completion date
- ☒ Extend project in excess of 90 days past original completion date
- ☐ Extend project due to permit and/or construction delays
- ☐ Other (e.g., matching funds delayed)

Change the Project Scope of Work (attach completed Scope of Work Revision Detail form)

- ☐ Increase scope of work at same funding level
- ☐ Decrease scope of work at same funding level
- ☐ Other (describe and provide explanation below)

Change the Project Budget (attach completed Budget Revision Detail Form)

- ☐ Reallocate funds among awarded budget item(s) within 10% of total grant award
- ☐ Reallocate funds to new budget item(s) within 10% of total award
- ☐ Revise budget in excess of 10% of total grant award
- ☒ Other (describe)

Other Category of Revision

- ☐ Change applicant/principle partners without change in scope of work and funding level
- ☐ Other (describe and provide explanation below)

Describe the proposed amendment, identify how the new proposal differs from the awarded grant, and provide the reason/justification for the request (attach additional pages if more space is needed).

Forterra proposes to extend our grant deadline from December 2021 to December 2022. For a variety of reasons, including delayed grant notification, staff transitions, and staff parental leave outages, Forterra’s Innovations Department has been unable to prioritize completing these grant deliverables in 2021. As of November 2021, work is now underway and without additional unforeseen challenges, we are confident we can complete these grant deliverables in the new year.

Additionally, since the original grant proposal was submitted in fall 2020, our staff has received compensation adjustments to better align our staff salaries with market salaries. As a result, our initial proposed rates (actual + benefits + 25% overhead) for Project Manager / Senior Director / Vice President have increased from \$32/46/96 to \$40/68/122. We are submitting this grant amendment to request approval to bill at our current rates so we are not working in a deficit. We anticipate that with some small tweaks to our budget and scope we will still be able to accomplish the deliverables in our current scope of work. For example, one approach is rather than working with a consultant to do a graphic design of the final report, we can complete most of that in-house, so \$1,000 of that line item has been moved to staffing in the budget. Additionally, the amount of time we calculated for needing to focus on specific valuation methods under our feasibility analysis are not as extensive as initially needed, which will reduce the number of staff hours required to accomplish a feasibility framework.

Authorized Signature, Grantee

Date

Secondary Authorized Signature (as needed)

Date

- ☐ Request approved
- ☐ Request denied (see attached for explanation)
- ☐ Additional information requested (see attached for requested information)

Authorized Signature, King Conservation District

Date



Regional Food System Grant Program
Budget Revision Detail Form

Revised Project Budget: Use the tables below to compare the awarded project budget to the proposed revised project budget.

Grantee: Forterra

Project Name: Making Farmland More Affordable Through Ecosystem Service Markets

Awarded Project Budget (same as grant application budget)

Project #: FF00079

Proposed Revised Budget (same as information in most recent Expense Report-YTD actual expenditures)

	KCD Funds	Other Funds (specify) Cash Match	Other Funds (specify)	Total (by line item)
Salaries and Benefits	\$ 13,280.00	\$ 2,500.00		\$ 15,780.00
Travel/Meals/Mileage				
Office/Field Supplies				
Contracted/Professional Services	\$ 1,500.00			\$ 1,500.00
Permits				
Other (specify)				
Indirect Costs	\$ 3,320.00			
TOTAL (by source)	\$ 18,100.00	\$ 2,500.00	\$ -	\$ 20,600.00

	KCD Funds	Other Funds (specify) Cash Match	Other Funds (specify)	Total (by line item)
Salaries and Benefits	\$ 14,030.00	\$ 2,500.00		\$ 16,530.00
Travel/Meals/Mileage				
Office/Field Supplies				
Contracted/ Professional Services	\$ 562.50			\$ 562.50
Permits				
Other (specify)				
Indirect Costs	\$ 3,507.50			
TOTAL (by source)	\$ 18,100.00	\$ 2,500.00	\$ -	\$ 20,600.00



Regional Food System Grant Program Agreement Amendment Request

Instructions: To request an amendment to your Grant Award, complete this form and submit it to the King Conservation District. You will receive a written response back from the District either approving or denying the request. Attach any supporting documents you think will aid the review of your request.

Grantee: Pacific Coast Harvest
Project Title: Pacific Coast Harvest/Farmstand Local Foods Refrigerated Box Truck
Project Number: FF00083
Agreement Year: 2020

Request to Amend Grant Award in the following manner (check all applicable categories and provide details in space provided below or attachments where indicated):

Change the Project Completion Date from 12/31/2021 to 12/31/2022.

- ☐ Extend project up to 90 days past original completion date
- ☒ Extend project in excess of 90 days past original completion date
- ☐ Extend project due to permit and/or construction delays
- ☐ Other (e.g., matching funds delayed)

Change the Project Scope of Work (attach completed Scope of Work Revision Detail form).

- ☐ Increase scope of work at same funding level
- ☐ Decrease scope of work at same funding level
- ☒ Other (describe and provide explanation below)

Change the Project Budget (attach completed Budget Revision Detail Form).

- ☐ Reallocate funds among awarded budget item(s) within 10% of total grant award
- ☐ Reallocate funds to new budget item(s) within 10% of total award
- ☒ Revise budget in excess of 10% of total grant award
- ☐ Other (describe and provide explanation below)

Other Category of Revision.

- ☐ Change applicant/principle partners without change in scope of work and funding level
- ☐ Other (describe and provide explanation below)

Request Annual Renewal of Strategic Initiative Grant from _____ to _____.

- ☐ Renew Strategic Initiative Grant for an additional year through _____
- ☐ Authorize additional grant funding for renewal period
- ☐ Other (describe and provide explanation below)

Describe the proposed amendment, identify how the new proposal differs from the awarded grant, and provide the reason/justification for the request (attach additional pages if more space is needed).

We're requesting to change spending our grant on a vehicle to spending it on a walk-in freezer. Over the past year, vehicle prices have skyrocketed at the same time that we've seen a shift and drop in our retail orders. However, we've been able to sell quite a bit of frozen products from King County producers and are limited by our freezer space of 4 chest freezers. We've identified used walk-in freezer panels and a new unit that will quadruple our cubic feet of freezer space to store beef, roasting chickens, berries, and more. This will help us not only pre-buy larger amounts from farmers reducing their trips to the City but will provide the storage we need to begin offering those kind of items on our retail site. After electrical work, installation, and equipment costs, we anticipate the total cost of the project being between \$26,000 - \$30,000. The \$20,000 grant will be fully used, and we will be partners in investing in this new system.

_____ Authorized Signature, Grantee	_____ Date
_____ Secondary Authorized Signature (as needed)	_____ Date

- ☐ Request approved
- ☐ Request denied (see attached for explanation)
- ☐ Additional information requested (see attached for requested information)

_____ Authorized Signature, King Conservation District	_____ Date
---	---------------



Regional Food System Grant Program
Budget Revision Detail Form

Revised Project Budget: Use the tables below to compare the awarded project budget to the proposed revised project budget.

Grantee: Pacific Coast Harvest

Project Name: Pacific Coast Harvest/Farmstand Local Foods Refrigerated Box Tr

Awarded Project Budget (same as grant application budget)

Project Number:

Proposed Revised Budget (same as information in most recent Expense Report-YTD actual expenditures)

	KCD Funds	Other Funds (specify): Cash Match	Other Funds (specify)	Total (by line item)
Salaries and Benefits				
Travel/Meals/Mileage				
Office/Field Supplies				
Contracted/Professional Services				
Permits				
Other (specify): Vehicle	\$20,000	\$30,000		\$50,000
Indirect Costs				
TOTAL (by source)	\$20,000	\$30,000	\$0	\$50,000

	KCD Funds	Other Funds (specify)	Other Funds (specify)	Total (by line item)
Salaries and Benefits				
Travel/Meals/Mileage				
Office/Field Supplies				
Contracted/ Professional Services				
Permits				
Other (specify): Walk-in Freezer	\$20,000	\$10,000		\$30,000
Indirect Costs				
TOTAL (by source)	\$20,000	\$10,000	\$0	\$30,000



Regional Food System Grant Program Agreement Amendment Request

Instructions: To request an amendment to your Grant Award, complete this form and submit it to the King Conservation District. You will receive a written response back from the District either approving or denying the request. Attach any supporting documents you think will aid the review of your request.

Grantee: SnoValley Tilth
Project Title: Sound Tenure Alternatives for Small Farms
Agreement Year: 2019

Request to Amend Grant Award in the following manner (check all applicable categories and provide details in space provided below or attachments where indicated):

Change the Project Completion Date from 12/31/2021 to 12/31/2022.

- ☐ Extend project up to 90 days past original completion date
- ☒ Extend project in excess of 90 days past original completion date
- ☐ Extend project due to permit and/or construction delays
- ☐ Other (e.g., matching funds delayed)

Change the Project Scope of Work (attach completed Scope of Work Revision Detail form).

- ☐ Increase scope of work at same funding level
- ☐ Decrease scope of work at same funding level
- ☐ Other (describe and provide explanation below)

Change the Project Budget (attach completed Budget Revision Detail Form).

- ☐ Reallocate funds among awarded budget item(s) within 10% of total grant award
- ☐ Reallocate funds to new budget item(s) within 10% of total award
- ☐ Revise budget in excess of 10% of total grant award
- ☐ Other (describe and provide explanation below)

Other Category of Revision.

- ☐ Change applicant/principle partners without change in scope of work and funding level
- ☐ Other (describe and provide explanation below)

Request Annual Renewal of Strategic Initiative Grant from _____ to _____.

- ☐ Renew Strategic Initiative Grant for an additional year through _____
- ☐ Authorize additional grant funding for renewal period
- ☐ Other (describe and provide explanation below)

Describe the proposed amendment, identify how the new proposal differs from the awarded grant, and provide the reason/justification for the request (attach additional pages if more space is needed).

SnoValley Tilth requests to extend the length of the grant for one year. The COVID-19 pandemic significantly effected the operations of our organization, including an executive director transition and the hiring of a new farm services program manager, both of which were to play key roles in this project. Given the complexity of alternative land tenure options and new staff to the organization, we were unable to accomplish the deliverables related to the alternative land tenure pilot. We have developed a timeline to accomplish the goals of this grant in 2022 (please see attached), and intend to deliver upon that timeline and goals.

We do not anticipate significant changes to the delivers outlined in the original grant, not in the original proposed budget. We will continue to use those as our target to achieve the work by the end of 2022.

Authorized Signature, Grantee

Date

Secondary Authorized Signature (as needed)

Date

- ☐ Request approved
- ☐ Request denied (see attached for explanation)
- ☐ Additional information requested (see attached for requested information)

Authorized Signature, King Conservation District

Date

2022	Activity
January	Further research on 3 alternative tenure models; write prospectus for each model. Put call out for real estate professionals and a land use lawyer to review proposals.
February	Host discussion of Alternative Tenure Options with WFP Groups (Land Trusts, regional partners, etc).
March	Convene farmers for feedback on models. Lawyer and real estate professional review available models, make recommendations.
April	Select model. Select farmers for participation in pilot of model.
May	Quarterly Participant Meeting. Conduct one-on-one meetings with participant farmers for evaluative purposes.
June	Host discussion of Alternative Tenure Options with WFP Groups (Land Trusts, regional partners, etc). Conduct one-on-one meetings with participant farmers for evaluative purposes.
July	Select model for implementation. Conduct one-on-one meetings with participant farmers for evaluative purposes.
August	Host discussion of Alternative Tenure Options with WFP Groups (Land Trusts, regional partners, etc). Quarterly Participant Meeting. Conduct one-on-one meetings with participant farmers for evaluative purposes.
September	Meet with farmers who may be interested in implementing model in 2022. Conduct one-on-one meetings with participant farmers for evaluative purposes.
October	Conduct one-on-one meetings with participant farmers for evaluative purposes.
November	Host discussion of Alternative Tenure Options with WFP Groups (Land Trusts, regional partners, etc). Quarterly Participant Meeting. Produce document with useful tools and implementation plan for interested farmers and organizations.
December	Create evaluation report based upon KPIs, evaluations and conversatoins with farmers. Final report on project submitted to KCD.

Finance

King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: January 24, 2022

AI 22-003

SUBJECT: 22-003

- FY2022 Budget Amendment #1

FISCAL IMPACT

- Adds \$31,619.26 expense across all ILA spending categories to FY2022 budget for negotiated Cost of Living Allowance
- Removes \$100,000 expense mistakenly budgeted for engineering services in Riparian Restoration/Improvement ILA category

POLICY CONSIDERATION

- This is the first of several anticipated budget amendments for 2022. Budgets are proposed by the Executive Director and reviewed and approved by the Board of Supervisors.

STAKEHOLDER INTERESTS

- Stakeholders will be impacted by the level of service received by eventual District funding of approved budget levels

BACKGROUND

- Two substantive budget spending amendments are proposed:
 - WFSE and Senior Management negotiated a 3.5% Cost of Living Allowance, an increase from the previously budgeted 2.46%. This change was ratified by union membership. This increases spending across ILA categories by \$31,619.26.
 - Due to the truncated manner of budget preparation \$100,000 engineering cost was mistakenly added to the Riparian Restoration/Improvement ILA spending category. Budget & Finance staff have worked with the Riparian Program Manager to correct this mistake.
 - Several other non-substantive errors were corrected in the full budget model

EFFECTIVE DATE:

- Upon approval by the Board of Supervisors

OPTIONS

- The Board of Supervisors has the option of approving the proposed budget amendment or returning it to senior management for further work.

RECOMMENDATION

- Staff recommends that the Board approve the proposed budget process

King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: January 24, 2022

MOTION

- I move to approve the proposed Budget Amendment #1 as presented.

Change #	Title	Fiscal Impact	Description
1	Implement 3.5% COLA	Add \$31,619.26 expense across ILA	Implement 3.5% COLA, increased from 2.46%, beginning January 1, 2022
2	Reduce Carry Fwd 22 Collections	Move FY23 Carry Fwd Amounts to FY22	Reduce FY22 Collection Carry Fwd amounts in ILA categories to fund new COLA
3	Allocate Interest Income	Move FY23 Carry Fwd Amounts to FY22	Reduce FY22 Collection Carry Fwd amounts in several ILA categories to fund new COLA (Community Ag & Small Lot Forest)
4	Correct Dashboard Error	Corrected cost calculation for COLA Implementation	None, analysis read-out only
5	Correct Engineering Cost Error	Return \$100,000 to Riparian Restoration/Improvement FY23 Carry Fwd	Error led to misallocation of \$100,000 to Riparian Restoration/Improvement Budget, returns like amount to FY23 Carry Fwd
6	Correct Cell References in Position Titles	None, cosmetic change only	Corrected several cell reference errors which affected job position titles in Payroll Cost and Salary Cost Allocation Sheets
7	Correct location of Education Program IP Cost	None, cosmetic change only	Moved base cost for Education Program AmeriCorps IP from Program detail to Administration Report

FY2022 Projected Revenues

	<i>Revenue Sources</i>	<i>Reserved</i>	<i>2022 Projected</i>	<i>Carry Forward</i>
General Account	Unrestricted Balance Forward	TBD	TBD	TBD
	Interest Income	\$105,639.53	\$0.00	\$105,639.53
	Misc Revenues	\$750.00	\$0.00	\$750.00
	Earned Overhead	\$0.00	\$0.00	\$0.00
Regional Food System	Rates: Regional Food System Grants, FY22 Collections	\$1,154,561.48	\$1,141,455.28	\$13,106.20
	Rates: Restricted, Regional Food System Grants, Obligated Carry Forward	\$1,104,303.51	\$1,104,303.51	\$0.00
	Rates: Restricted, Regional Food System Grants, Unobligated Carry Forward	\$1,308,992.31	\$1,308,992.31	\$0.00
	R91 Working Lands: Ag Strategic Plan Carry Forward	\$200,000.00	\$200,000.00	\$0.00
Farm Services	Rates: Rural Land Stewardship, FY22 Collections	\$1,583,861.48	\$1,553,961.75	\$29,899.73
	Rates: Rural Land Stewardship, Carry Forward	TBD	TBD	TBD
	Rates: Rural Land Stewardship, LIP, FY22 Collections	\$243,000.00	\$243,000.00	\$0.00
	Rates: Rural Land Stewardship, LIP, Carry Forward	TBD	TBD	TBD
	WSCC NRI Foster Water Diversion Project Grant	\$30,000.00	\$30,000.00	\$0.00
	WSCC Livestock Grant	\$20,000.00	\$10,000.00	\$10,000.00
	Rates: Agricultural Drainage Assistance, FY22 Collections	\$314,809.50	\$314,145.31	\$664.19
	Rates: Agricultural Drainage Assistance, Carry Forward	TBD	TBD	TBD
	Rates: Community Agriculture, FY22 Collections	\$195,062.18	\$195,062.18	\$0.00
	Rates: Community Agriculture, Carry Forward	TBD	TBD	TBD
	Interest Income	\$610.47	\$610.47	\$0.00

FY2022 Projected Revenues

	<i>Revenue Sources</i>	<i>Reserved</i>	<i>2022 Projected</i>	<i>Carry Forward</i>
Shorelines	Rates: Riparian Land Stewardship, FY22 Collections	\$432,814.73	\$429,124.35	\$3,690.38
	Rates: Riparian Land Stewardship, Carry Forward	TBD	TBD	TBD
	PCD Orca Day	\$200.00	\$200.00	\$0.00
	Rates: Riparian Restoration/Improvement, FY22 Collections	\$1,383,136.28	\$1,200,546.31	\$182,589.97
	Rates: Riparian Restoration/Improvement Operations, Carry Forward	TBD	TBD	TBD
	Rates: Riparian Restoration/Improvement LIP, FY22 Collections	TBD	TBD	TBD
	Rates: Riparian Restoration/Improvement LIP, Carry Forward	TBD	TBD	TBD
	Sales (Plants)	\$120,000.00	\$120,000.00	\$0.00
	WSCC Implementation Grant Task	\$117,500.00	\$117,500.00	\$0.00
	WSCC CREP Grant	\$20,371.25	\$20,371.25	\$0.00
	WSCC NRI Drake Project Grant	\$31,137.00	\$31,137.00	\$0.00
	SCD Shore Friendly	\$39,644.80	\$39,644.80	\$0.00

FY2022 Projected Revenues

	<i>Revenue Sources</i>	<i>Reserved</i>	<i>2022 Projected</i>	<i>Carry Forward</i>
Forestry	Rates: Wildfire Preparedness, FY22 Collections	\$213,310.58	\$212,963.87	\$346.71
	Rates: Wildfire Preparedness Operations, Carry Forward	TBD	TBD	TBD
	Rates: Wildfire Preparedness Cost Share, Carry Forward	\$106,200.00	\$53,100.00	\$53,100.00
	Rates: Urban Forest Stewardship, FY22 Collections	\$623,299.80	\$528,039.05	\$95,260.75
	Rates: Urban Forest Stewardship Operations, Carry Forward	TBD	TBD	TBD
	Rates: Urban Forest Stewardship IFJ, Carry Forward	\$300,000.00	\$300,000.00	\$0.00
	Sound Transit Urban Tree Grant	\$250,952.00	\$148,903.00	\$102,049.00
	Rates: Small Lot Forest Stewardship, FY22 Collections	\$423,364.50	\$423,364.50	\$0.00
	Rates: Small Lot Forest Stewardship Operations, Carry Forward	TBD	TBD	TBD
	Interest Income	\$107,797.18	\$107,797.18	\$0.00
	Rates: Small Lot Forest Stewardship LIP, Carry Forward	TBD	TBD	TBD
	WLI: Small Lot Forest Stewardship, Carry Forward	\$142,694.97	\$0.00	\$142,694.97
	WSSC NRI Forestry/Brush Mgmt	\$17,529.00	\$17,529.00	\$0.00
Member Jurisdiction Grants	Rates: Member Jurisdiction Grants, FY22 Collections	\$1,449,381.75	\$1,436,114.14	\$13,267.61
	Rates: Member Jurisdiction Grants, Carry Forward	\$3,300,476.99	\$3,300,476.99	\$0.00
Board Elections	Rates: Board Elections, FY22 Collections	\$235,038.60	\$235,038.60	\$0.00
	Rates: Election Reserve Account	\$425,000.00	\$204,461.40	\$220,538.60
Total 2022 Projected Revenues/Carry Forward		\$16,001,439.88	\$15,027,842.25	\$973,597.63

FY22 Budget Tables		Total Cost Assigned	Regional Food System	Rural Land Stewardship
Revenues				
All Revenues		\$15,027,842.25	\$3,754,751.10	\$1,836,961.75
Expenses				
5000	Salary & Wages	\$3,204,673.33	\$177,650.85	\$1,029,460.43
6000	Occupancy (Rent)	\$410,000.00	\$16,400.00	\$127,100.00
6010	Internet Access	\$2,850.00	\$114.00	\$883.50
6100	Postage	\$19,850.00	\$516.00	\$5,097.04
6110	Printing	\$13,853.00	\$322.80	\$2,747.78
6410	Field Supplies	\$207,106.00	\$164.00	\$4,424.80
6420	Office Supplies	\$12,860.00	\$1,130.00	\$4,207.69
6600	Communications	\$27,000.00	\$1,080.00	\$8,370.00
6720	Insurance	\$46,500.00	\$1,860.00	\$14,415.00
6730	Publications & Subscriptions	\$11,500.00	\$1,500.00	\$1,500.00
6800	Dues & Memberships	\$8,340.00	\$256.00	\$3,184.00
6805	Permits and Fees	\$6,625.00	\$160.00	\$1,240.00
6910	Soil Testing	\$30,000.00	\$0.00	\$30,000.00
7010	Rentals	\$28,100.00	\$20.00	\$5,035.00
7100	R&M (Equipment)	\$17,000.00	\$0.00	\$5,000.00
7301	Property Taxes	\$0.00	\$0.00	\$0.00
7400	Fuel	\$8,000.00	\$320.00	\$2,480.00
7500	Advertising	\$14,150.00	\$2,362.00	\$2,805.50
7600	Training	\$32,000.00	\$1,480.00	\$10,045.19
7703	Travel	\$26,171.00	\$1,330.00	\$9,169.13
7800	Professional Services	\$2,135,624.11	\$232,909.63	\$304,605.17
8000	Shipping & Delivery	\$100.00	\$0.00	\$61.52
8200	Bank Fees	\$0.00	\$0.00	\$0.00
8300	Sponsorships & Awards	\$54,980.00	\$1,860.00	\$14,775.00
8810	Cap Out (Equipment)	\$14,700.00	\$20.00	\$7,355.00
9992	Regional Food System Grants	\$3,313,295.82	\$3,313,295.82	\$0.00
9994	Cost Share/LIP	\$942,087.00	\$0.00	\$243,000.00
9998	Member Jurisdiction Awards	\$4,440,476.99	\$0.00	\$0.00
Total Expenses		\$15,027,842.24	\$3,754,751.10	\$1,836,961.75
Balance Forward		\$0.00	\$0.00	\$0.00

FY22 Budget Tables		Agricultural Drainage Assistance	Community Agriculture	Riparian Land Stewardship
Revenues				
All Revenues		\$314,145.31	\$195,672.65	\$429,324.35
Expenses				
5000	Salary & Wages	\$119,826.16	\$96,245.85	\$296,895.48
6000	Occupancy (Rent)	\$24,600.00	\$20,500.00	\$32,800.00
6010	Internet Access	\$171.00	\$142.50	\$228.00
6100	Postage	\$1,249.00	\$1,145.00	\$5,032.00
6110	Printing	\$484.20	\$903.50	\$2,265.60
6410	Field Supplies	\$5,246.00	\$10,705.00	\$328.00
6420	Office Supplies	\$655.00	\$587.50	\$790.00
6600	Communications	\$1,620.00	\$1,350.00	\$2,160.00
6720	Insurance	\$2,790.00	\$2,325.00	\$3,720.00
6730	Publications & Subscriptions	\$250.00	\$250.00	\$0.00
6800	Dues & Memberships	\$584.00	\$520.00	\$512.00
6805	Permits and Fees	\$240.00	\$200.00	\$320.00
6910	Soil Testing	\$0.00	\$0.00	\$0.00
7010	Rentals	\$30.00	\$25.00	\$40.00
7100	R&M (Equipment)	\$0.00	\$0.00	\$0.00
7301	Property Taxes	\$0.00	\$0.00	\$0.00
7400	Fuel	\$480.00	\$400.00	\$640.00
7500	Advertising	\$543.00	\$452.50	\$724.00
7600	Training	\$2,090.00	\$1,240.00	\$3,130.00
7703	Travel	\$3,245.00	\$412.50	\$1,510.00
7800	Professional Services	\$132,101.95	\$55,918.30	\$74,469.27
8000	Shipping & Delivery	\$0.00	\$0.00	\$0.00
8200	Bank Fees	\$0.00	\$0.00	\$0.00
8300	Sponsorships & Awards	\$10,910.00	\$2,325.00	\$3,720.00
8810	Cap Out (Equipment)	\$7,030.00	\$25.00	\$40.00
9992	Regional Food System Grants	\$0.00	\$0.00	\$0.00
9994	Cost Share/LIP	\$0.00	\$0.00	\$0.00
9998	Member Jurisdiction Awards	\$0.00	\$0.00	\$0.00
Total Expenses		\$314,145.31	\$195,672.65	\$429,324.35
Balance Forward		\$0.00	\$0.00	\$0.00

FY22 Budget Tables		Riparian Restoration / Improvement	Wildfire Preparedness	Urban Forest Stewardship
Revenues				
All Revenues		\$1,529,199.36	\$266,063.87	\$976,942.05
Expenses				
5000	Salary & Wages	\$437,033.52	\$97,097.07	\$492,697.47
6000	Occupancy (Rent)	\$86,100.00	\$20,500.00	\$41,000.00
6010	Internet Access	\$598.50	\$142.50	\$285.00
6100	Postage	\$3,265.78	\$645.00	\$1,290.00
6110	Printing	\$2,808.25	\$1,503.50	\$1,170.00
6410	Field Supplies	\$139,431.97	\$205.00	\$44,410.00
6420	Office Supplies	\$3,701.38	\$337.50	\$675.00
6600	Communications	\$5,670.00	\$1,350.00	\$2,700.00
6720	Insurance	\$9,765.00	\$2,325.00	\$4,650.00
6730	Publications & Subscriptions	\$0.00	\$0.00	\$0.00
6800	Dues & Memberships	\$1,344.00	\$370.00	\$705.00
6805	Permits and Fees	\$3,465.00	\$200.00	\$400.00
6910	Soil Testing	\$0.00	\$0.00	\$0.00
7010	Rentals	\$20,825.00	\$25.00	\$50.00
7100	R&M (Equipment)	\$12,000.00	\$0.00	\$0.00
7301	Property Taxes	\$0.00	\$0.00	\$0.00
7400	Fuel	\$1,680.00	\$400.00	\$800.00
7500	Advertising	\$1,900.50	\$452.50	\$2,005.00
7600	Training	\$5,233.88	\$1,210.00	\$3,510.00
7703	Travel	\$6,781.21	\$832.50	\$975.00
7800	Professional Services	\$632,809.99	\$31,918.30	\$74,919.58
8000	Shipping & Delivery	\$28.39	\$0.00	\$0.00
8200	Bank Fees	\$0.00	\$0.00	\$0.00
8300	Sponsorships & Awards	\$9,765.00	\$2,325.00	\$4,650.00
8810	Cap Out (Equipment)	\$105.00	\$25.00	\$50.00
9992	Regional Food System Grants	\$0.00	\$0.00	\$0.00
9994	Cost Share/LIP	\$144,887.00	\$104,200.00	\$300,000.00
9998	Member Jurisdiction Awards	\$0.00	\$0.00	\$0.00
Total Expenses		\$1,529,199.36	\$266,063.87	\$976,942.05
Balance Forward		\$0.00	\$0.00	\$0.00

FY22 Budget Tables		Small Lot Forest Stewardship	Member Jurisdiction Grants	Board of Supervisor Elections
Revenues				
All Revenues		\$548,690.68	\$4,736,591.13	\$439,500.00
Expenses				
5000	Salary & Wages	\$232,441.78	\$225,324.71	\$0.00
6000	Occupancy (Rent)	\$24,600.00	\$16,400.00	\$0.00
6010	Internet Access	\$171.00	\$114.00	\$0.00
6100	Postage	\$794.19	\$816.00	\$0.00
6110	Printing	\$524.57	\$622.80	\$500.00
6410	Field Supplies	\$2,027.23	\$164.00	\$0.00
6420	Office Supplies	\$505.93	\$270.00	\$0.00
6600	Communications	\$1,620.00	\$1,080.00	\$0.00
6720	Insurance	\$2,790.00	\$1,860.00	\$0.00
6730	Publications & Subscriptions	\$0.00	\$8,000.00	\$0.00
6800	Dues & Memberships	\$609.00	\$256.00	\$0.00
6805	Permits and Fees	\$240.00	\$160.00	\$0.00
6910	Soil Testing	\$0.00	\$0.00	\$0.00
7010	Rentals	\$30.00	\$20.00	\$2,000.00
7100	R&M (Equipment)	\$0.00	\$0.00	\$0.00
7301	Property Taxes	\$0.00	\$0.00	\$0.00
7400	Fuel	\$480.00	\$320.00	\$0.00
7500	Advertising	\$543.00	\$362.00	\$2,000.00
7600	Training	\$2,160.93	\$1,900.00	\$0.00
7703	Travel	\$1,085.65	\$830.00	\$0.00
7800	Professional Services	\$125,237.29	\$35,734.63	\$435,000.00
8000	Shipping & Delivery	\$10.09	\$0.00	\$0.00
8200	Bank Fees	\$0.00	\$0.00	\$0.00
8300	Sponsorships & Awards	\$2,790.00	\$1,860.00	\$0.00
8810	Cap Out (Equipment)	\$30.00	\$20.00	\$0.00
9992	Regional Food System Grants	\$0.00	\$0.00	\$0.00
9994	Cost Share/LIP	\$150,000.00	\$0.00	\$0.00
9998	Member Jurisdiction Awards	\$0.00	\$4,440,476.99	\$0.00
Total Expenses		\$548,690.68	\$4,736,591.13	\$439,500.00
Balance Forward		\$0.00	\$0.00	\$0.00

KING CONSERVATION DISTRICT
COMPARATIVE STATEMENTS OF FINANCIAL POSITION
As of November 30, 2021 and December 31, 2020

	November	December	Variance
ASSETS			
CURRENT ASSETS			
Cash and Equivalents	\$ 13,136,917	\$ 12,263,872	\$ 873,045
Accounts Receivable	<u>126,436</u>	<u>48,469</u>	<u>77,967</u>
Total Current Assets	13,263,353	12,312,341	951,012
 Total Assets	 <u><u>13,263,353</u></u>	 <u><u>12,312,341</u></u>	 <u><u>951,012</u></u>
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts Payable	158,714	(33,420)	192,134
Accrued Leave Payable	118,858	243,007	(124,149)
Benefits and Taxes Payable	<u>(10,556)</u>	<u>-</u>	<u>(10,556)</u>
Total Current Liabilities	267,016	209,587	57,429
 Total Liabilities	 <u>267,016</u>	 <u>209,587</u>	 <u>57,429</u>
 NET ASSETS	 <u>12,996,337</u>	 <u>12,102,754</u>	 <u>893,583</u>
 Total Liabilities and Net Assets	 <u><u>\$ 13,263,353</u></u>	 <u><u>\$ 12,312,341</u></u>	 <u><u>\$ 951,012</u></u>

KING CONSERVATION DISTRICT
COMPARATIVE STATEMENTS OF ACTIVITIES
For the Eleven Months Ended November 30, 2021 and the Year Ended December 31, 2020

	Year to Date		
	2021	2020	Variance
REVENUE AND SUPPORT			
Grants and Contract Revenue	\$ 526,818	\$ 804,795	\$ (277,977)
Rates and Charges Receipts	7,485,132	7,675,928	(190,796)
Plant Sale Revenue	122,378	241,005	(118,627)
Interest Income	10,492	63,141	(52,649)
Other Income	9,052	2,725	6,327
Total Revenue and Support	8,153,872	8,787,594	(633,722)
EXPENSES			
Salaries and Wages	2,038,757	2,309,178	(270,421)
Benefits	667,689	780,618	(112,929)
Contract Services	1,956,803	1,381,954	574,849
Member Jurisdiction Awards	955,541	1,411,528	(455,987)
Grants Out	827,802	1,172,444	(344,642)
Rent	401,448	384,474	16,974
Field Supplies	146,812	133,040	13,772
Equipment Rental	65,039	79,477	(14,438)
Insurance	52,054	41,746	10,308
Travel	11,362	10,895	467
Office Expense	30,887	42,960	(12,073)
Soil Testing	25,507	11,701	13,806
Equipment	24,921	33,345	(8,424)
Permits and Fees	14,717	18,923	(4,206)
Telephone	15,161	19,714	(4,553)
Advertising and Promotion	5,746	8,841	(3,095)
Dues and Membership	5,936	5,543	393
Fuel	5,782	5,465	317
Repairs and Maintenance	4,694	3,824	870
Bank Fees	3,513	1,313	2,200
Interest Expense	118	-	118
Total Expenses	7,260,289	7,856,983	(596,694)
Change in Net Assets	893,583	930,611	(37,028)
Net Assets, Beginning of Period	12,102,754	11,172,143	930,611
Net Assets, End of Period	\$ 12,996,337	\$ 12,102,754	\$ 893,583

KING CONSERVATION DISTRICT
STATEMENT OF CASH FLOWS
For the Eleven Months Ended November 30, 2021

OPERATING ACTIVITIES	
Change in Net Assets	\$ 893,583
To Adjust for Changes In:	
Accounts Receivable	(77,967)
Accounts Payable	192,134
Accrued Leave Payable	(124,149)
Benefits and Taxes Payable	<u>(10,556)</u>
Net Cash Provided by Operating Activities	873,045
Cash at Beginning of Period	<u>12,263,872</u>
Cash at End of Period	<u><u>\$ 13,136,917</u></u>

Check Register

King Conservation District
Checks, EFTs, Payroll & Fees Register
Nov-21

Source	Document Number	Vendor	Date	Amount	Transaction Description
	23893			0.00	* Amounts are void checks.
	23929			0.00	*
	23930			0.00	*
	23931			0.00	*
	23932			0.00	*
	23933			0.00	*
	23934			0.00	*
	23935			0.00	*
	23936			0.00	*
	23937			0.00	*
	23938			0.00	*
	23939			0.00	*
	23940			0.00	*
	23941			0.00	*
	23942			0.00	*
	23943			0.00	*
	23944			0.00	*
	23945			0.00	*
	23946			0.00	*
	23947			0.00	*
	23948			0.00	*
	23951			0.00	*
	23952			0.00	*
APS	23894	Matrix Sciences International Inc. dba A & L Western Agricultural Labs, Inc.	11/7/2021	281.60	soil samples - various landowners
APS		Matrix Sciences International Inc. dba A & L Western Agricultural Labs, Inc.	11/7/2021	659.20	Soil Testing - Various Landowners
APS	23895	Amy Michael LLC	11/7/2021	750.00	Consulting Services - Financial and Grant - October 2021
APS		Amy Michael LLC	11/7/2021	1,312.50	Consulting services - Financial and Grant - September 2021
APS	23896	Bray, Kurt	11/7/2021	100.00	Poverty Bay-Vashon Island Septic Rebate Program - pumping septic
APS	23897	WEX Bank	11/7/2021	719.47	Fuel Charges - October 2021
APS	23898	City of Renton Utility Division	11/7/2021	56.80	Water for WPC Irrigation, Base Charge and Meter Reading
APS	23899	Comcast Business	11/7/2021	252.42	Internet and Phone Services - November 2021
APS	23900	Catherine I. Darley	11/7/2021	1,354.83	LIP Contract: 2018-59 (Darley, C); Forest Health Management; Fund Year 2018
APS	23901	Dept of Ecology	11/7/2021	12,672.87	3 Crews and 1 IP - Final Invoice - 09-06 - 09-09-21
APS	23902	Enduris	11/7/2021	500.00	Claim #122-034 - Date of Loss 09/08/2021 - Auto Physical Damage
APS	23903	Forestry Suppliers Inc	11/7/2021	486.66	Grace Cole Park Urban Forest Project Restoration Tools
APS	23904	Hansen, Eric	11/7/2021	100.00	Poverty Bay-Vashon Island Septic Rebate Program - pumping septic rebate
APS	23905	Health Care Authority	11/7/2021	17,693.07	Health Insurance - November 2021
APS	23906	Inslee Best Doezie & Ryder P.S.	11/7/2021	8,943.00	Legal Fees - Employment General - September 2021
APS		Inslee Best Doezie & Ryder P.S.	11/7/2021	1,608.00	Legal Fees - General File - September 2021
APS	23907	ICS Support, Inc. - InTwo	11/7/2021	2,441.91	Laptop for Rosa Mendez
APS	23908	King County Recorder's Office	11/7/2021	205.50	Resolution 21-004 Claims agent pursuant to RCW4.96.020 - 2 Pg document & cover sheet
APS	23909	Salix Advisors LLC	11/7/2021	5,400.00	Contractor Services - October 2021 - Kittle, Marjorie
APS	23910	CD-Calc/Kat Lewis	11/7/2021	11,132.00	Contractor services - 10/4/21 - 10/31/21 - Lewis, Kathryn
APS	23911	Living Well Kent	11/7/2021	4,675.44	Performance of grant activities (FF00082) - Immigrant Farmer Business Development in Kent
APS		Living Well Kent	11/7/2021	9,600.00	Performance of grant activities- (FF00056) Green Houses & Farm - Final Close-Out Payment
APS	23912	Mathewsons Auto & Tire	11/7/2021	115.62	Maintenance 2016 Cheavrolet Colorado - Oil change, oil filter and windshield washer fluid

APS	23913	McCaffrey Consulting LLC	11/7/2021	566.07	PSCD Caucus Coordinator Service - 08/30/21 - 09/10/21
APS		McCaffrey Consulting LLC	11/7/2021	1,345.75	PSCD Caucus Coordinator Service - 09/13/21 - 09/24/21
APS		McCaffrey Consulting LLC	11/7/2021	704.92	PSCD Caucus Coordinator Service - 10/11/21 - 10/22/21
APS		McCaffrey Consulting LLC	11/7/2021	619.47	PSCD Caucus Coordinator Service 09/21/21 - 10/11/21
APS		McCaffrey Consulting LLC	11/7/2021	1,548.68	PSCD Caucus Coordinator Service 09/27/21 - 10/08/21
APS	23914	Mountain Mist	11/7/2021	70.35	Water filtration system rental - October 2021
APS	23915	Washington Farmland Trust	11/7/2021	25,716.60	Performance of grant activities (FF00076) WFT - Working Farmland Access Initiative Reimbursement
APS	23916	Max Prinsen	11/7/2021	2,285.64	LIP Contract: 2018-21 (Prinsen, Max); Forest Health Management; Fund Year 2018
APS	23917	Mikaela Kiner Coaching and Consulting LLC	11/7/2021	16,720.00	HR Consulting - October 2021, Ward, Jamie
APS		Mikaela Kiner Coaching and Consulting LLC	11/7/2021	18,525.00	HR Consulting Hours - September 2021 - Ward, Jamie
APS	23918	Robert Half Finance & Accounting	11/7/2021	2,880.00	Contractor Services W/E 10/26/2021 - Lafferty, Teresa E.
APS	23919	Schmidt, Macy	11/7/2021	163.52	Oct 2021 Travel Voucher Reimbursement
APS	23920	Sno Valley Tilth	11/7/2021	1,837.69	Performance of grant activities (FF0070) Sound Tenure Alternatives for Small Farms
APS	23921	Storm Lake Growers Inc.	11/7/2021	489.84	Normandy Park Urban Forest Project Native Plants
APS	23922	Summit Law Group, PLLC	11/7/2021	2,278.00	Legal Services - Labor Matters - September 2021
APS	23923	Snoqualmie Valley Watershed Improvement District	11/7/2021	22,796.46	Laird drain tile engineering and Sea Univ Beaver Study/Mngmt: WLI R92 approved bunds
APS	23924	T-Mobile USA, Inc.	11/7/2021	1,268.75	Cellphone and Internet - October 2021
APS	23925	U.S. Bank Equipment Finance	11/7/2021	3,564.23	Copier contracted services - 10-15 - 11-15-2021
APS	23926	Villa Comunitaria	11/7/2021	46,370.77	Performance of grant activities - Salsa de la Vida
APS	23927	Washington Water Trust	11/7/2021	17,409.44	Performance of grant activities (FF00063) - Increasing Adoption & Integration of Recycled Water
APS	23928	Your Part-Time Controller, LLC	11/7/2021	3,575.00	Contractor services - W/E 09/15/2021 - Alvarez, A. and Reed, E.
APS		Your Part-Time Controller, LLC	11/7/2021	2,508.75	contractor services - W/E 10/22/2021
APS		Your Part-Time Controller, LLC	11/7/2021	3,261.25	Contractor services - W/E 10/29/2021 - Alvarez, A. & Reed, E.
APS	23950	US Bank VISA	11/10/2021	5,303.53	Credit card charges - October 2021
APS	23953	Matrix Sciences International Inc. dba A & L Western Agricultural Labs, Inc.	11/19/2021	360.00	Soil Testing - Various Landowners
APS	23954	Abila	11/19/2021	6,762.30	2022 Annual Renewal - MIP Maintenance & Support
APS	23955	Accent45	11/19/2021	285.00	Website design edits for Shore Friendly King County website
APS	23956	AFSCME PEOPLE program, contribution to Polical Action Committee	11/19/2021	20.00	voluntary contribution - AFSCME PAC
APS	23957	City of Auburn	11/19/2021	3,000.00	2021 Auburn International Farmers Market - Marketing - Final Close-Out Payment
APS	23958	Comcast Business - PA	11/19/2021	413.55	Phone Services - October 2021
APS	23959	Jake Edward Devaney	11/19/2021	4,063.50	LIP Contract: 2019-19 & 23 (Devaney, J); Cover Crop; Fund Year 2019
APS	23960	Teri Herrera	11/19/2021	1,092.00	LIP Contract - 2021-20 (Herrera), Roof Runoff Structure; Fund Year 2021
APS	23961	Hip Hop is Green	11/19/2021	19,912.64	Performance of grant activities - Cherry Street Farm, Lab & Culinary Anthropology Project
APS	23962	ICS Support, Inc. - InTwo	11/19/2021	355.82	Barracuda Cloud Protection
APS		ICS Support, Inc. - InTwo	11/19/2021	4,324.27	Veeam Backup & Replication Support Services
APS	23963	Carrie King	11/19/2021	353.92	Reimbursement for mileage
APS	23964	Steven C. Macdonald	11/19/2021	5,835.55	LIP Contract: 2017-14 (MacDonald, S); Forest Health Management; Fund Year 2017
APS	23965	McCaffrey Consulting LLC	11/19/2021	619.47	PSCD Caucus Coordinator Service 10/25/21 - 11/04/21
APS	23966	National Construction Rentals	11/19/2021	162.95	WCC crew storage rentals - November 2021
APS	23967	Northwest Paper Converters	11/19/2021	250.48	Cardboard for Crawley Project
APS		Northwest Paper Converters	11/19/2021	250.48	Cardboard for Todd Project
APS	23968	Oxbow Farm	11/19/2021	933.50	Plantings at Dolder Farm
APS	23969	Pacific Topsoils Inc.	11/19/2021	339.55	Mulch for Gilman Project
APS	23970	Renton Office Park LLC	11/19/2021	33,190.02	Office Rent - December 2021
APS	23971	Restoration Analytics & Design LLC	11/19/2021	2,400.00	Final invoice for North SeaTac Park Forest Stewardship Plan Work
APS		Restoration Analytics & Design LLC	11/19/2021	1,500.00	Invoice for Grace Cole Project October Workshop
APS	23972	Robert Half Finance & Accounting	11/19/2021	2,610.00	Contractor services - W/E 11/05/2021 - Lafferty, Teresa E.
APS		Robert Half Finance & Accounting	11/19/2021	2,268.00	Contractor Services - W/E 11/12/2021 - Lafferty, Teresa E.
APS	23973	Schmidt, Macy	11/19/2021	74.48	Nov 2021 Travel Voucher Reimbursement
APS	23974	Seattle Native Plants LLC	11/19/2021	181.67	Native Plants for Lake Forest Park - Grace Cole Urban Forest Stewardship Project
APS	23975	State Auditor's Office	11/19/2021	113.10	Audit Services for Audit No 55208

APS	23976	Storm Lake Growers Inc.	11/19/2021	2,884.90	Plantings at Langlois/Dolder/Williams. Paid from WLI R92
APS	23977	Thomasson Dairy	11/19/2021	2,160.00	LIP Contract:LIP_2018-38_(Thomasson, T); Cover Crop; Fund Year 2018
APS	23978	Henry J. Van Dam	11/19/2021	1,890.00	LIP Contract: 2019-19 (Van Dam, H); Cover Crop; Fund Year 2019
APS	23979	WA Federation of State Employees	11/19/2021	1,434.60	remit union dues withheld from employee pay in October 2021
APS	23980	WSDA	11/19/2021	75.00	Pesticide License Exam Fee - Macy Schmidt
APS	23981	Your Part-Time Controller, LLC	11/19/2021	3,265.00	Contractor services - W/E 11/12/2021 - Alvarez, A. and Reed, E.
APV	23961	Hip Hop is Green	11/19/2021	(19,912.64)	Performance of grant activities - Cherry Street Farm, Lab & Culinary Anthropology Project
CD	103121-DRS	Dept of Retirement Systems	11/8/2021	1,775.00	Dept Of Retirement Svcs 10/2021
CD	103121-DRS-2-3	Dept of Retirement Systems	11/9/2021	22,225.22	Dept Of Ret Svcs-PERS 2 and 3 10/2021
CD	11-2021	Navia Benefit Solutions	11/5/2021	1,504.87	Flex Plan deduction
CD		Navia Benefit Solutions	11/30/2021	197.66	Flex Plan deduction-4 transactions
CD	110921-Wire Fee	Bank of America	11/9/2021	15.00	Wire Transfer Fee
CD	111521-StopPmtFee	Bank of America	11/15/2021	30.00	Stop Payment Fee -chk23799-T Herrera
CD	112421-Wire Fee	Bank of America	11/24/2021	15.00	Wire Transfer Fee
CD	113021-CkIm Fee	Bank of America	11/30/2021	3.00	Check Image Fee
CD	211110 - DRS	Dept of Retirement Systems	11/30/2021	1,775.00	211130 CD - BOA
CD	211110 - G2G	Good To Go!	11/30/2021	0.50	211130 CD - BOA
CD	4097E-5431	UPS	11/2/2021	6.90	Soil Sample Testing-same day pick up fee
CD	4097E-5441	UPS	11/9/2021	37.44	Soil Sample Testing
CD	4097E-5451	UPS	11/16/2021	24.01	Soil Sample Testing
CD	4097E-5461	UPS	11/23/2021	19.96	Soil Sample Testing
CD	4097E-5471	UPS	11/30/2021	26.07	Soil Sample Testing
JV	211031 - JV	QuickBooks	11/30/2021	137,923.71	Payroll
Total CD				<u>511,919.05</u>	

Unfinished Business

King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: January 10, 2022

AI 22-002

SUBJECT: AI 22-002

- Review Proposed Draft Purchasing Policy

FISCAL IMPACT

- This item has no direct fiscal impact.

POLICY CONSIDERATION

- It is prudent and good government practice for a Conservation District to have Board-approved purchasing policy, to ensure good stewardship of tax dollars when spending decisions are being made by District staff.

STAKEHOLDER INTERESTS

- This policy will ensure that purchasing decisions are being conducted and recorded in a manner that shows accountability to King Conservation District stakeholders and promulgate fair and open competition in administration of goods and service purchases.

BACKGROUND

- Although King Conservation District records include a host of 'standard operating procedures' for financial management, the State Auditor's Office pointed out in the 2019 audit (conducted Spring, 2021) that the District lacked a Board-approved purchasing policy.
- District staff have developed a proposed draft for review which generally follows Municipal Research & Service Center Guidelines for Conservation Districts, but which is adapted to the particular needs of the District.
- This proposed draft policy will join with the previously approved Small Works Roster policy and other financial policies to be developed to become a Board-approved Comprehensive Fiscal Policies document to guide all district financial practices.

EFFECTIVE DATE:

- This item becomes effective when adopted by the Board of Supervisors through resolution.

OPTIONS

- Board members review the proposed draft policy and suggest revisions/improvements as necessary

RECOMMENDATION

- Staff recommends that the Board review the proposed draft policy

MOTION

- Not an action item for this agenda

KING CONSERVATION DISTRICT COMPREHENSIVE FISCAL POLICY

DRAFT

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FIN-1: PROCUREMENT POLICIES AND PROCEDURES¹

Section 1. General Terms, Ethics and Best Practices

1.1 Conflict of Interest

All persons involved in District purchasing are required to follow the rules regarding conflicts of interests as set forth in Chapter 42.23 RCW as now or hereafter amended and, in addition thereto, are expressly prohibited from accepting, directly or indirectly, from any person, company, firm or contractor to which any procurement or contract is or might be awarded, any rebate, gift, money or anything of value whatsoever, except where given for the use and benefit of the District.

1.2 Review of Need for Procurement

Where appropriate, District staff and authorized representatives will analyze lease and purchase alternatives to determine which will be the most economical and practical procurement.

1.3 Protection of Natural Resources

To the extent practicable and economically feasible, District staff and authorized representatives will prefer products and services that conserve natural resources, protect the environment, and are energy efficient.

1.4 Small, Minority and Women-Owned Businesses

The District will make efforts to utilize small businesses, minority-owned businesses, and women-owned business enterprises, whenever possible.

1.5 Documentation

The District will maintain purchasing records for at least six years after close of contract, unless a longer term is stipulated by a funding agency.

1.6 Licensure

The District shall not enter into or execute a contract with a contractor who is not registered or licensed as required by the laws of the state of Washington.

1.7 Best Practices

- a. In developing specifications for bids or proposals, the District will take all reasonable effort to ensure that a variety of vendors shall be capable of fulfilling the stated requirements and the notice is clear and accurate.
- b. The District will undertake reasonable effort to provide a clear and accurate description of the technical requirement for the material, product or service to be procured. If the bid is for a product, and a specific brand is mentioned, the District will also include the term "or equal" afterwards.

¹ FIN-1: Procurement Policies and Procedures Jan2021 Draft

1.8 Other Guidance (MRSC)

In general the District follows guidance published by the Municipal Research and Services Center of Washington (MRSC) entitled "Purchasing, Bidding and Contracting for Washington State Conservation Districts." Where this policy conflicts with MRSC guidance, this policy shall take precedence.

Section 2. Purchasing Authority

The District Executive Director has the authority to approve any purchases of goods and services included in the Board-approved budget up to \$15,000. All purchases over \$15,000, and all contracts for Member Jurisdiction or Regional Food grants require specific Board approval.

2.1 Delegation of Purchasing Authority

The Executive Director may delegate their purchasing authority stated above to any District staff member Program Manager level or above. Such delegation may be general, or specific to a particular purchase or contract, and must be formally stated in writing and kept as a matter of record in all purchasing records required and detailed in this policy.

Section 3. Definitions

"Architectural and Engineering Services" means services performed by any person, other than as an employee of the District, which are within the scope of services regulated by Chapters 18.08 (Architects), 18.43 (Engineers and Land Surveyors) or 18.96 (Landscape Architects) RCW.

"Micro-Purchases" as defined by 2 CFR § 200.320 means a technique for making purchases under a cost threshold without the requirement for competitive bids or price quotations, if the price is considered reasonable. The District uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.

"Non Public Works" means all work, construction, alternation, repair or improvements which are outside of the definition of RCW 39.04.010, including projects which would be Public Works except the funding is from sources other than the state or any municipality of the state.

"Personal Services" means professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement which may not reasonably be required in connection with a public works project. Architectural and Engineering Services can not be considered Personal Services.

"Professional Services" means services requiring special or advanced knowledge and training, usually advanced education and involving mental or intellectual rather than physical or manual labor or skill and the consistent exercise of judgment and discretion in a specific field or endeavor.

"Public Works" means all work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein, and as further defined by RCW 39.04.010.

"Purchased Services" means services provided by a vendor to accomplish routine, continuing, and necessary functions. "Purchased services" includes, but is not limited to: services for equipment

maintenance and repair; operation of a physical plant; security; computer hardware and software maintenance; data entry; key punch services; and computer time-sharing, contract programming, and analysis.

“Responsive” means a bidder, vendor, or offeror who has submitted a bid or proposal which conforms in all material respects to the invitation for bids, quotes or request for proposal.

“Services” means any labor, time or effort performed by an independent contractor. This term shall not include employment agreements.

“Simplified Acquisition Threshold” as defined by 2 CFR § 200.88 means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. The Simplified Acquisition Threshold is set by the Federal Acquisition Regulation (FAR) at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation. As directed in Office of Management and Budget (OMB) Memorandum M-18-18 dated June 20, 2018 (Memorandum M-18-18), EPA has adopted a policy which provides that the 2 CFR 200.67 Micro-Purchase Threshold for procurements by EPA financial assistance recipients and their subrecipients is \$10,000 and the 2 CFR 200.88 Simplified Acquisition Threshold is \$250,000. <https://www.epa.gov/grants/rain-2018-g04>

“Sole Source” means any good or service where there is only one vendor capable of providing an item or service, making it impossible or impracticable to obtain competitive bids. Sole source contracting or purchasing must be accompanied by a memorandum explaining the research that was done to consider a good or service “Sole Source.”

Section 4. Purchase of Equipment, Materials and Supplies

The purchase of equipment, materials and supplies shall follow this section.

4.1 Federal or State Funds.

When procurement involves the expenditure of state or federal funds or grants, purchasing shall be conducted in accordance with any applicable federal or state laws or regulations

4.2 Breaking Down or Splitting Purchases

The breaking down, or splitting, of any purchase or contracts into units or phases for the purpose of avoiding the maximum dollar spending thresholds is prohibited.

4.3 Emergency Procurements

Notwithstanding any other provisions of this chapter, the Director or designated agent may make or authorize others to make emergency procurements of materials, supplies, equipment, or services without complying with the requirements of this section when there exists a threat to public health, welfare, or safety or threat to proper performance of essential functions; provided, that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made

and shall set forth the contractor's name, the amount and type of the contract, and listing of the item(s) procured under the contract, which shall be reported to the Board of Supervisors at the next subsequent meeting.

4.4 Aggregation of Costs for Purchases of Materials, Supplies, or Materials

Purchase limitations apply to the cost of individual items or the sum of the same items purchased at the same time to fulfill a specific business need, which are not part of a public works project as defined by RCW 39.04.010 and this policy. Cost is inclusive of sales tax, delivery charges and any related miscellaneous charges.

4.5 Purchases under \$3,500

Purchases of Goods and Equipment under \$3,500 qualify as Micro-Purchases and do not require formal competitive quotes. District staff may make Micro-Purchases for items up to \$3,500 included in the Board approved budget with the approval of their Program Manager.

4.6 Purchases From \$3,500 up to \$15,000

- a. A District representative will make an effort to contact at least three vendors. The number of vendors contacted may be reduced if the item being sought is only available from a smaller number of vendors. When fewer than three quotes are requested or if there are fewer than three replies, an explanation shall be placed in the procurement file.
- b. Whenever possible, quotes will be solicited on a lump sum or fixed unit price basis.
- c. At the time quotes are solicited, the District representative shall not inform a vendor of any other vendor's quote.
- d. A written record shall be made by the District representative of each vendor's quote on the materials, supplies, or equipment, and of any conditions imposed on the quote by such vendor.
- e. All of the quotes shall be collected and presented at the same time to the appropriate designee as appropriate for consideration, determination of the lowest responsible vendor and award of purchase. Purchases need not be awarded to lowest cost proposer if factors related to quality, experience, or support for local providers warrants selection of a higher quote. Sole source providers will be documented with rationale in writing.
- f. Whenever there is a reason to believe that the lowest acceptable quote is not the best price obtainable, all quotes may be rejected and the District may obtain new quotes or enter into direct negotiations to achieve the best possible price. In this case, the department shall document, in writing, the basis upon which the determination was made for the award.
- g. The Executive Director or their designee may approve purchases from \$3,500 up to \$15,000 for items included in the Board approved budget.

4.7 Purchases Greater Than \$15,000

- a. Unless otherwise specifically approved by the Board of Supervisors, all contracts related to the purchase of materials, equipment, or supplies, shall be in accordance with the spending authority delineated elsewhere in the District's Financial Policies.
- b. Invitation for Bids. An invitation for bids shall be issued which shall include the specifications and the contractual terms and conditions applicable to the procurement.
- c. Public Notice. Public notice of the invitation for bids shall be published at least once in the Seattle Daily Journal of Commerce, not less than 13 calendar days prior to the date set forth therein for the opening of bids, unless for good cause shown, the District Board authorizes a different period of time. The public notice shall state the date and time of bid opening. Bids not received by the date and time stated for bid opening will not be accepted or considered.
- d. Bid Opening. Bids shall be opened publicly and recorded at the time and place designated in the invitation for bids.
- e. Withdrawal of Bids. Cancellation of Awards. Bids may be modified or the bid may be withdrawn by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for opening. After bid opening, withdrawal of bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence presented in a sworn affidavit or declaration submitted no later than 5:00 p.m. on the first business day after bid opening, that a clerical mistake was made and not a mistake in judgment, and the bid price actually intended. All decisions to permit the withdrawal of bids after bid opening, or to cancel awards or contracts based on bid mistakes, shall be made by the Director.
- f. Award. The Board of Supervisors shall award purchases for amounts greater than \$15,000. The award of bid shall be made to the lowest responsible bidder whose bid meets the specifications and evaluation criteria set forth in the invitation for bids. The District may reject all bids at its discretion.
- g. Lowest Responsible Vendor. The following factors, in addition to price, may be taken into account by the District in determining the lowest responsible vendor; these criteria shall also apply in selecting products or services either offered with, or associated indirectly with, District programs or facilities:
 - i. Any preferences provided by law to local products and vendors;
 - ii. The ability, capacity, and skill of the vendor to perform the contract;
 - iii. The character, integrity, reputation, judgment, experience, and efficiency of the vendor;
 - iv. Whether the vendor can perform the contract within the time specified;
 - v. The quality of performance of previous contracts or services;
 - vi. The previous and existing compliance by the vendor with laws relating to the contract;

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vii. Such other information as may be secured having a bearing on the decision to award the contract.

g. Purchases of items above \$15,000 must be approved by the Board of Supervisors.

Section 5. Purchase of Personal Services

The purchase of personal services shall follow this section. For services purchased other than public works or architectural or engineering services, the following policies will apply..

5.1 Purchases of Personal Services Less than \$15,000

Purchases of Personal Services up to \$15,000 require minimal competition or selection from a recognized roster.

- a. Seeking competition is always recommended, though not required for purchase of personal services up to \$15,000.
- b. Telephone calls can be made to firms or individuals describing the services desired and requesting price, schedule and qualifications to perform.
- c. Personal Services Contract is entered into upon selection of the subcontractor. The Executive Director or their designee may execute personal services contracts up to \$15,000 included in the Board approved budget.

5.2 Purchases of Personal Services More Than \$15,000

Purchases of Personal Services more than \$15,000 require a Request for Proposal and evaluation of the proposals according to this procedure.

- a. Prepare formal solicitation document (Request for Proposals or Request for Qualifications/Quotations), include all requirements in order for proposers to understand what the District needs and how the District will evaluate responses.
- b. Publish RFP/RFQ solicitation notice on District website and distribute to a minimum of 6 local firms/individuals by fax or email.
- c. Develop ranking criteria and record scoring by evaluators.
- d. Maintain record of all RFP/RFQ potential bidders and ensure that all information and clarifications are distributed to all RFP/RFQ package holders. Note date and time of all submittals received in this record.
- e. Rank submittals and record scoring by evaluators. Conduct interviews if necessary, and select top finalist(s). Negotiate contract with top firm. Notify unsuccessful firms in writing.
- f. Conduct debriefing conference with any unsuccessful proposer if requested.
- g. Personal Services Contract is entered into upon selection of the subcontractor. Personal Services contracts over \$15,000 in value must be brought to the Board for Board of Supervisor approval.

Section 6. Architectural and Engineering Services

When seeking to contract for Architectural and/or Engineering services (A&E), the District will prepare a Request for Qualifications and distribute it according to the expected spending thresholds listed below. The Request for Qualifications will include all requirements for proposers to understand what the District needs and the criteria which will be evaluated to rank responses.

6.1 A&E Contracts Expected to be Less than \$15,000

Architectural and Engineering Services contracts which are expected to be less than \$15,000 in value require minimal competition or selection from a recognized roster.

- a. Distribute RFQ to at least 3 relevant consulting firms on the MRSC Consultant Roster.
- b. Negotiate a contract with the firm deemed most highly qualified.
- c. The Executive Director or their designee may execute architectural and engineering services contracts up to \$15,000 included in the Board approved budget.

6.2 A&E Contracts Expected to be Over \$15,000

Architectural and Engineering Services contracts which are expected to be more than \$10,000 in value require the District will issue a Request for Proposal and evaluate the proposals according to this procedure.

- a. Prepare formal solicitation document (Request for Qualifications), include all requirements in order for proposers to understand what the District needs and how the District will evaluate responses.
- b. Publish RFP/RFQ solicitation notice on District website and distribute to a minimum of 6 local firms/individuals on the MRSC Consultant Roster by fax or email.
- c. Develop ranking criteria and record scoring by evaluators.
- d. Maintain record of all RFP/RFQ potential bidders and ensure that all information and clarifications are distributed to all RFP/RFQ package holders. Note date and time of all submittals received in this record.
- e. Rank submittals and record scoring by evaluators. Conduct interviews if necessary, and select top finalist(s). Negotiate contract with top firm. Notify unsuccessful firms in writing.
- f. Conduct debriefing conference with any unsuccessful proposer if requested.

Section 7. Public Works Contracts

If the District undertakes any Construction Services project which qualifies as Public Works, it shall comply with Chapter 39.04 RCW and 36.32.250 RCW. If the District undertakes a Public Works project, it may work with a partner jurisdiction to facilitate compliance with Chapter 39.04 RCW.

7.1 Public Works Contracts under \$300,000

The District will follow the procedures detailed in FIN-2: Small Works Roster Process.

7.2 Public Works Contracts \$300,000 and above

Any Public Works contracts \$300,000 and above follow the Public Works contracting process. The Board approved Small Works process may be found in FIN-3.

Section 8. Bonding for Construction Services

If KCD undertakes any construction contracts, it shall require the necessary bonds in the amount and with the conditions imposed by law (RCW 39.08.010 for Public Works or 2 CFR 200.325 for Non Public Works).

8.1 Public Works of \$150,000 or less and Non Public Works under the Simplified Threshold (currently \$250,000)

The District may dispense with the requirement of any bonding, as permitted by state law. In cases where a contractor's bond is not required, ten percent (10%) of the contract amount will be retained for a period of thirty (30) days after date of final acceptance (providing all necessary releases from the tax commission and the Department of Labor and Industries have been received).

8.2 Public Works over \$150,000

A contractor's bond shall be required. When required, the contractor's bond shall be a good and sufficient bond, with two or more sureties or with a surety company duly and currently licensed to engage in the surety bonding business in the State of Washington. Such bond shall conform to RCW 39.08.010. The contractor's bond is to be approved and filed with the original contract document within ten (10) days after notice of award. The contractor's bond shall be payable to the King Conservation District. The conditions of the contractor's bond shall include:

- a. The faithful performance of the contract; and
- b. The faithful payment of all laborers, mechanics, subcontractors, and material providers, and persons who supply such laborers, mechanics, subcontractors, and material providers with provisions and supplies for carrying on such work.

8.3 Non Public Works over the Simplified Acquisition Threshold (currently \$250,000), KCD shall require the following:

- a. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- b. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

- c. A payment bond on the part of the contractor for 100 percent of the contract price.
A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

8.4 Notice Required to Create Lien Against Retainage.

Every person performing labor or furnishing supplies toward the completion of a contract for work shall have a lien upon the retainage reserved; provided, such notice of the lien of such claimant has been given in the manner and within the time provided in RCW 39.08.030 through 39.08.065 as now existing and in accordance with any amendments that may be made.

8.5 Special Notice Required for Suppliers to Bind Retainage.

Every laborer, mechanic, subcontractor, material provider and person who supplies such persons with provisions and supplies for carrying on contract work for the KCD shall have a right of action against the contractor's bond; provided, that within forty five (45) days from and after the completion of the contract with an acceptance of the work by the KCD Executive Director, the lien claimant, or person claiming to be entitled to a lien, presents to and files with the county a notice of claim of lien in compliance with the requirements of RCW 39.08.030.