

# KING CONSERVATION DISTRICT

## Grant Subcommittee and Special Board of Supervisors Meeting Minutes

January 24th, 2022

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

3 **Other Attendees Present:** Erin Reed – Your Part-time Controller

4 **Staff Present:** Lorna Miss, Rosa Méndez-Perez, Kathryn Lewis, Jessica Saavedra, Mary  
5 Embleton, Carrie King, Liz Clark

### 6 **Preliminary Matters:**

7 Chair Haugen called the meeting to order at 5:00 PM. All attendees introduced themselves.  
8 Haugen asked for additions or corrections to the agenda. Two agreement amendment requests  
9 were added to the agenda under Regional Food System Grant Program: Seattle and King County  
10 Public Health for the Building a Safe Meat Supply Chain by and for East African Communities  
11 in King County and the Washington Farmland Trust for the Working Farmland Access Initiative.

12 **Porter moved; Bush Bollay seconded, passed unanimously a motion to approve the amended**  
13 **agenda (3 ayes, 0 nays).**

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

15

### 16 **Grant Subcommittee Minutes:**

17

### 18 **Member Jurisdiction Grant Program Items**

19

### 20 **Equipment Policy Update and Discussion:**

21

22 Saavedra started the equipment policy discussion by explaining the purpose for an equipment  
23 policy update. She explained that the current policy doesn't provide guidance about what types  
24 of equipment KCD will fund which makes it difficult to advise grant applicants about their  
25 project's eligibility for KCD grant funding. She shared a table with three columns. One column  
26 listed the types of equipment recently approved in the suite of recommended proposals for the  
27 KCD-Seattle Community Partnership Grant Program. The middle column shows the types of  
28 equipment that have been approved on a case-by-case basis. The third column shows the types of  
29 equipment not allowed in the current policy.

30

31 Saavedra presented the following policy recommendation: allow video and sound equipment that  
32 are essential to approved program delivery, update the policy to reflect equipment items already  
33 approved by the Board, and revise the current policy to specify allowed and not allowed  
34 equipment expense. Equipment purchased must be directly related to the KCD grant funded  
35 activities. See the following table of equipment allowed per purpose.

Page 2 of 6  
 Special Board of Supervisors  
Meeting Minutes  
 January 24<sup>th</sup>, 2022

Equipment Purpose	Allowed Equipment	Not Allowed Equipment
To reach program participants remotely or socially distanced Enable youth participation in virtual activities Build digital skills training for youth To tell digital story of funded project	video and sound equipment cameras, tripods, memory cards, Portable, Bluetooth speakers, headsets or headphones for youth participants, program manager	Laptop computers, docking stations, monitors, iPads, cell phones, printers. Other computer/office equipment as determined.
Set up a new community garden Startup of a new farmers market Cooking classes for youth Fresh, local food delivery	Irrigation systems Greenhouse/Hoop Houses Hydroponic Food/health safety - <ul style="list-style-type: none"> <li>○ Port-a-potty</li> <li>○ Hand washing station</li> <li>○ Generator</li> <li>○ Ice machine</li> </ul> Cooking equipment	

36  
 37 **Porter moved, Bush-Bollay seconded, unanimously passed a motion to create a temporary**  
 38 **policy allowing the purchase of technology related equipment needs for the purpose of**  
 39 **carrying out grant funded projects during this time of unprecedented impacts from**  
 40 **COVID-19. Grantees must provide clear rationale for this need and explain how the**  
 41 **equipment will support the conservation/environmental goals of the grant program.**  
 42

43 The digital equipment component of the policy recommendation was approved by the grant  
 44 subcommittee with the above caveats. The grant subcommittee will tackle the farm/garden  
 45 equipment component of this policy revision recommendation after Saavedra and Embleton  
 46 compare equipment approved in the Regional Food System. Saavedra will return to the  
 47 subcommittee with a recommendation for farm/garden equipment that is allowed/appropriate for  
 48 the Member Jurisdiction Grant Program.  
 49

Page 3 of 6  
Special Board of Supervisors  
Meeting Minutes  
January 24<sup>th</sup>, 2022

50 Porter moved, Bush-Bollay seconded, unanimously passed a motion to recommend the  
51 Member Jurisdiction grant application from the City of Auburn for the 2022 Farmers  
52 Market – Marketing and Demonstrations project for approval at the next Board of  
53 Supervisors meeting (3 ayes, 0 nays).

54 Amendments

55 Bush-Bollay moved, Porter seconded, unanimously passed a motion to approve the  
56 amendment request from the City of Kenmore for the Squire's Landing (a X w a d i s) Park  
57 Waterfront & Natural Open Space Access Project updating the scope of work and adding  
58 \$13,500 in KCD-Kenmore Member Jurisdiction funds available this year to the award of  
59 \$198,000 increasing the grant total to \$226,500 (3 ayes, 0 nays).

60 Close outs

61 Bush-Bollay moved, Porter seconded, unanimously passed a motion to close the African  
62 Community Housing and Development - Farmers Market for the Delridge African Diaspora  
63 Immigrant & Refugee Community, also known as the South Delridge Farmers Market, grant  
64 agreement (3 ayes, 0 nays).

65 Regional Food System Grant Program Items

66 Amendments

67 Bush-Bollay moved, Porter seconded, unanimously passed a motion to approve the following  
68 six amendment requests (3 ayes, 0 nays):

- 69 1. Black Star Farmers (Sustainable Seattle is fiscal sponsor), “Gardening under the  
70 microscope” extending the completion date as detailed.
- 71 2. Forterra,”Making Farmland More Affordable Through Ecosystem Service Markets”  
72 project extending the completion date as detailed.
- 73 3. Pacific Coast Harvest, “Refrigerated Box Truck” project extending the completion  
74 date as detailed.
- 75 4. SnoValley Tilth, “Sound Tenure Alternatives for small farms” project extending the  
76 completion date as detailed.
- 77 5. Seattle and King County Public Health for the Building a Safe Meat Supply Chain by  
78 and for East African Communities in King County project extending the completion  
79 date as detailed.
- 80 6. Washington Farmland Trust for the Working Farmland Access Initiative project  
81 extending project and funding for an additional year, roll forward funding to support  
82 additional equity work and Covid.

83 Close outs:

Page 4 of 6  
Special Board of Supervisors  
Meeting Minutes  
January 24<sup>th</sup>, 2022

84 Bush-Bollay moved, Porter seconded, unanimously passed a motion to close the Weed  
85 Warriors, fiscal sponsor for New Start Garden, Garden Produce for School Lunches grant  
86 agreement (3 ayes, 0 nays).

87 Porter moved, Bush-Bollay seconded, unanimously passed a motion to close the Viva Farms  
88 Breaking Ground: Removing Barriers in Food Production Through Training and Increased  
89 Farm Efficiency grant agreement (3 ayes, 0 nays).

90  
91 **Finance:**

92  
93 Kathryn Lewis presented AI 22-0030: Budget Amendment

94 Porter moved; Bush-Bollay seconded, passed unanimously AI 22-003: Budget Amendment  
95 (3 ayes, 0 nays).

96 Erin Reed Presented the November 2021 Financial Report. She mentioned that the transition  
97 from QuickBooks to PayNorthwest is going smoothly.

98  
99 Reed presented the December Check Register.

100 Porter moved; Bush-Bollay seconded, passed unanimously AI 22-004: Check Register (3  
101 ayes, 0 nays).

102 **Unfinished Business:**

103 Kathryn Lewis updated the Board that AI 22-002: Comprehensive Fiscal Policy was still  
104 undergoing legal review. It will be brought back to the February Board meeting for consideration.

105 Bush-Bollay moved; Porter seconded, passed unanimously a motion to adjourn the meeting  
106 (3 ayes, 0 nays).

107 Haugen adjourned the meeting at 6:51 PM.

108

109

110 Authorized Signature

Date

111 

2/16/22

112

113

Page 5 of 6  
Special Board of Supervisors  
Meeting Minutes  
January 24<sup>th</sup>, 2022

114 Summary of Motions

115 Porter moved; Bush Bollay seconded, passed unanimously a motion to approve the amended  
116 agenda (3 ayes, 0 nays).

117 Porter moved, Bush-Bollay seconded, unanimously passed a motion to create a temporary  
118 policy allowing the purchase of technology related equipment needs for the purpose of  
119 carrying out grant funded projects during this time of unprecedented impacts from  
120 COVID-19. Grantees must provide clear rationale for this need and explain how the  
121 equipment will support the conservation/environmental goals of the grant program.  
122

123 Porter moved, Bush-Bollay seconded, unanimously passed a motion to recommend the  
124 Member Jurisdiction grant application from the City of Auburn for the 2022 Farmers  
125 Market – Marketing and Demonstrations project for approval at the next Board of  
126 Supervisors meeting (3 ayes, 0 nays).

127 Bush-Bollay moved, Porter seconded, unanimously passed a motion to approve the  
128 amendment request from the City of Kenmore for the Squire's Landing (X w a d i s) Park  
129 Waterfront & Natural Open Space Access Project updating the scope of work and adding  
130 \$13,500 in KCD-Kenmore Member Jurisdiction funds available this year to the award of  
131 \$198,000 increasing the grant total to \$226,500 (3 ayes, 0 nays).

132 Bush-Bollay moved, Porter seconded, unanimously passed a motion to close the African  
133 Community Housing and Development - Farmers Market for the Delridge African Diaspora  
134 Immigrant & Refugee Community, also known as the South Delridge Farmers Market, grant  
135 agreement (3 ayes, 0 nays).

136 Bush-Bollay moved, Porter seconded, unanimously passed a motion to approve the following  
137 six amendment requests (3 ayes, 0 nays):

- 138 1. Black Star Farmers (Sustainable Seattle is fiscal sponsor), “Gardening under the  
139 microscope” extending the completion date as detailed.  
140 2. Forterra, “Making Farmland More Affordable Through Ecosystem Service Markets”  
141 project extending the completion date as detailed.  
142 3. Pacific Coast Harvest, “Refrigerated Box Truck” project extending the completion  
143 date as detailed.  
144 4. SnoValley Tilth, “Sound Tenure Alternatives for small farms” project extending the  
145 completion date as detailed.  
146 5. Seattle and King County Public Health for the Building a Safe Meat Supply Chain by  
147 and for East African Communities in King County project extending the completion  
148 date as detailed.

Page 6 of 6  
Special Board of Supervisors  
Meeting Minutes  
January 24<sup>th</sup>, 2022

149 6. Washington Farmland Trust for the Working Farmland Access Initiative project  
150 extending project and funding for an additional year, roll forward funding to support  
151 additional equity work and Covid.  
152


153 Bush-Bollay moved, Porter seconded, unanimously passed a motion to close the Weed  
154 Warriors, fiscal sponsor for New Start Garden, Garden Produce for School Lunches grant  
155 agreement (3 ayes, 0 nays).

156 Porter moved, Bush-Bollay seconded, unanimously passed a motion to close the Viva Farms  
157 Breaking Ground: Removing Barriers in Food Production Through Training and Increased  
158 Farm Efficiency grant agreement (3 ayes, 0 nays).

159 Porter moved; Bush-Bollay seconded, passed unanimously AI 22-003: Budget Amendment  
160 (3 ayes, 0 nays).

161 Porter moved; Bush-Bollay seconded, passed unanimously AI 22-004: Check Register (3  
162 ayes, 0 nays).

163 Bush-Bollay moved; Porter seconded, passed unanimously a motion to adjourn the meeting  
164 (3 ayes, 0 nays).

165 

167

168

169

170

171

172