

**KING CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
February 15th, 2022
5:00 PM to 6:30 PM – via Teleconference Only
Zoom Link: <https://zoom.us/j/91701624702>
Call In Number: (253) 215-8782
Meeting ID: 917 0162 4702**

Meeting Agenda

Call to Order

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

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|--------------------------|--------------------------|
| 2. Consent Agenda | 5:10 PM – 5:15 PM |
|--------------------------|--------------------------|

Items listed below will be enacted by one motion. If separate discussion is desired on an item, that may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Board Supervisor.

- a) Board Minutes
 - 1. 1/13/22 KCD Board of Supervisors Meeting
 - 2. 1/24/22 KCD Special Board of Supervisors and Grant Subcommittee Meeting
- b) Member Jurisdiction Grant Applications
 - 1. AI 22-005: City of Auburn – 2022 Auburn International Farmers Market – Saavedra

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| 3. Public Comment | 5:15 PM – 5:20 PM |
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| 4. New Staff Introduction | 5:20 PM – 5:25 PM |
| a) HR Consultant – Queniya Lassiter | |

- | | |
|----------------------------------------------------|--------------------------|
| 5. Reports | 5:25 PM – 5:35 PM |
| a) Executive Director Méndez-Perez | |
| b) Board of Supervisors | |
| c) Washington Federation of State Employees (WFSE) | |

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 6. Advisory Committee | 5:35 PM – 5:50 PM |
| a) Guests: Councilmember Brenda Fincher, City of Kent, Advisory Committee Chair and Mike Lufkin, King County, Advisory Committee Vice Chair | |
| b) Reappointment to Advisory Committee – Sarah Reyneveld, Urban Resident | |

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|-----------------------------------------------------|--------------------------|
| 7. Finance | 5:50 PM – 6:00 PM |
| a) December 2021 Financials & Check Register | |
| b) AI 22-006 2022 Budget Amendment #2 | |
| c) Comprehensive Fiscal Policy Development – Lewis | |
| 1. AI 22-007 Proposed Draft Accounts Payable Policy | |

- | | |
|------------------------------------|--------------------------|
| 8. Election Update – Dostal | 6:00 PM – 6:10 PM |
|------------------------------------|--------------------------|

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- | | |
|-------------------------------------------------------------------|------------------------------|
| 9. Presentations | 6:10 PM – 6:20 PM |
| a) Implementing New Accounting System – Lewis | |
|
10. New Business |
6:20 PM – 6:30 PM |
| a) RFS Strategic Initiative Grant Proposal from KCDNRP – Embleton | |
|
11. Unfinished Business |
6:30 PM – 6:40 PM |
| a) Appointment to LIP Subcommittee – Redmond | |
| 1. Supervisor Chris Porter | |
| 2. Supervisor Burr Mosby | |

Consent Agenda

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

January 10th, 2022

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

3 **Guests Present:** Jean Fike – WSCC, Alan Chapman – WACD, Kevin Zobrist – WSU
4 Extension, Carmela Ennis – King County Council, Grace Garrison – WSU
5 Extension

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

9 **Preliminary Matters:**

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

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

12 **Bill moved; Porter seconded, passed unanimously a motion to approve the agenda (3**
13 **aves, 0 nays).**

14 **Consent Agenda:**

15 **Knutsen moved; Porter seconded, passed unanimously a motion to approve the consent**
16 **agenda (3 ayes, 0 nays).**

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

18 **Reports:**

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20 Executive Director Méndez-Perez provided a monthly report to the Board. The district is
21 hiring two positions – Finance Coordinator and Finance Contracts Assistant. More positions
22 will move forward soon. The district is putting out a Request for Proposals for Strategic
23 Planning & Diversity, Equity, and Inclusion.

24 Haugen discussed the two conservation district election reform bills in the Legislature.

25 **Election Update:**

26 Mark Dostal updated the board on the status of the 2022 Board Election. The online ballot
27 access system is being populated and tested, press releases have been sent out to
28 newspapers, media, and partners, and the postcard mailer for the election is on schedule.

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29 **Finance:**

30 Kathryn Lewis presented the draft Procurement Policy. She highlighted the collaborative
31 work that is being done with staff and leadership and talked about a few significant changes
32 from past practices. The new policy will be based upon guidance from the Municipal
33 Research and Services Center and the Washington State Conservation Commission. Lewis
34 anticipates the final draft will be ready for Board review and consideration at the next Board
35 meeting.

36 **Unfinished Business:**

37 Laura Redmond presented LIP Applications: AI 21-078 Chris Hahn-Forest Management , AI
38 21-079 Joh Jornlin & Christine Page – Riparian Forest Buffer, and AI 21-080 Gary Remlinger
39 – Stream Crossing.

40 **Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 21-078:**
41 **Chris Hahn-Forest Management (4 ayes, 0 nays).**

42 **Bush Bollay moved; Porter seconded, passed unanimously a motion to approve AI 21-**
43 **079 John Jornlin & Christine Page – Riparian Forest Buffer and AI 21-080 Gary**
44 **Remlinger (4 ayes, 0 nays).**

45 Redmond also asked for two board supervisors to serve on a staff LIP subcommittee to
46 review policies. The subcommittee will meet quarterly.

47 **Presentations:**

48 Ellen Arnstein introduced Kevin Zobrist from WSU Extension Forestry.

49 Zobrist introduced Grace Garrison who will be at the King County office in Renton.

50 Zobrist presented the 2021 King County Forest Stewardship Extension Education Report.

51 There was no more business before the Board.

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53 **Porter moved; Bush-Bollay seconded, passed unanimously a motion to adjourn the**
54 **meeting at 5:54 PM (4 ayes, 0 nays).**

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60 Authorized Signature

Date

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Summary of Motions

63 **Bill moved; Porter seconded, passed unanimously a motion to approve the agenda (3**
64 **aves, 0 nays).**

65 **Knutsen moved; Porter seconded, passed unanimously a motion to approve the consent**
66 **agenda (3 ayes, 0 nays).**

67 **Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 21-078:**
68 **Chris Hahn-Forest Management (4 ayes, 0 nays).**

69 **Bush Bollay moved; Porter seconded, passed unanimously a motion to approve AI 21-**
70 **079 John Jornlin & Christine Page – Riparian Forest Buffer and AI 21-080 Gary**
71 **Remlinger (4 ayes, 0 nays).**

72

73 **Porter moved; Bush-Bollay seconded, passed unanimously a motion to adjourn the**
74 **meeting at 5:54 PM (4 ayes, 0 nays).**

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KING CONSERVATION DISTRICT

Grant Subcommittee and Special Board of Supervisors Meeting Minutes

January 24th, 2022

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

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

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

Preliminary Matters:

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

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

Public Comment: There was no public comment.

Grant Subcommittee Minutes:

Member Jurisdiction Grant Program Items

Equipment Policy Update and Discussion:

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

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

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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"> ○ Port-a-potty ○ Hand washing station ○ Generator ○ Ice machine Cooking equipment	

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

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

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

Amendments

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

Close outs

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

Regional Food System Grant Program Items

Amendments

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

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

Close outs:

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

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

Finance:

Kathryn Lewis presented AI 22-0030: Budget Amendment

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

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

Reed presented the December Check Register.

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

Unfinished Business:

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

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

Haugen adjourned the meeting at 6:51 PM.

Authorized Signature

Date

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Summary of Motions

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

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

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

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

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

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

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

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- 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.
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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).

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King Conservation District Board of Supervisors Meeting

Agenda Action Briefing/Report

Meeting Date: February 15th, 2022

AI 22-005

SUBJECT: AI 22-005

- Motion to approve the Member Jurisdiction grant application from the City of Auburn for the 2022 Auburn Farmers Market (AFM) – Marketing & Demonstrations project

FISCAL IMPACT

- The applicant is requesting \$20,000.00 from 2021-2022 KCD-Auburn Member Jurisdiction Funds

POLICY CONSIDERATION

This proposal addresses the following natural resource improvement actions

- Direct Improvement of Natural Resources - No
- Education and Outreach - Yes
- Pilot and Demonstration Projects-Yes
- Capacity Building - No

PRINCIPAL PARTNERS

- See list of partners in grant application attached.

BACKGROUND

This proposal was reviewed at the last grant subcommittee meeting. This is an education and outreach project that proposes to 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.

EFFECTIVE DATE:

- If approved, this Motion becomes effective on the date of approval.
- The grant project proposes to start on 01/01/2022 and end on 12/31/2022

OPTIONS

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

RECOMMENDATION

The grant subcommittee recommends approval of this grant application.

MOTION

Motion to approve the Member Jurisdiction grant application for \$20,000.00 from 2021-22 KCD-Auburn Member Jurisdiction funds for the City of Auburn 2022 Auburn Farmers Market (AFM) – Marketing & Demonstrations project

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.

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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:

Finance

King Conservation District
Checks, EFTs, Payroll & Fees Register
December 1-31, 2021

Source	Document Number	Vendor	Date	Amount	Transaction Description
	23734			0.00	* Amonuts are void checks.
	23751			0.00	*
	23766			0.00	*
	23792			0.00	*
	23851			0.00	*
	23855			0.00	*
	23891			0.00	*
	23949			0.00	*
	23982			0.00	*
	24006			0.00	*
APS	23983	Matrix Sciences International Inc. dba A & L Western Agricultural Labs, Inc.	12/3/2021	268.40	Soil Testing - various landowners
APS	23984	WEX Bank	12/3/2021	206.33	Fuel Charges - November 2021
APS	23985	City of Bellevue	12/3/2021	2,662.38	Final Close-Out Payment for Translated Materials - Natural Resource Conflict Outreach
APS		City of Bellevue	12/3/2021	4,461.64	Reimbursement for Scoping Animal Relief Areas
APS	23986	City of Clyde Hill	12/3/2021	1,773.87	Performance of grant activities - 2019 Arbor Day Celebration - Final Close-Out Payment
APS	23987	Comcast Business	12/3/2021	252.42	Internet and Phone Services - December 2021
APS	23988	Core & Main	12/3/2021	8,116.77	Agridrains & connectors for R-Outlet
APS	23989	Dept of Ecology	12/3/2021	35,145.83	3 crews and 1 IP - October 2021
APS	23990	Des Moines Farmers Market	12/3/2021	13,527.50	Performance of Grant activities-2021 Senior Low Income Healthy Eating - Final Close-Out Payment
APS	23991	Inslee Best Doezie & Ryder PS	12/3/2021	8,552.00	Legal Fees - General File & Employment General - October 2021
APS	23992	King County WLRD	12/3/2021	20,000.00	Performance of grant activities (FF00081)
APS	23993	Salix Advisors LLC	12/3/2021	5,362.50	Contractor Services - November 2021 for Kittle, Marjorie
APS	23994	CD-Calc Kat Lewis	12/3/2021	14,388.00	Contract labor - November 2021 - Lewis, Kathryn
APS	23995	Mountain Mist	12/3/2021	70.35	Water filtration rental - November 2021
APS	23996	Neighborhood Farmers Market Alliance	12/3/2021	5,394.30	Performance of Regional Food System Strategic Initiative grant activities (FF00049) - Farmers Market Manager Support
APS	23997	Robert Half Finance & Accounting	12/3/2021	2,880.00	Contractor Services - W/E 11/19/21 - Lafferty, Teresa E.
APS		Robert Half Finance & Accounting	12/3/2021	1,152.00	Contractor Services - W/E 11/26/2021 - Lafferty, Teresa E.
APS	23998	Justin Philip Schmauser	12/3/2021	2,415.00	LIP Contract: 2021-04 (Schmauser); Waste Storage Facility; Fund Year 2021
APS	23999	Summit Law Group, PLLC	12/3/2021	1,474.00	Legal Services - Labor Matters - October 2021
APS	24000	T-Mobile USA, Inc.	12/3/2021	1,268.75	Cellphone and Internet - November 2021
APS	24001	Tadpole Haven Native Plants	12/3/2021	354.74	Native Plants for Lake Forest Park - Grace Cole Urban Forest Stewardship Project
APS	24002	Third Sector Company	12/3/2021	4,357.50	Consultation - Board Governance Development Strategy 35% Due upon presentation of recommendations
APS	24003	US Bank Equipment Finance	12/3/2021	3,298.91	Copier contracted services - 11/15 - 12/15/2021
APS	24004	Wilbur-Ellis	12/3/2021	332.98	EZ Ject shells
APS	24005	Your Part-Time Controller LLC	12/3/2021	3,900.00	Contractor services - W/E 11/19/21 - Alvarez, A. & Reed, E.
APS		Your Part-Time Controller LLC	12/3/2021	2,250.00	Contractor services - W/E 11/26/21 - Alvarez, A. & Reed, E.
APS	24007	Matrix Sciences International Inc. dba A & L Western Agricultural Labs, Inc.	12/10/2021	100.80	Soil Testing - Various Landowners
APS	24008	Abila	12/10/2021	682.98	2022 Annual Renewal - MIP Maintenance & Support - Sales Tax Balance Due on original Invoice Q-199608
APS	24009	ACF West Inc.	12/10/2021	659.00	Todd Project
APS	24010	AFSCME PEOPLE program, contribution to Polical Action Committee	12/10/2021	10.00	Remit November voluntary contribution
APS	24011	Anchor QEA	12/10/2021	811.75	Seahurst Park Phas 2 Post Construction Eelgrass Survey 2021
APS	24012	Burien Botanics	12/10/2021	477.67	Plant Purchase Trees for Rail
APS	24013	City of Renton Utility Division	12/10/2021	39.40	Water for WPC Irrigation, Base Charge and Meter Reading
APS	24014	Environmental Coalition of South Seattle (ECOSS)	12/10/2021	3,602.56	OSS Workshops 08/01 - 11/30/21
APS	24015	Groundswell Communications LLC	12/10/2021	267,448.00	First Payment for Election Mailers and Outreach
APS	24016	Health Care Authority	12/10/2021	24,450.52	Health Insurance - December 2021
APS	24017	Hip Hop is Green	12/10/2021	19,912.64	Performance of grant activities - Cherry Street Farm, Lab & Culinary Anthropology Project
APS	24018	ICS Support, Inc. - InTwo	12/10/2021	360.22	Barracuda Clou Services & DUO MFA - December 2021
APS	24019	King County Office of Finance	12/10/2021	23,583.03	King Conservation District Election March 2021
APS	24020	National Construction Rentals	12/10/2021	162.95	WCC crew storage rentals - December 2021
APS	24021	Plan-It Geo LLC	12/10/2021	20,000.00	Tree Plotter Canopy Renewal
APS	24022	Mikaela Kiner Coaching and Consulting LLC	12/10/2021	15,295.00	HR Consulting - November 2021 - Ward, Jamie
APS	24023	Robert Half Finance & Accounting	12/10/2021	2,880.00	Contractor Services W/E 12/03/2021 - Lafferty, Teresa E.
APS	24024	Sno Valley Tilth	12/10/2021	643.87	Performance of grant activities (FF00045) Growing Farm Businesses
APS	24025	Elizabeth Stockton	12/10/2021	229.92	Mileage reimbursement for 12/2021, office supplies, training
APS	24026	US Bank VISA	12/10/2021	12,370.30	Credit Card Charges - November 2021
APS	24027	WA Federation of State Employees	12/10/2021	1,403.78	Remit November dues from employees

APS	24028	Your Part-Time Controller LLC	12/10/2021	3,321.25	Contractor services - W/E 12/04/2021 Alvarez, A. & Reed, E.
APS	24029	Matrix Sciences International Inc. dba A & L Western Agricultural Labs, Inc.	12/17/2021	787.20	Soil Testing - Various Landowners
APS	24030	Ellen Arnstein	12/17/2021	30.71	Reimbursement for travel related to Sound Transit and a pesticide study guide
APS	24031	Inslee Best Doezie & Ryder PS	12/17/2021	5,312.00	Legal Fees - General File & Employment General - November 2021
APS	24032	ICS Support, Inc. - InTwo	12/17/2021	4,324.27	SSAS Core Support & Workstation Monitoring for 27 Users - January 2022
APS	24033	Overhead Door Company of Seattle	12/17/2021	272.44	Repair and Maintenance on Garage Door
APS	24034	Pacific Topsoils Inc.	12/17/2021	109.75	Dump run for WPC
APS		Pacific Topsoils Inc.	12/17/2021	158.03	Mulch for Todd Project
APS	24035	Premiere Excavating LLC	12/17/2021	23,975.42	Rotiesconder Part 2
APS	24036	Renton Office Park LLC	12/17/2021	33,190.02	Office Rent - January 2022
APS	24037	Robert Half Finance & Accounting	12/17/2021	2,880.00	Contractor Services W/E 12/10/2021 - Lafferty, Teresa E.
APS	24038	Seattle Native Plants LLC	12/17/2021	703.81	Plant Purchase for Trees for Rail
APS	24039	Randy Smith	12/17/2021	200.00	Poverty Bay - Vashon Island Septic Rebate Program - septic inspection rebate
APS	24040	Snohomish Conservation District - V	12/17/2021	11,572.63	07/07/2021 - Reimbursement for work conducted as part of Area Forester Grant
APS	24041	WSDA	12/17/2021	75.00	Exam (\$25) and license (\$50) for pesticide applicator certification for Ellen Arnstein
APS	24042	Your Part-Time Controller LLC	12/17/2021	4,975.00	Contractor Services - W/E 12/04/2021 Alvarez, A. & Reed, E.
APS	24043	Dept of Ecology	12/22/2021	35,787.83	2 Crews and 1 IP November 2021
APS	24044	McCaffrey Consulting LLC	12/22/2021	1,687.53	PSCD Caucus Coordinator Service 11/08/21 - 12/16/21
APS	24045	Pacific Topsoils Inc.	12/22/2021	94.02	Mulch for Trees for Rail project sites
APS	24046	Robert Half Finance & Accounting	12/22/2021	2,880.00	Contractor Services - W/E 10/29/21 - Lafferty, Teresa E.
APS		Robert Half Finance & Accounting	12/22/2021	2,808.00	Contractor services W/E 12/17/21 - Lafferty, Teresa E.
APS	24047	Your Part-Time Controller LLC	12/22/2021	3,192.50	Contractor services - W/E 12/17/2021 - Alvarez, A. & Reed, E.
APS	24048	Matrix Sciences International Inc. dba A & L Western Agricultural Labs, Inc.	12/30/2021	129.60	Soil Testing - Various Landowners
APS	24049	WEX Bank	12/30/2021	757.72	Fuel Charges - December 2021 - Account 0496-00-527875-9
APS	24050	Elizabeth Clark	12/30/2021	32.48	Mileage Reimbursement - 08/01 - 08/31/21 - Tabling at Shoreline Farmers Market for Sound Transit Trees for Rail
APS		Elizabeth Clark	12/30/2021	42.95	Mileage reimbursement - Elizabeth Clark - 09-11-2021
APS		Elizabeth Clark	12/30/2021	(64.31)	Reverse incorrect amount - mileage reimbursement request - 08-01 - 08-31-21
APS	24051	Comcast Business	12/30/2021	252.42	Internent and Phone Services - January 2022
APS	24052	Comcast Business - PA	12/30/2021	410.04	Phone Services - November 2021
APS	24053	Dept of Ecology	12/30/2021	44,161.83	3 Crews and 1 IP - December 2021 - Estimated
APS	24054	James Penn Demo and Recycle Inc	12/30/2021	2,202.00	Shed demolition and removal at KCD Nursery on 12/21/2021 and 12/29/2021
APS	24055	CD-Calc Kat Lewis	12/30/2021	13,288.00	Contractor services - 11/29 - 12/25/2021
APS	24056	Mountain Mist	12/30/2021	70.35	Water filtration rental - December 2021
APS	24057	Pine Brook Meadows Homeowners Association	12/30/2021	1,503.12	WLI Contract: WLI-2020-01; Forest Health Mgmt; Fund Year 2020 - Invoice 10/31/21
APS	24058	Pitney Bowes Global Financial Services	12/30/2021	278.21	Quarterly postage machine services - 1st Quarter 2022
APS	24059	Purchase Power	12/30/2021	200.00	Postage Meter Refill - 23018674 - Account 8000-9000-0503-5559
APS	24060	Restoration Analytics & Design LLC	12/30/2021	600.00	Final Invoice for 2018 Normandy Park Project - Final Report
APS	24061	Seattle Native Plants LLC	12/30/2021	99.09	Plants for Roderick Project
APS	24062	Seattle Times	12/30/2021	746.92	Legal Notice in Seattle Times for 2022 Election Resolution
APS	24063	T-Mobile	12/30/2021	1,268.75	Cellphone and Internet - December 2021
APS	24064	Washington Water Trust	12/30/2021	2,898.40	Reapply Invoice No. 1 dated 09/01/21 from incorrectly billed to grant FF00089 to correct grant FF00063
APS		Washington Water Trust	12/30/2021	(2,898.40)	Reverse Invoice No. 1 dated 09/01/21 incorrectly billed to grant FF00089; should be billed to grant FF00063
APS	24065	Your Part-Time Controller LLC	12/30/2021	3,330.00	Contractor services - W/E 12/24/21 - Alvarez, A. & Reed, E.
CD	001	Dept of Retirement Systems	12/2/2021	22,794.43	Dept Of Retirement Svcs 11/2021
CD	003	UPS	12/8/2021	18.27	Soil Sample Testing
CD	004	UPS	12/14/2021	21.44	Soil Sample Testing
CD	005	Dept of Revenue / State of Washington	12/28/2021	11,976.21	DOR-sales tax and excise tax payment
CD	12-2021	Navia Benefit Solutions	12/3/2021	1,222.91	Flex Plan deduction
CD	121021-StopPmtFee	Bank of America	12/10/2021	30.00	Stop Payment Fee -chk23961-HipHop
CD	122121-Wire Fee	Bank of America	12/21/2021	15.00	Wire Transfer Fee
CD	123121-CkIm Fee	Bank of America	12/31/2021	3.00	Check Image Fee
CD	220106 ARC REV		12/31/2021	356.73	REV CR S/B Jan
JV	122221 PR	Payroll	12/22/2021	5,658.73	Vacation Buyout
JV	123121 PR	Payroll	12/31/2021	131,989.99	December 2021 Payroll
Report Total				<u>920,723.85</u>	

King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: February 15, 2022

AI 22-006

SUBJECT: 22-006

- FY22 Budget Amendment #2

FISCAL IMPACT

- Adds \$46,770.60 expense across all ILA spending categories to FY22 budget to correct errors in salary allocation process, reducing FY23 Carry Forward amounts

POLICY CONSIDERATION

- This is the second 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

- Three substantive budget spending amendments are proposed:
 - “Where the Water Begins” (Conservation Commission Implementation Grant, Outcome 2) was moved from Riparian Restoration/Improvement to Riparian Land Stewardship
 - The Volunteer Coordinator position in the FY22 approved budget was changed to Education Coordinator, to reflect priorities identified by the Education Program Manager
 - An error was found in the salary allocation process, which adds \$46,770.60 to FY22 expenses, and reduces FY23 Carry Forward amounts in several ILA programs
 - A new draft organizational chart, based upon the FY22 approved budget and modified by this amendment is presented

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: February 15, 2022

MOTION

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

February 15 Draft Budget Amendments

Change #	Date Approved	Title	Fiscal Impact	Description
8		WSSC IM Outcome 2 Where the Water Begins	None, reallocation only	Move \$20,000 from Riparian Restoration/Improvement to Riparian Land Stewardship
9		Adjust Salary Allocation	Affects FY23 Carry Forward amounts	Adjusted balances in FY22 Projected Revenue spending and carry forward amounts
10		Change Volunteer Coordinator to Education Coordinator	None	Education Program Manager requested moving forward with hiring Education Coordinator and tabling Volunteer Coordinator for future conversations
11		Correct errors in salary allocation table	Adds \$46,770.60 to FY22 expenses across several ILA Programs, reduce FY23 Carry Forward amounts	Links weren't working in Education Program salary allocation

Previous Budget Amendments

Change #	Date Approved	Title	Fiscal Impact	Description
1	1/24/2022	Implement 3.5% COLA	Add \$31,619.26 expense across ILA	Implement 3.5% COLA, increased from 2.46%, beginning January 1, 2022
2	1/24/2022	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	1/24/2022	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	1/24/2022	Correct Dashboard Error	Corrected cost calculation for COLA Implementation	None, analysis read-out only
5	1/24/2022	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	1/24/2022	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	1/24/2022	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	\$1,556,296.28	\$27,565.20
	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	\$314,125.31	\$684.19
	Rates: Agricultural Drainage Assistance, Carry Forward	TBD	TBD	TBD
	Rates: Community Agriculture, FY22 Collections	\$195,062.18	\$195,042.18	\$20.00
	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	\$421,227.83	\$11,586.90
	Rates: Riparian Land Stewardship, Carry Forward	TBD	TBD	TBD
	WSCC Implementation Grant Outcome 2	\$20,000.00	\$20,000.00	\$0.00
	PCD Orca Day	\$200.00	\$200.00	\$0.00
	Rates: Riparian Restoration/Improvement, FY22 Collections	\$1,383,136.28	\$1,251,935.11	\$131,201.17
	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 Outcomes 1 & 3	\$97,500.00	\$97,500.00	\$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	\$213,023.87	\$286.71
	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	\$528,972.86	\$94,326.94
	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	\$423,354.50	\$10.00
	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	\$15,074,612.87	\$926,827.01

FY22 Budget Tables		Total Cost Assigned	Regional Food System
Revenues			
All Revenues		\$15,074,612.87	\$3,754,751.10
Expenses			
5000	Salary & Wages	\$3,251,363.95	\$177,650.85
6000	Occupancy (Rent)	\$410,000.00	\$16,400.00
6010	Internet Access	\$2,850.00	\$114.00
6100	Postage	\$19,850.00	\$516.00
6110	Printing	\$13,853.00	\$322.80
6410	Field Supplies	\$207,106.00	\$164.00
6420	Office Supplies	\$12,860.00	\$1,130.00
6600	Communications	\$27,000.00	\$1,080.00
6720	Insurance	\$46,500.00	\$1,860.00
6730	Publications & Subscriptions	\$11,500.00	\$1,500.00
6800	Dues & Memberships	\$8,340.00	\$256.00
6805	Permits and Fees	\$6,625.00	\$160.00
6910	Soil Testing	\$30,000.00	\$0.00
7010	Rentals	\$28,100.00	\$20.00
7100	R&M (Equipment)	\$17,000.00	\$0.00
7301	Property Taxes	\$0.00	\$0.00
7400	Fuel	\$8,000.00	\$320.00
7500	Advertising	\$14,150.00	\$2,362.00
7600	Training	\$32,080.00	\$1,480.00
7703	Travel	\$26,171.00	\$1,330.00
7800	Professional Services	\$2,135,624.11	\$232,909.63
8000	Shipping & Delivery	\$100.00	\$0.00
8200	Bank Fees	\$0.00	\$0.00
8300	Sponsorships & Awards	\$54,980.00	\$1,860.00
8810	Cap Out (Equipment)	\$14,700.00	\$20.00
9992	Regional Food System Grants	\$3,313,295.82	\$3,313,295.82
9994	Cost Share/LIP	\$942,087.00	\$0.00
9998	Member Jurisdiction Awards	\$4,440,476.99	\$0.00
Total Expenses		\$15,074,612.86	\$3,754,751.10
Balance Forward		\$0.00	\$0.00

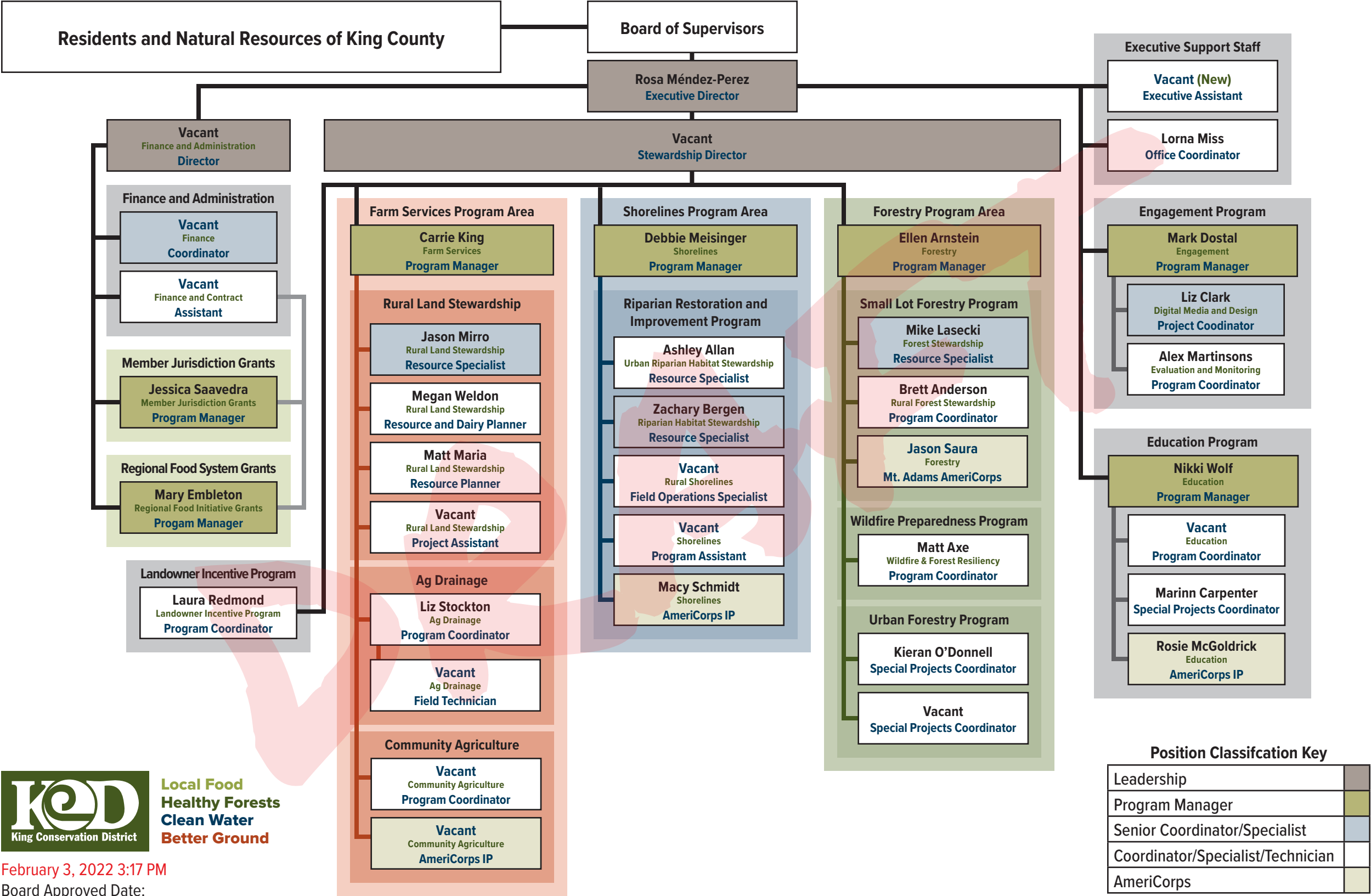
FY22 Budget Tables		Rural Land Stewardship	Agricultural Drainage Assistance	Community Agriculture
Revenues				
All Revenues		\$1,839,296.28	\$314,125.31	\$195,652.65
Expenses				
5000	Salary & Wages	\$1,031,794.96	\$119,826.16	\$96,245.85
6000	Occupancy (Rent)	\$127,100.00	\$24,600.00	\$20,500.00
6010	Internet Access	\$883.50	\$171.00	\$142.50
6100	Postage	\$5,097.04	\$1,249.00	\$1,145.00
6110	Printing	\$2,747.78	\$484.20	\$903.50
6410	Field Supplies	\$4,424.80	\$5,246.00	\$10,705.00
6420	Office Supplies	\$4,207.69	\$655.00	\$587.50
6600	Communications	\$8,370.00	\$1,620.00	\$1,350.00
6720	Insurance	\$14,415.00	\$2,790.00	\$2,325.00
6730	Publications & Subscriptions	\$1,500.00	\$250.00	\$250.00
6800	Dues & Memberships	\$3,184.00	\$584.00	\$520.00
6805	Permits and Fees	\$1,240.00	\$240.00	\$200.00
6910	Soil Testing	\$30,000.00	\$0.00	\$0.00
7010	Rentals	\$5,035.00	\$30.00	\$25.00
7100	R&M (Equipment)	\$5,000.00	\$0.00	\$0.00
7301	Property Taxes	\$0.00	\$0.00	\$0.00
7400	Fuel	\$2,480.00	\$480.00	\$400.00
7500	Advertising	\$2,805.50	\$543.00	\$452.50
7600	Training	\$10,045.19	\$2,070.00	\$1,220.00
7703	Travel	\$9,169.13	\$3,245.00	\$412.50
7800	Professional Services	\$304,605.17	\$132,101.95	\$55,918.30
8000	Shipping & Delivery	\$61.52	\$0.00	\$0.00
8200	Bank Fees	\$0.00	\$0.00	\$0.00
8300	Sponsorships & Awards	\$14,775.00	\$10,910.00	\$2,325.00
8810	Cap Out (Equipment)	\$7,355.00	\$7,030.00	\$25.00
9992	Regional Food System Grants	\$0.00	\$0.00	\$0.00
9994	Cost Share/LIP	\$243,000.00	\$0.00	\$0.00
9998	Member Jurisdiction Awards	\$0.00	\$0.00	\$0.00
Total Expenses		\$1,839,296.28	\$314,125.31	\$195,652.65
Balance Forward		\$0.00	\$0.00	\$0.00

FY22 Budget Tables		Riparian Land Stewardship	Riparian Restoration / Improvement
Revenues			
All Revenues		\$441,427.83	\$1,560,588.16
Expenses			
5000	Salary & Wages	\$308,818.96	\$468,532.33
6000	Occupancy (Rent)	\$32,800.00	\$86,100.00
6010	Internet Access	\$228.00	\$598.50
6100	Postage	\$5,032.00	\$3,265.78
6110	Printing	\$2,265.60	\$2,808.25
6410	Field Supplies	\$328.00	\$139,431.97
6420	Office Supplies	\$790.00	\$3,701.38
6600	Communications	\$2,160.00	\$5,670.00
6720	Insurance	\$3,720.00	\$9,765.00
6730	Publications & Subscriptions	\$0.00	\$0.00
6800	Dues & Memberships	\$512.00	\$1,344.00
6805	Permits and Fees	\$320.00	\$3,465.00
6910	Soil Testing	\$0.00	\$0.00
7010	Rentals	\$40.00	\$20,825.00
7100	R&M (Equipment)	\$0.00	\$12,000.00
7301	Property Taxes	\$0.00	\$0.00
7400	Fuel	\$640.00	\$1,680.00
7500	Advertising	\$724.00	\$1,900.50
7600	Training	\$3,310.00	\$5,123.88
7703	Travel	\$1,510.00	\$6,781.21
7800	Professional Services	\$74,469.27	\$632,809.99
8000	Shipping & Delivery	\$0.00	\$28.39
8200	Bank Fees	\$0.00	\$0.00
8300	Sponsorships & Awards	\$3,720.00	\$9,765.00
8810	Cap Out (Equipment)	\$40.00	\$105.00
9992	Regional Food System Grants	\$0.00	\$0.00
9994	Cost Share/LIP	\$0.00	\$144,887.00
9998	Member Jurisdiction Awards	\$0.00	\$0.00
Total Expenses		\$441,427.83	\$1,560,588.16
Balance Forward		\$0.00	\$0.00

FY22 Budget Tables		Wildfire Preparedness	Urban Forest Stewardship	Small Lot Forest Stewardship
Revenues				
All Revenues		\$266,123.87	\$977,875.86	\$548,680.68
Expenses				
5000	Salary & Wages	\$97,097.07	\$493,631.28	\$232,441.78
6000	Occupancy (Rent)	\$20,500.00	\$41,000.00	\$24,600.00
6010	Internet Access	\$142.50	\$285.00	\$171.00
6100	Postage	\$645.00	\$1,290.00	\$794.19
6110	Printing	\$1,503.50	\$1,170.00	\$524.57
6410	Field Supplies	\$205.00	\$44,410.00	\$2,027.23
6420	Office Supplies	\$337.50	\$675.00	\$505.93
6600	Communications	\$1,350.00	\$2,700.00	\$1,620.00
6720	Insurance	\$2,325.00	\$4,650.00	\$2,790.00
6730	Publications & Subscriptions	\$0.00	\$0.00	\$0.00
6800	Dues & Memberships	\$370.00	\$705.00	\$609.00
6805	Permits and Fees	\$200.00	\$400.00	\$240.00
6910	Soil Testing	\$0.00	\$0.00	\$0.00
7010	Rentals	\$25.00	\$50.00	\$30.00
7100	R&M (Equipment)	\$0.00	\$0.00	\$0.00
7301	Property Taxes	\$0.00	\$0.00	\$0.00
7400	Fuel	\$400.00	\$800.00	\$480.00
7500	Advertising	\$452.50	\$2,005.00	\$543.00
7600	Training	\$1,270.00	\$3,510.00	\$2,150.93
7703	Travel	\$832.50	\$975.00	\$1,085.65
7800	Professional Services	\$31,918.30	\$74,919.58	\$125,237.29
8000	Shipping & Delivery	\$0.00	\$0.00	\$10.09
8200	Bank Fees	\$0.00	\$0.00	\$0.00
8300	Sponsorships & Awards	\$2,325.00	\$4,650.00	\$2,790.00
8810	Cap Out (Equipment)	\$25.00	\$50.00	\$30.00
9992	Regional Food System Grants	\$0.00	\$0.00	\$0.00
9994	Cost Share/LIP	\$104,200.00	\$300,000.00	\$150,000.00
9998	Member Jurisdiction Awards	\$0.00	\$0.00	\$0.00
Total Expenses		\$266,123.87	\$977,875.86	\$548,680.68
Balance Forward		\$0.00	\$0.00	\$0.00

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

Organizational Structure Chart



Position Classification Key	
Leadership	
Program Manager	
Senior Coordinator/Specialist	
Coordinator/Specialist/Technician	
AmeriCorps	

King Conservation District Board of Supervisors Meeting

Agenda Action Briefing/Report

Meeting Date: February 15, 2022

AI 22-007

SUBJECT: AI 22-007

- Review Proposed Draft Accounts Payable 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 financial policies, to ensure good stewardship of tax dollars when spending decisions are being made by District staff.

STAKEHOLDER INTERESTS

- This policy is an important component of a Comprehensive Fiscal Policy, standardizing official spending policies to promote conservation of natural resources within our service area.

BACKGROUND

- Although King Conservation District records include a host of 'standard operating procedures' for financial management, KCD lacks Board-approved fiscal policies.
- District staff have developed a proposed draft for review.
- This proposed draft policy will become a component of the 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

FIN-3: Accounts Payable

All funds spent by the District require approval prior to check issuance. Approval is a multi-step process, which requires review and approval by at least 4 separate KCD managers and/or Board Members.

Payment Request/Approval Procedure

1. The Finance Coordinator (or designee) routes Stewardship Program invoices to the appropriate staff member for approval & coding.
 - a. If a staff member's name appears on the invoice, place the copy in their inbox.
 - b. If no name appears place the copy in the appropriate program manager's inbox. They will route to the specific individual responsible for the purchase.
2. The Finance Coordinator (or designee) routes Administrative or ambiguous invoices to the Finance & Administration Director for coding and approval.
3. Invoices and credit card receipts are returned to the Finance Coordinator with the necessary job and budget coding, and manager approval. Program staff and managers use their monthly budget report to ensure proper coding on receipts. Any invoice returned without proper or with ambiguous coding is coded to the proper job, with a budget class of "*Action Needed."
4. Invoices and scanned supporting documentation are entered into QuickBooks according to standard procedure for bill entry in that program.
5. Upon completion of bill entry the Finance Coordinator notifies the Finance & Administration Director that bill entry is completed and ready for review. The Finance & Administration Director reviews all bills to ensure proper coding and available budget for expenditures entered. Any bills that are ambiguous or questionable are removed from the current check run for further research/review.
6. The Finance & Administration Director forwards the Unpaid Bills Detail to the Executive Director for review. When the Executive Director has completed their review they notify the Finance & Administration Director that the bills are approved for check writing.
7. The Finance & Administration Director notifies the Finance Coordinator that checks may be written for the bills that the Executive Director has approved.
8. The Finance Coordinator prints the checks and notify the appropriate Board signers that the checks are printed and ready to be reviewed and signed.
9. The Finance Team scans the checks, invoices and other supporting documentation and places digital copies of all expenditures, by check number and payee name, in the appropriate folder in the U: drive.