

**KING CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
April 11th, 2022
5:00 PM to 7:00 PM – via Teleconference Only
Zoom Link: <https://zoom.us/j/95893176590>
Call In Number: (253) 215-8782
Meeting ID: 95893176590**

Meeting Agenda

Call to Order

1. Preliminary Matters **5:00 PM – 5:05 PM**

- a) Introductions
- b) Additions or Corrections to the Agenda
- c) Adoption of the Board Agenda

2. Consent Agenda **5:05 PM – 5:10 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) 03/14/22 KCD Board of Supervisors Meeting
 - 2) 03/25/22 KCD Board Retreat Minutes
 - 3) 03/28/22 KCD Grant Subcommittee Meeting
- b) Member Jurisdiction Grant Applications
 - 1) AI 22-018: Environmental Science Center – Environmental Heroes: Improving Watershed Health Through Education and Outreach
 - 2) AI 22-019: Des Moines Farmers Market – 2022 Senior Low Income Healthy Eating Initiative

3. Public Comment **5:10 PM – 5:15 PM**

4. Reports **5:15 PM – 5:25 PM**

- a) Executive Director – Méndez-Perez
- b) Board of Supervisors
- c) Washington Federation of State Employees (WFSE)

5. Finance **5:25 PM – 5:45 PM**

- a) AI 22-020: March 2022 Financials and Check Register – Reed
- b) AI 22-021: Contract with Athena Group for Diversity, Equity & Inclusion and Strategic Planning – Lewis
- c) AI 22-022: Contract Extension with YPTC – Lewis

6. Presentation **5:45 PM – 6:15 PM**

- a) Environmental Science Center – Improving Watershed Health Salmon Habitat Through Education and Outreach 2020-21 Program Report – Kelly Steffen

7. New Business **6:15 PM – 6:25 PM**

- a) AI 22-024: Revisions to KCD Salary Manual – Lewis

8. Unfinished Business **6:25 PM – 6:40 PM**

- a) AI 22-012: LIP Cost-share Rate Inflation Adjustment – Redmond
- b) AI 22-023: Vashon Park District Thinning Addition to NRI Grant – Anderson

9. Executive Session **6:40 PM – 7:00 PM**

- a) Executive Session to review the performance of a public employee pursuant to RCW 42.30.110 (1)(g).

Consent Agenda

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

March 14th, 2022

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

3 **Guests Present:** Jean Fike – WSCC, Alan Chapman – WACD, Carmela Ennis –
4 King County Council, Brenda Fincher – Advisory Chair, Mike Lufkin – Advisory
5 Vice Chair, Sam – Garden Cycles

6 **Staff Present:** Lorna Miss, Kathryn Lewis, Rosa Méndez-Perez, Carrie King, Mark Dostal,
7 Jessica Saavedra, Nikki Wolf, Erin Reed, Queniya Lassiter, Mary Embleton, Laura Redmond,
8 Matt Axe, Ashley Allan, Ellen Arnstein, Zach Bergen, Debbie Meisinger, Elizabeth Clark

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 WFSE will not have a report this evening.

13 **Bush Bollay moved; Mosby seconded, passed unanimously a motion to approve the**
14 **amended agenda (4 ayes, 0 nays).**

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

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

18 **Reports:**

19

20 Executive Director Méndez-Perez provided a monthly report to the Board. A detailed letter
21 was provided in the Board packet.

22 **Advisory Committee:**

23 Chair Haugen introduced Kent City Councilmember Brenda Fincher, Advisory Committee
24 Chair, and Mike Lufkin, Advisory Committee Vice Chair. Fincher and Lufkin discussed the
25 work of the Advisory Committee. Chair Haugen mentioned that all Advisory Committee
26 meetings are open to the public. The next meeting will be held on Wednesday, April 12^h.

27 Mark Dostal proposed seating Tahmina Martelly as the Advisory Committee Urban Resident
28 Alternate.

Page 2 of 3
Board of Supervisors Meeting Minutes
March 14th, 2022

Knutsen moved; Porter seconded, passed unanimously a motion to approve the appointment of Tahmina Martelly as the Advisory Committee Urban Resident Alternate (5 ayes, 0 nays).

Presentations:

Mark Dostal gave a final report for the 2022 Election (report attached).

Debbie Meisinger gave a presentation on Riparian Habitat Stewardship programs and services.

Finance:

Erin Reed presented the January 2022 financials and check register.

Porter moved; Knutsen seconded, passed unanimously a motion to approve the check register and financials for January 2022 (5 ayes, 0 nays).

Méndez-Perez presented AI 22-010: CD-Calc Financial Services Contract Amendment.

Mosby moved; Bush-Bollay seconded, passed unanimously a motion to approve AI 22-010: CD-Calc Financial Services Contract Amendment (5 ayes, 0 nays).

Kathryn Lewis gave an update on the Financial System Improvements.

Lewis also provided an update on the Comprehensive Fiscal Policy.

New Business:

Laura Redmond presented AI 22-012: LIP Cost-share Rate Inflation Adjustment.

Kathryn Lewis presented AI 22-013: Compensation & Classification Study Contract for consideration.

Mosby moved; Bush-Bollay seconded, passed unanimously a motion to approve AI 22-013: Compensation & Classification Study Contract (5 ayes, 0 nays).

Méndez-Perez gave an update on the DEI and Strategic Planning Consultant. Review of proposals is still underway.

Matt Axe presented AI 22-015: Setting Wildfire Cost-Share Rates for consideration.

Mosby moved; Bush-Bollay seconded, passed unanimously a motion to approve AI 22-015: Setting Wildfire Cost-Share Rates (5 ayes, 0 nays).

Lewis presented AI 22-016: JL Lassiter Human Resources Services Contract and introduced Queniya Lassiter, the new Contract Human Resources Director.

Page 3 of 3
Board of Supervisors Meeting Minutes
March 14th, 2022

Porter moved; Mosby seconded, passed unanimously a motion to approve AI 22-016: JL Lassiter Human Resources Services Contract (5 ayes, 0 nays).

Mary Embleton gave a presentation on AI 22-017: RFS Strategic Initiative Grant Proposal.

Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 22-017: RFS Strategic Initiative Grant Proposal (5 ayes, 0 nays).

Chair Haugen gave an update on the upcoming KCD Board retreat, which will take place on March 25th, 2022, via Zoom. She requested the Board complete the Board Assessment by March 22nd.

There was no more business before the Board.

Bush-Bollay moved; Knutsen seconded, passed unanimously a motion to adjourn the meeting at 7:24 PM (5 ayes, 0 nays).

Authorized Signature

Date

Summary of Motions

KING CONSERVATION DISTRICT

Special Board of Supervisors Meeting Minutes

March 25th, 2022

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

3 **Staff Present:** Rosa Méndez-Perez

4 **Guests Present:** Tevin Medley – The Athena Group

5 **Preliminary Matters:**

6 Chair Haugen called the meeting to order at 10:00 AM. All attendees introduced themselves.

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

8 **Mosby moved; Bush-Bollay seconded, passed unanimously a motion to approve the**
9 **agenda (5 ayes, 0 nays).**

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

11 **New Business:**

12 The Board discussed plans for the next six months with Méndez-Perez.

13
14 With facilitator, Tevin Medley, the Board discussed vision, overview of the strategic
15 planning process, and additional resources for equity work.

16 17 **Executive Session:**

18
19 RCW42.30.110(1)(g) Executive Session to review the performance of a public
20 employee pursuant to RCW 42.30.110 (1)(g)

21
22 Haugen indicated that the Board would be moving into an Executive Session for one hour,
23 unless extended. The Board moved into Executive Session using a separate teleconference
24 line. No decisions, actions, or motions were made following the session. The Board meeting
25 was reconvened by Haugen at 1:30 PM.

26 The Board discussed the Board Assessment. Additional discussion will be held at the April
27 25th Board Meeting.

28 There was no more business before the Board.

29

30 **Knutsen moved; Porter seconded, passed unanimously a motion to adjourn the**
31 **meeting at 2:00 PM (5 ayes, 0 nays).**

Page 2 of 2
Special Board of Supervisors Meeting Minutes
March 25th, 2022

32

33

34

35

Authorized Signature

Date

36

37

Summary of Motions

38

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

Monday, March 28th, 2022

1 **Supervisors Present**, Kirstin Haugen – Chair, Burr Mosby, Bill Knutsen, Brittney Bush-Bollay,

2 **Associate Supervisors Present:** None.

3 **Guests Present:** Kim Richmond

4 **Staff Present:** Jessica Saavedra, Rosa Mendez-Perez

5 Meeting called to order at 5:02 pm by Haugen.

6 **Preliminary Matters:**

7 **Introductions:**

8 **Additions or Corrections to the Agenda:**

9 Saavedra requested the following changes and additions to the agenda. Kim Richmond is present
10 to make public comment. A quick equipment policy update was added to the discussion section of
11 the agenda. The application for Des Moines Member Jurisdiction funding for the 2022 Senior Low
12 Income Healthy Eating Initiative project and an amendment from The Common Acre for The
13 Greenline project was added to agenda. Regional Food System Grant Program items were removed
14 from the agenda as Embleton was not able to attend.

15 **Mosby moved, Bush-Bollay seconded, unanimously passed a motion to approve the agenda**
16 **as amended.**

17 Kim Richmond with the Des Moines Farmers Market spoke to the grant subcommittee about how
18 successful and needed the KCD funding has been in the senior community. She said that seniors
19 enjoy coming to the market and they established a customer base that keeps coming back. The
20 produce and other qualifying food items that seniors can buy is the only source of fresh, healthy
21 food for many of them. They reported all of the stats from their previous season in their final report
22 and in their new application that is before the subcommittee. The subcommittee thanked Kim for
23 her dedication and hard work and for attending the meeting.

24 Saavedra provided a short update on the equipment policy development and plans to bring the
25 agricultural equipment policy proposal to subsequent meetings.

26

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

Monday, March 28th, 2022

27 Applications

28 **Knutsen moved, Mosby seconded, unanimously passed a motion to recommend the Member**
29 **Jurisdiction grant application from Des Moines Farmers Market for the 2022 Senior Low**
30 **Income Healthy Eating Initiative project for approval at the next Board of Supervisors**
31 **meeting.**

32 The subcommittee reviewed the grant application from the City of Kent for the Urban Natural
33 Resources Management Program Phase 1 and asked if the applicant could attend the next grant
34 subcommittee meeting to discuss how this proposal is different from the Green Kent Partnership
35 program KCD funded for many years and how this version of the program will be more successful
36 as well as how it builds upon previous investments.

37 The subcommittee reviewed the Environmental Science Center application for the Environmental
38 Heroes 2022-23 Improving Watershed Health Through Education and Outreach project. They
39 requested a presentation about the first year of this impressive program involving 8 jurisdictions
40 at the next Board meeting.

41 **Haugen moved, Mosby seconded, unanimously passed a motion to recommend the Member**
42 **Jurisdiction grant application from Environmental Science Center for the Environmental**
43 **Heroes 2022-23 Improving Watershed Health Through Education and Outreach project for**
44 **approval at the next Board of Supervisors meeting.**

45 Amendments

46 **Mosby moved, Haugen seconded, unanimously passed a motion to approve the amendment**
47 **request from The Common Acre for The Greenline project extending the completion date as**
48 **from October 31, 2021 to August 31st, 2022.**

49 Close outs

50 **Knutsen moved, Haugen seconded, unanimously passed a motion to close the Hip Hop is**
51 **Green Cherry Street Farm, Lab & Culinary Anthropology grant agreement.**

52 **Bush-Bollay moved, Haugen seconded, unanimously passed a motion to close the King**
53 **County – 2021 Keeping Farmers Farming, King County Agriculture Program.**

54 The subcommittee discussed developing a policy that allows staff to approve amendments and
55 then inform the subcommittee of those approvals. Saavedra suggested that allowing staff to
56 approve extensions up to a year. Saavedra was asked to bring a proposal to the next meeting.

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

Monday, March 28th, 2022

Haugen moved; Mosby seconded unanimously passed a motion to adjourn the meeting at 6:15 pm

Authorized Signature

Date

Summary of Motions

Mosby moved, Bush-Bollay seconded, unanimously passed a motion to approve the agenda as amended.

Knutsen moved, Mosby seconded, unanimously passed a motion to recommend the Member Jurisdiction grant application from Des Moines Farmers Market for the 2022 Senior Low Income Healthy Eating Initiative project for approval at the next Board of Supervisors meeting.

Haugen moved, Mosby seconded, unanimously passed a motion to recommend the Member Jurisdiction grant application from Environmental Science Center for the Environmental Heroes 2022-23 Improving Watershed Health Through Education and Outreach project for approval at the next Board of Supervisors meeting.

Mosby moved, Haugen seconded, unanimously passed a motion to approve the amendment request from The Common Acre for The Greenline project *extending the completion date as from October 31, 2021 to August 31st, 2022.*

Knutsen moved, Haugen seconded, unanimously passed a motion to close the Hip Hop is Green Cherry Street Farm, Lab & Culinary Anthropology grant agreement.

Bush-Bollay moved, Haugen seconded, unanimously passed a motion to close the King County – 2021 Keeping Farmers Farming, King County Agriculture Program.

Haugen moved; Mosby seconded unanimously passed a motion to adjourn the meeting at 6:15 pm

King Conservation District Board of Supervisors Meeting

Agenda Action Briefing/Report

Meeting Date: April 11th, 2022

AI 22-018

SUBJECT: AI 22

- Motion to approve the Member Jurisdiction grant application from the City of Environmental Science Center for the Environmental Heroes 2022-23: Improving Watershed Health Through Education and Outreach project

FISCAL IMPACT

- The applicant is requesting \$40,000.00 from eight different KCD Member Jurisdiction Funds, view the attached budget and partners listed below for details.

POLICY CONSIDERATION

This proposal addresses the following natural resource improvement actions

- Education and Outreach

PRINCIPAL PARTNERS

- Cities of Renton, Burien, Normandy Park, Des Moines, Tukwila, Auburn, SeaTac, and Kent

BACKGROUND

This proposal was reviewed at the last grant subcommittee meeting. This is an education project that proposes to increase public awareness of watershed health and salmon habitat protection through student field study programs. Students and their families learn positive behavior changes to improve water quality of Puget Sound.

EFFECTIVE DATE:

- If approved, this Motion becomes effective on the date of approval.
- The grant project proposes to start on 04/01/2022 and end on 02/29/2024

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 \$40,000.00 from multiple KCD Member Jurisdiction funds as detailed in the application budget for the *Environmental Science Center Environmental Heroes 2022-23: Improving Watershed Health Through Education and Outreach project*

Environmental Heroes 2022-23: Improving Watershed Health Through Education and Outreach

Member Jurisdiction Grant Program

Environmental Science Center

Dr. Tara Luckie
126 SW 148th Street, Suite C100-90
Burien, WA 98166

tara@environmentalsciencecenter.org
O: 206-248-4266

Kelly Steffen

kelly@environmentalsciencecenter.org

Application Form

Summary Information

Project Title*

Environmental Heroes 2022-23: Improving Watershed Health Through Education and Outreach

Project Description - Short*

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

Environmental Science Center will increase public awareness of watershed health and salmon habitat protection through student field study programs. Students and their families learn positive behavior changes to improve water quality of Puget Sound.

Principal Partners (if any)

Cities of Renton, Burien, Normandy Park, Des Moines, Tukwila, Auburn, SeaTac, and Kent

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.

\$40,000.00

Total Project Cost*

\$465,096.00

Total Matching Funds (optional)

\$222,278.00

Project Start Date*

04/01/2022

Project End Date*

02/29/2024

Close Date

Project Location*

Address, Parcel #, OR L&L Points, for site specific projects only.

If more than two locations, state “multiple” and explain.

Multiple: Field studies take place at Seahurst Park (Burien), The Cove (Normandy Park), Renton Community Center (Renton), Mill Creek Earthworks Park (Kent), Clark Lake (Kent), Mary Olson Farm (Auburn)

Jurisdiction

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

Burien

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.

0

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.

0

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 Environmental Science Center (ESC) promotes environmental stewardship and academic achievement through science-based education. We help people feel a deeper connection and a motivation to

want to protect the environment by using nature as our teacher at local beaches, streams, forests, school gardens, and classrooms.

This project is for our two school-based field programs – Salmon Heroes and Beach Heroes. Salmon and Beach Heroes are high-quality, small-group science experiences for K-8 youth in south King County using self-directed, experiential learning to improve science literacy and increase healthy every-day choices that affect the Salish Sea community. Grant support allows us to remove participation barriers to these experiences by providing transportation subsidies and offering the programs at no or highly-reduced cost to participants.

Both Salmon Heroes and Beach Heroes work with several school districts in the south King County region including Highline (cities of Burien, Des Moines, Normandy Park, and SeaTac, along with unincorporated King County), Tukwila, Renton, Kent and Auburn. Beach Heroes is designed for K-3rd grade classes while Salmon Heroes works with 4th-8th grade classes. A Salmon Heroes teacher professional development component also reaches 4th-8th grade teachers throughout all the districts listed above.

Beach Heroes Details:

ESC's Beach Heroes program for K-3rd grade students integrates current environmental issues into marine-organism science units to help students connect with and better understand the nearshore environment. Students are mentored and encouraged to hone science skills such as observation and inquiry and spend time during the program improving the quality of the habitat.

ESC's Beach Heroes program goal is to introduce local students to the organisms found during low-tide, work to clean up this environment by removing trash, and offer knowledge and resources for them to deepen their relationship with this unique habitat.

The two parts of Beach Heroes are:

- Pre-field study classroom visit (1-hour): An ESC naturalist first visits the classroom to teach about marine invertebrates and the nearshore habitat. Students prepare a beach field journal to bring on their field trip.
- Outdoor field-study at Seahurst Beach (2-hours): All students then visit Seahurst Park in Burien for two hours during a low-tide. They work in small, naturalist-led groups to explore the beach and partake in hands-on activity to learn about the importance of forage fish. While exploring with their naturalist, students remove trash they find along the beach. Stewardship messaging is emphasized to ensure explorations do not negatively contribute to environmental impact.
- Advanced Beach Heroes option: Students in 2nd or 3rd grade who may have already participated in the Beach Heroes program in previous years have the option to participate as Advanced Beach Heroes. Advanced Beach Heroes students follow a similar program listed above with an additional classroom lesson to practice with the scientific tools they will be using in the field. During their two-hour field study, the students will spend part of their time collecting data for their community science project.

Beach Heroes Objectives:

Student will develop observation skills and be encouraged to safely explore and ask questions about the animals and plants on our Pacific Northwest beaches. Students will learn how to become good stewards of the beach to protect the habitat.

Beach Heroes Outcomes:

Beach Heroes will serve 80 classes (approximately 1,600 students) during our spring 2022 field season. Beach Heroes will serve an additional 80 classes during our spring 2023 field season (160 classes and 3,200 students total). The program is evaluated using pre- and post-program assessments. These assessments ask students to define a healthy habitat and ways they can take personal action to keep the beach healthy and protect the animals that live in this habitat. Beach Heroes will be deemed successful if 70% of students show 1) increased knowledge of the concepts covered and 2) improved social responsibility.

Beach Heroes General Timeline:

- Late Winter: Edit curriculum, recruit classes (reach out to schools with more than 45% of students qualifying for free and reduced-priced meals first), hire and train naturalists
- Spring: Teach Beach Heroes program to south King County schools (1-hour classroom program and 2-hour field study)
- Summer: Analyze teacher evaluations, student pre- and post-assessments, debrief naturalists, and write program reports

Salmon Heroes Details:

Salmon Heroes is a four-part, six-hour education and stewardship program. Using salmon as a local phenomenon to center the program, Salmon Heroes goals are to improve environmental literacy by using field-based education experiences to encourage positive connections to local, natural settings, to increase awareness and understanding of limiting factors (including the local water quality) to salmon survival, and to improve stewardship behaviors to keep our waters healthy for salmon and humans alike. During Salmon Heroes, students are investigating the questions “Is this a healthy watershed for salmon survival?” and “How do human activities impact the watershed?”. A complimentary teacher professional development component will help give teacher confidence to complete school campus stewardship action projects.

The four parts of Salmon Heroes are:

- Pre-field study classroom visit (1-hour): During the initial classroom lesson, students will engage in hands-on activities that explore the water quality and habitat needs of salmon as well as the challenges to survival that salmon face during each stage of their life cycle.
- Outdoor field study at local stream or river (3-hours): During the three-hour outdoor field study at a salmon-bearing stream or river in their local watershed, students develop inquiry skills and learn through hands-on exploration at the following stations: water quality testing, nature hike, site history and watershed issues, salmon dissection and scientific illustration
- Post-field study classroom visit (1-hour): During the synthesis lesson, students will analyze the water quality data they collected in the field. Students lead discussions of potential sources for common stormwater pollutants (such as tire dust, fertilizer, dog waste, carbon dioxide, and car oil) and work in small groups to brainstorm positive actions they can take in their community and with their families. Students also see a real-world solution by using natural filtering materials such as rocks, mulch, and moss to help filter a dirty stormwater sample.
- (Optional) School Campus Environmental Action Project: Students will then have the skills and knowledge to take action and participate in an optional stewardship project on their school grounds. Optional activities include trash pick-up, storm drain stenciling, or campus restoration project.

Salmon Heroes Objectives:

Students will build knowledge and understanding of watersheds, salmon habitat needs, and human impacts on salmon habitat. Students will pledge to improve stewardship behavior and to share this information with parents/guardians. Teacher participants will increase their local knowledge and understanding of salmon habitat needs and challenges they face including stormwater pollution. Teachers will collaborate with peers and practice guiding students through quality outdoor stewardship activities.

Salmon Heroes Outcomes:

During our fall 2022 field season, Salmon Heroes will reach 115 classes (approximately 2,750 students). During the fall 2023 field season, Salmon Heroes will reach an additional 115 classes (230 classes total and 5,500 students). Student assessments ask them to define a healthy habitat and ways they can take personal action to keep the watershed healthy and protect the habitat. Salmon Heroes will be deemed successful if 70% of students show 1) increased knowledge of the concepts covered and 2) improved social responsibility. A minimum of 40 teacher participants will acquire strategies to implement standards-correlated lessons involving quality outdoor experiences for students. In addition, teacher participants will deliver powerful learning experiences using a physical tool kit that supports outdoor learning.

General Salmon Heroes Timeline:

- Early Fall: Edit curriculum, recruit classes (reach out to schools with more than 45% of students qualifying for free and reduced-priced meals first), hire and train naturalists

- Fall and Winter: Teach Salmon Heroes program to south King County schools (1-hour pre-classroom program, 3-hour field study, 1-hour post-classroom program, stewardship action project)
- Late Winter: Analyze teacher evaluations, student pre- and post-assessments, debrief naturalists, and write program reports, recruit teachers for professional development workshop series
- Late Winter/Early Spring: Teach Salmon Heroes teacher PD workshop series to south King County teachers
- Spring: Analyze teacher evaluations, distribute stipends and STEM clock hours, and write program reports

COVID-19 Adaptations:

During the 2020-21 school year, ESC staff and naturalists adapted both programs to a completely virtual format. The program was still offered in distinct sections either through live classes taught over Zoom or through short pre-recorded video segments. Field studies were live-streamed directly from the rivers/beaches to still allow students to experience the environment. ESC has continued to use this model or adapt as needed if it is not safe to bring students to off-site field trips.

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.

ESCs' Salmon Heroes and Beach Heroes programs will reach 8,700 students over two years (April 2022-February 2024). Each program will contain both classroom lessons and field study components at local beaches and rivers/streams detailed above.

Both Beach Heroes and Salmon Heroes students will take a pledge at the end of their program to take action to protect and conserve their local environment. To honor their commitment, they receive a pledge card they can take home. Students also bring home a flyer to caregivers to share what they learned and encourage more stewardship within the family. This flyer is translated into multiple languages (English, Spanish, Vietnamese, and Somali) and includes guiding questions to further foster inquiry and discussion at home.

Program Evaluation and Outcomes/Measurements:

To evaluate both programs, ESC staff will utilize a combination of student pre- and post-assessments, teacher surveys, and informal staff and partner debriefs. All participating students (for both Beach Heroes and Salmon Heroes) are asked to complete a pre-assessment before/at the beginning of the first visit. The assessment asks students to draw a healthy habitat (beach or salmon specific depending on the program). Having students express their knowledge by drawing pictures instead of only using words allows us to reduce language barriers for students who are English Language Learners (approximately 26% of our target audience). An additional stewardship piece asks students to describe three stewardship behaviors important to environmental health. After students participate in the program, they complete a post-assessment which is the exact same as the pre-assessment. Students are also given the opportunity to participate in a pledge to personally take responsibility for actions that improve the health of local habitats.

Teachers will also be asked to fill out a survey to ensure that the program meets academic needs and is successful in engaging their students. Feedback from teachers and program staff is continuously collected so that immediate improvements can be made when necessary. At the end of every season, we hold a debrief session with our staff and partners to assess the program. All feedback and evaluation results are taken into account while making curriculum revisions for the next year.

Proposed Outcome 1:

Students and teachers in south King County will participate in the Salmon Heroes and Beach Heroes program to help connect with and better understand their local nearshore and stream/river environments.

Measurements: 160 classes (approximately 3,200 students) will participate in the nearshore-focused environmental education program, Beach Heroes, during the spring seasons of 2022 and 2023. 30 of those classes (approximately 600 students) will take part in the Advanced Beach Heroes shoreline monitoring community science project. 230 classes (approximately 5,500 students) will participate in the river-focused environmental education program, Salmon Heroes, during the fall seasons of 2022 and 2023. An additional 40 teachers will participate in the complimentary Salmon Heroes-focused teacher professional development workshop series.

Proposed Outcome 2:

Students in south King County will gain a deeper understanding of these environments and understand stewardship actions they can take to protect the waters of the Salish Sea.

Measurements: At least 70% of students will improve both their knowledge of the nearshore/river habitats and knowledge of stewardship actions based on classroom and field experiences.

Proposed Outcome 3:

Teachers in south King County will have access to state and local curriculum supported field experiences and increased confidence to incorporate outdoor environmental action projects on their school campuses.

Measurements: At least 80% of teachers will rate the programs as effective in aligning to curriculum standards, educating their students, and inspiring stewardship actions. At least 80% of teacher professional development participants will increase their confidence in leading schoolyard environmental action projects.

Program Timeline:

Beach Heroes is taught during the spring months of March-June and Salmon Heroes is taught from September-January. The complimentary teacher professional development workshop series occurs March-May. A detailed timeline for both programs can be found below.

March 2022:

Teachers from south King County School Districts will register for the Beach Heroes program. Registration will be offered first to schools where over 75% of students qualify for Free or Reduced-Price Meals (FRPM). A second tier of registration will be open to schools where 45-75% qualify for FRPM. ESC will review and edit curriculum materials and seasonal naturalists will be hired and trained for the program. Packets of materials, translated into Spanish, Vietnamese, Somali, and Amharic, will be printed and assembled for distribution to registered students. Materials will include Beach Heroes field journals and family take-home letters. All materials will also be available for download for free on our website. Teachers from the Salmon Heroes program will have the opportunity to sign up for a free professional development workshop series beginning in March 2022.

April through June 2022:

Students will participate in an introductory classroom lesson and a 2-hour field study to Seahurst Beach. 2nd and 3rd grade students will participate in the Advanced Beach Heroes community science project during their field trip. All students will pick up trash at Seahurst during their field study. At the completion of the Professional Development workshop series, teacher attendees will complete their program evaluation and receive the STEM clock hours, stipends, and classroom materials to help lead successful schoolyard environmental action projects.

June through July 2022:

ESC will evaluate the program using teacher surveys and student assessments. The student assessment will be picture/drawing-based to allow us to reduce language barriers for students who are English Language Learners. Student stewardship drawings will be highlighted both on ESC's social media and in print outside our building for all park visitors to see.

August 2022:

Teachers from south King County School Districts will register for the Salmon Heroes program. Registration will be offered first to schools where over 75% of students qualify for Free or Reduced-Price Meals (FRPM). A second tier of registration will be open to schools where 45-75% qualify for FRPM. ESC will

review and edit curriculum materials and seasonal naturalists will be hired and trained for the program. Packets of materials, translated into Spanish, Vietnamese, Somali, and Amharic, will be printed and assembled for distribution to registered students. Materials will include Salmon Heroes field journals and family take-home letters. All materials will also be available for download for free on our website.

September 2022 through January 2023:

Students will participate in all three parts of the Salmon Heroes program: an introductory classroom lesson, a 3-hour field study to a local river, and a synthesis classroom lesson. Additional classes will have the option of participating in a schoolyard stewardship action project with assistance from ESC. Teachers will have the option to sign up for a professional development workshop series to help guide this work.

January through February 2023:

ESC will evaluate the Salmon Heroes program using teacher surveys and student assessments. The student assessment will be picture/drawing-based to allow us to reduce language barriers for students who are English Language Learners.

Timeline will be repeated from March 2023-February 2024

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-ESC-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.

ESC Member Jurisdictions Letters of Support 2022.pdf

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.

2022 ESC KCD program supplemental materials.pdf

Natural Resource Improvement Actions- Criteria Checklist

You must select at least one natural resource improvement action, otherwise your application is not eligible. However, please only select "yes" below the action that your project **directly** addresses.

Direct Improvement of Natural Resource Conditions*

To improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects (*examples include supporting private property owners with land stewardship, water quality, aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land*)

Does your project directly address this issue?

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?

No

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.

Kelly Steffen

Title

Grants and Programs Manager

Date*

03/17/2022

File Attachment Summary

Applicant File Uploads

- 2022-ESC-KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx
- ESC Member Jurisdictions Letters of Support 2022.pdf
- 2022 ESC KCD program supplemental materials.pdf



Member Jurisdiction Grant Program

Grant Application Project Budget Form

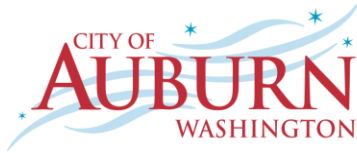
Promoting sustainable uses of natural resources
through responsible stewardship

Project Name	Environmental Heroes 2022-23: Improving Watershed Health Through Education and Outreach										
Applicant	Environmental Science Center										
Contact	Kelly Steffen										
Mailing Address	126 SW 148th Street, Suite C100-90, Burien, WA 98166										
E-mail	Kelly@EnvironmentalScienceCenter.org									Project Start Date:	4/1/2022
Phone	206-248-4266									Project End Date:	2/29/2024

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

Budget Item	KCD Funds	Auburn	Burien	Des Moines	Kent	Normandy Park	Renton	SeaTac	Tukwila	Other Funds	Other Funds	Total
										(Secured Funding: King County Flood Control District WRIA 9, King County WaterWorks grant, Port of Seattle - South King County Fund, WA RCO - No Child Left Inside Fund)	(Pending Funding: King County Flood Control District WRIA 8, EPA EE grant, Moccasin Lake Foundation, The Russell Family Foundation; In progress: Snoqualmie Tribe, Horizons Foundation, Individual Donations)	
Salaries & Benefits	\$35,800	\$4,231	\$9,707	\$5,176	\$7,360	\$215	\$3,903	\$4,164	\$1,044	\$173,731	\$100,735	\$346,066
Travel/ Meals/ Mileage (for volunteers, staff)	\$1,200	\$142	\$325	\$174	\$247	\$7	\$131	\$139	\$35	\$12,500	\$5,200	\$20,100
												\$0
												\$0
												\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
												\$0
												\$0
Field Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,410	\$10,190	\$28,600
Contracted/ Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0
Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0
Other: indirect costs	\$3,000	\$355	\$813	\$434	\$617	\$18	\$327	\$349	\$87	\$17,637	\$86,693	\$110,330
Other: (specify)		\$4,728	\$10,845	\$5,784	\$8,224	\$240	\$4,361	\$4,652	\$1,166			
Other: (specify)												\$0
Other: (specify)												\$0
Other: (specify)												\$0
TOTAL	\$40,000									\$222,278	\$202,818	\$465,096

Total Project Cost	\$465,096
Total Match	\$425,096
Amount of KCD Funding Requested	\$40,000
Match Percentage	91%



Nancy Backus, Mayor

25 West Main Street * Auburn WA 98001-4998 * www.auburnwa.gov * 253-931-3000

January 20, 2022

Joanna Stodden, Executive Director
Environmental Science Center
126 SW 148th Street, Suite C100-90
Burien, WA 98166

RE: Letter of Commitment as Partner for the Environmental Heroes grant

Dear Ms. Stodden:

I am writing to express my support for the Environmental Science Center's King Conservation District's Member Jurisdiction grant application - Environmental Heroes: Improving Watershed Health and Salmon Habitat Through Education and Outreach. With the partnership of the Environmental Science Center, we will engage students in watershed and water quality issues in south King County.

The city of Auburn is authorizing the Environmental Science Center to apply for the member jurisdiction grant. The city of Auburn will contribute \$4,728 of its King Conservation District's funding towards the two-year project (2022-2023).

I am excited to support this proposal by the Environmental Science Center and pledge our commitment to work collaboratively toward this project. We believe our support and commitment will significantly improve students' knowledge of water quality issues and increase positive stewardship behaviors supporting a healthier watershed for all. We look forward to working with you on this endeavor.

Sincerely,

A handwritten signature in cursive script that reads "Jeff Tate".

Jeff Tate
Director of Community Development
City of Auburn
253-804-5036



City of Burien
400 SW 152nd Street
Suite 300
Burien, WA 98166-1911

P 206.241.4647
F 206.248.5539

burienwa.gov

February 23, 2022

Joanna Stodden
Environmental Science Center
126 SW 148th Street, Suite C100-90
Burien, WA 98166

RE: Letter of Commitment as Partner for the Environmental Heroes grant

Dear Ms. Stodden:

I am writing to express my support for the Environmental Science Center's Beach Heroes program. With the support of the Environmental Science Center (ESC), students, teachers, and families will engage in an environmental stewardship program which improves the quality of life and livability of our community. ESC is located within a Burien Park and has worked with Burien Parks, Recreation, and Cultural Services since inception in 2000. The Beach Heroes program is a high-quality environmental education program that ESC has provided to the surrounding public schools for years. We feel that ESC supports the City of Burien's goals to continue to foster a vibrant and creative community where residents embrace diversity, celebrate arts and culture, promote vitality, and treasure the environment. The Beach Heroes program helps us in the effort to educate the public on respecting our natural resources, protecting our waterways, and learning about the importance of nearshore habitat and alternatives to seawalls.

Our Parks, Recreation and Cultural Services Department and Public Works Department work with ESC on a variety of topics and programs throughout the year. Their use of our facilities aligns with our goals and encourages a broad audience to utilize these public resources.

I am excited to support this proposal by the Environmental Science Center. The city of Burien is authorizing the Environmental Science Center to apply for the member jurisdiction grant. The city of Burien will contribute \$10,845 of its King Conservation District's funding towards the two-year project (2022-2023).

Sincerely,
Casey Stanley

Casey Stanley
Recreation Manager, City of Burien



City of Des Moines

PLANNING, BUILDING AND PUBLIC WORKS
www.desmoineswa.gov
21650 11TH AVENUE SOUTH
DES MOINES, WASHINGTON 98198-6317
(206) 870-6522 FAX (206) 870-6596



March 15, 2022

Joanna Stodden, Executive Director
Environmental Science Center
126 SW 148th Street, Suite C100-90
Burien, WA 98166

RE: Letter of Commitment as Partner for the Environmental Heroes grant

Dear Ms. Stodden:

I am writing to express my support for the Environmental Science Center's King Conservation District's Member Jurisdiction grant application - Environmental Heroes: Improving Watershed Health and Salmon Habitat Through Education and Outreach. With the partnership of the Environmental Science Center, we will engage students in watershed and water quality issues in south King County.

The city of Des Moines is authorizing the Environmental Science Center to apply for the member jurisdiction grant. The city of Des Moines will contribute \$5,784 of its King Conservation District's funding towards the two-year project (2022-2023).

I am excited to support this proposal by the Environmental Science Center and pledge our commitment to work collaboratively toward this project. We believe our support and commitment will significantly improve students' knowledge of water quality issues and increase positive stewardship behaviors supporting a healthier watershed for all. We look forward to working with you on this endeavor.

Sincerely,

3/15/2022

Andrew Merges, PE, Executive MPA
Public Works Director

**OPERATIONS**

Garin Lee
Superintendent
220 4th Avenue South
Kent, WA 98032
Fax: 253-856-6120

PHONE: 253-856-5131

March 11, 2022

Joanna Stodden, Executive Director
Environmental Science Center
126 SW 148th Street, Suite C100-90
Burien, WA 98166

RE: Letter of Commitment as Partner for the Environmental Heroes grant

Dear Ms. Stodden:

I am writing to express my support for the Environmental Science Center's King Conservation District's Member Jurisdiction grant application - Environmental Heroes: Improving Watershed Health and Salmon Habitat Through Education and Outreach. With the partnership of the Environmental Science Center, we will engage students in watershed and water quality issues in south King County.

The city of Kent is authorizing the Environmental Science Center to apply for the member jurisdiction grant. The city of Kent will contribute \$8,224 of its King Conservation District's funding towards the two-year project (2022-2023).

I am excited to support this proposal by the Environmental Science Center and pledge our commitment to work collaboratively toward this project. We believe our support and commitment will significantly improve students' knowledge of water quality issues and increase positive stewardship behaviors supporting a healthier watershed for all. We look forward to working with you on this endeavor.

Sincerely,

A handwritten signature in black ink, appearing to read "Garin Lee", with a stylized flourish at the end.

Garin Lee
Park Operations Superintendent
Parks, Recreation and Community Services Dept.
City of Kent



January 31, 2022

Joanna Stodden, Executive Director
Environmental Science Center
126 SW 148th Street, Suite C100-90
Burien, WA 98166

RE: Letter of Commitment as Partner for the Environmental Heroes grant

Dear Ms. Stodden:

I am writing to express my support for the Environmental Science Center's King Conservation District's Member Jurisdiction grant application - Environmental Heroes: Improving Watershed Health and Salmon Habitat Through Education and Outreach. With the partnership of the Environmental Science Center, we will engage students in watershed and water quality issues in south King County.

The City of Normandy Park is authorizing the Environmental Science Center to apply for the member jurisdiction grant. The city of Normandy Park will contribute \$240 of its King Conservation District's funding towards the two-year project (2022-2023).

I am excited to support this proposal by the Environmental Science Center and pledge our commitment to work collaboratively toward this project. We believe our support and commitment will significantly improve students' knowledge of water quality issues and increase positive stewardship behaviors supporting a healthier watershed for all. We look forward to working with you on this endeavor.

Sincerely,

A handwritten signature in blue ink that reads "Amy Arrington". The signature is fluid and cursive.

Amy Arrington
City Manager

Armondo Pavone
Mayor



Parks & Recreation Kelly Beymer, Administrator

March 1, 2022

Joanna Stodden, Executive Director
Environmental Science Center
126 SW 148th Street, Suite C100-90
Burien, WA 98166

RE: Letter of Commitment as Partner for the Environmental Heroes grant

Dear Ms. Stodden:

I am writing to express my support for the Environmental Science Center's King Conservation District's Member Jurisdiction grant application - Environmental Heroes: Improving Watershed Health and Salmon Habitat Through Education and Outreach. With the partnership of the Environmental Science Center, we will engage students in watershed and water quality issues in south King County.

The city of Renton is authorizing the Environmental Science Center to apply for the member jurisdiction grant. The city of Renton will contribute \$4,361 of its King Conservation District's funding towards the two-year project (2022-2023).

I am excited to support this proposal by the Environmental Science Center and pledge our commitment to work collaboratively toward this project. We believe our support and commitment will significantly improve students' knowledge of water quality issues and increase positive stewardship behaviors supporting a healthier watershed for all. We look forward to working with you on this endeavor.

Sincerely,

A handwritten signature in cursive script that reads "Carrie Nass".

CARRIE NASS, MPH
CITY OF RENTON | PARKS AND RECREATION DEPARTMENT | Recreation Division Director
cnass@rentonwa.gov | 425-282-9367 (call/text)
Creating an active, vibrant, connected community!



January 27, 2022

Joanna Stodden, Executive Director
Environmental Science Center
126 SW 148th Street, Suite C100-90
Burien, WA 98166

RE: Letter of Commitment as Partner for the Environmental Heroes grant

Dear Ms. Stodden:

I am writing to express my support for the Environmental Science Center's King Conservation District's Member Jurisdiction grant application - Environmental Heroes: Improving Watershed Health and Salmon Habitat Through Education and Outreach. With the partnership of the Environmental Science Center, we will engage students in watershed and water quality issues in south King County.

The city of SeaTac is authorizing the Environmental Science Center to apply for the member jurisdiction grant. The city of SeaTac will contribute \$4,652 of its King Conservation District's funding towards the two-year project (2022-2023).

I am excited to support this proposal by the Environmental Science Center and pledge our commitment to work collaboratively toward this project. We believe our support and commitment will significantly improve students' knowledge of water quality issues and increase positive stewardship behaviors supporting a healthier watershed for all. We look forward to working with you on this endeavor.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan Smith".

Dan Smith
City of Seatac Public Works
Maintenance Operations Supervisor
(206) 973-4778
dsmith@seatacwa.gov



City of Tukwila

Allan Ekberg, Mayor

Public Works Department – Hari Ponnekanti, Director/City Engineer

February 24, 2022

Joanna Stodden, Executive Director
Environmental Science Center
126 SW 148th Street, Suite C100-90
Burien, WA 98166

RE: Letter of Commitment as Partner for the Environmental Heroes grant

Dear Ms. Stodden:

I am writing to express my support for the Environmental Science Center's King Conservation District's Member Jurisdiction grant application - *Environmental Heroes: Improving Watershed Health and Salmon Habitat Through Education and Outreach*. With their excellent *Salmon Heroes* and *Beach Heroes* classes, the Environmental Science Center will engage students in south King County and within our city in salmon habitat, watershed and water quality issues in fun hands-on and in-class settings (following established Covid safety protocols).

The city of Tukwila is authorizing the Environmental Science Center to apply for the member jurisdiction grant. The city of Tukwila will contribute \$1,166 of its King Conservation District's funding towards the two-year project (2022-2023).

I am excited to support this proposal by the Environmental Science Center and pledge our commitment to work collaboratively toward this project. We believe our support and commitment will significantly improve students' knowledge of water quality issues and increase positive stewardship behaviors supporting a healthier watershed for all. We look forward to working with you on this endeavor.

Sincerely,

Mike Perfetti, PLA
Surface Water Sr. Program Manager

Cc: Heidi Waters, City of Tukwila Urban Environmentalist

Olena Perry, City of Tukwila Volunteer and Events Specialist



Beach Heroes Videos:

<https://youtu.be/YMQNsvivXYM>

Beach Heroes Images:



ESC naturalists guide students on a gentle exploration of a low tide to learn more about the animals and plants that live on our beaches and how to take care of them.



Virtual field lessons live-streamed the field site directly to students over Zoom.

Salmon Heroes Videos:

Salmon Heroes Field Study: <https://www.youtube.com/watch?v=pSPCehu-OjQ>

Salmon Heroes Virtual Field Study: <https://www.youtube.com/watch?v=ALzcfiLRu2Q>

Salmon Heroes Images:

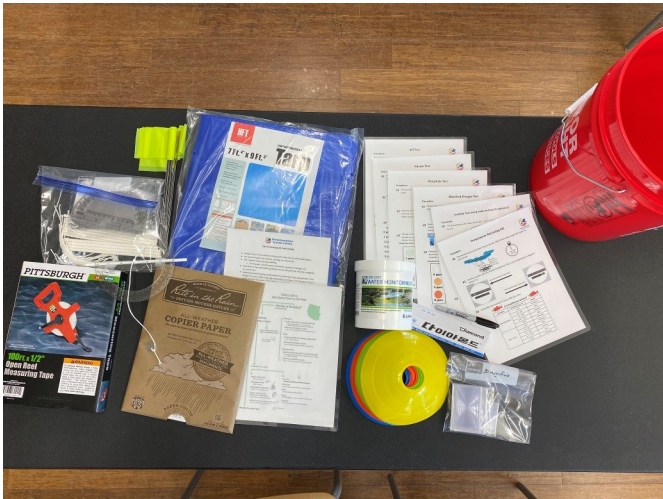


Students test the quality of the water and use observation skills to analyze the health of the habitat during three-hour field studies.



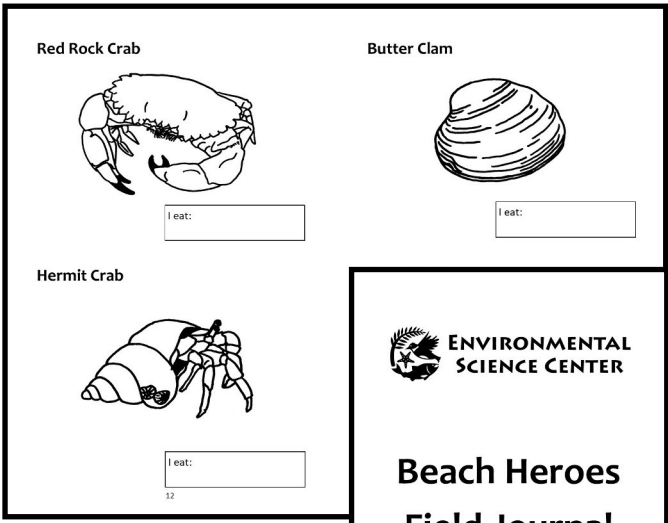
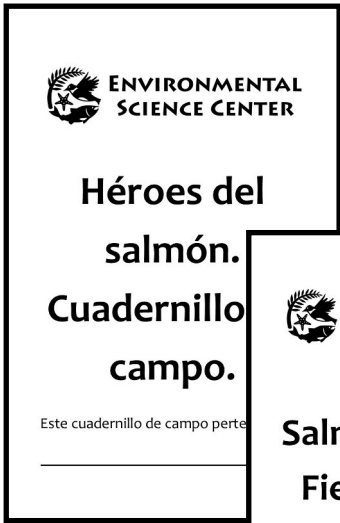
Virtual field lessons live-streamed the field site directly to students over Zoom.

Salmon Heroes Teacher Professional Development Images:



Teachers were given valuable materials to help with outdoor schoolyard investigations and time to practice using them during the Salmon Heroes teacher workshop series.

Field Study Student Journals:



Beach Heroes take home flyer (also translated into different languages)



Learn About Your Child's Recent Virtual Field Trip to the Beach!

What did your child do?

Your child learned about plants and animals they might meet at Seahurst Beach. They also used their field guides to fill in cool facts about the organisms on the beach.

They then visited Seahurst Beach virtually and saw organisms that are normally underwater—uncovered by the low tide! During the field trip, your child made observations, discovered new organisms, and became official Beach Heroes!



OFFICIAL BEACH HERO



- * **S**tep carefully
- * **T**ouch gently with two wet fingers
- * **A**nimals stay where you find them
- * **R**emove only trash
- * **S**hare what you learned!



Want to visit the beach at low tide?

Go to <https://envsciencecenter.org/learn/>

- There are many days this summer where the tide will be low during the day (see the yellow highlighted dates in the calendars on the right). Go to our website and look up the **TIDE CHART** for more details on times!
- Download the **MARINE LIFE IDENTIFICATION GUIDE** to help with your discoveries.

And remember to be beach **STARS** when you visit!!

2021 MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2021 JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2021 JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Your child's experience was made possible by the generous gifts of people just like you! Funding also comes from:

grant logos shown here

Learning for the entire family!

Located at Seahurst Park in Burien, we not only offer classroom programs, but free family programs for all ages! Check out our upcoming programs at

EnvironmentalScienceCenter.Org



Salmon Heroes take home flyer (also translated into different languages)



Learn About Your Child's Recent Salmon Field Trip !

What did your child do?

1. In the classroom your child learned about the salmon lifecycle and what they need in their habitats.
2. Then your child visited a creek (virtually or in-person) to test water quality, dissect a salmon, and explore some of the native plants that provide shade and food for salmon.
3. Back in the classroom, your child analyzed the water quality data to see if the stream was healthy for salmon and other wildlife. They then brainstormed ways they can help salmon by improving their local habitats!

OFFICIAL SALMON HERO

S - Save the trees
T - Turn off the lights
R - Ride your bike
E - Every poop, you scoop
A - All natural gardening
M - Make sure only rain down the storm drain
S - Share what you learned!!



Students take a pledge to become official Salmon Heroes. What can you do to stop stormwater pollution and help salmon?



**Your child's experience
was made possible by the
generous gifts of people
just like you!**

Want to see salmon at a local river?

You and your child can spot salmon locally on many local rivers and streams every fall! Go to King County's website to learn more about Salmon SEE-son:

<http://bit.ly/salmonseeson>

grant logos shown here

Funding also comes from:

Learning for the entire family!

Located at Seahurst Park in Burien, we not only offer classroom programs, but free family programs for all ages! Find out about our upcoming programs at

EnvironmentalScienceCenter.Org



King Conservation District Board of Supervisors Meeting

Agenda Action Briefing/Report

Meeting Date: April 11, 2022

AI 22-019

SUBJECT: AI 22 019

- Motion to approve the Member Jurisdiction grant application from the City of Des Moines Farmers Market for the 2022 Senior Low Income Healthy Eating Initiative project

FISCAL IMPACT

- The applicant is requesting \$15,000.00 from KCD-Des Moines Member Jurisdiction Funds

POLICY CONSIDERATION

This proposal addresses the following natural resource improvement actions

- Education and Outreach
- Pilot and Demonstration Projects
- Capacity Building

PRINCIPAL PARTNERS

- City of Des Moines, Des Moines Legacy Foundatio

BACKGROUND

This proposal was reviewed at the last grant subcommittee meeting. This is a urban agriculture food access project that proposes to help King County low-income senior participants purchase fresh fruits, vegetables, bread and other qualifying food items at the Des Moines Farmers Market through a weekly \$10 free market tokens.

EFFECTIVE DATE:

- If approved, this Motion becomes effective on the date of approval.
- The grant project proposes to start on 06/04/2022 and end on 09/24/2022

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 \$15,000.00 from KCD-Des Moines Member Jurisdiction funds for the City of *Des Moines Farmers Market 2022 Senior Low Income Healthy Eating Initiative project*

2022 Senior Low Income Healthy Eating Initiative

Member Jurisdiction Grant Program

Des Moines Farmers Market

Kim Richmond
P.O. Box 98843
Des Moines, WA 98198

O: 206-595-9971

Kim Richmond

22307 Dock Avenue South
P.O. Box 98843
Des Moines, WA 98198

kim@frogsongfarms.com
O: 206-595-9971

Application Form

Summary Information

Project Title*

2022 Senior Low Income Healthy Eating Initiative

Project Description - Short*

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

Our unique Low Income Senior Healthy Eating Program helps King County low-income senior participants purchase fresh fruits, vegetables, bread and other qualifying food items at the Des Moines Farmers Market through a weekly \$10 free market tokens.

Principal Partners (if any)

City of Des Moines, Des Moines Legacy Foundatio

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.

\$15,000.00

Total Project Cost*

\$15,000.00

Total Matching Funds (optional)

\$0.00

Project Start Date*

06/04/2022

Project End Date*

09/24/2022

Close Date

Project Location*

Address, Parcel #, OR L&L Points, for site specific projects only.

If more than two locations, state "multiple" and explain.

22307 Dock Ave S, Des Moines WA 98198

Jurisdiction

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

Des Moines

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.

33

King County District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

9

Narratives, Budget, & Attachments

Project Description - Detailed*

Provide a description of the project that summarizes what you will do, how you will do it, and why you will do it. Describe target audience, outcomes, objectives and general timelines.

In 2012, the Des Moines Farmers Market began an important partnership with KCD and the City of Des Moines to fill a small part of the food access gap. Our seniors are a valued part of our communities, but many of them find it difficult to make ends meet. Quality fresh food is often priced at a premium at grocery stores, and some have to choose between quality or price, or even go without. Additionally, since the QFC in downtown Des Moines closed in 2013, a greater part of the area has become a food desert, with access to only

convenience store-type groceries for those without reliable vehicle transportation. Many of the seniors who visit the Market are brought by bus from a retirement community, and do not have a personal vehicle.

Since the pandemic began in 2020, the Market continues to work closely with the King County Department of Health to ensure all market shoppers, vendors, staff and volunteers are educated on how to remain safe at the Market, including hand washing and mandatory face coverings for all adults. Additionally, we temporarily added a seniors-only hour from 9-10 am to protect this more vulnerable population. The Market is proud to report that even in the face of daunting challenges, we kept our regular market seasons and were able, with direct support from the City of Des Moines and KCD, to keep this critical food access program alive and well. Attendance to the market grew from 19,000 to more than 32,000 visits, and farm sales grew another 7% (38% from 2019 to 2020). Total KCD Program benefits were up nearly 20% over 2020, and redemption of tokens remained very high at 98.7% (compares to 98.5% in 2020).

We help our seniors, help our farmers, and help our community by giving qualifying seniors \$10 in free tokens, to be used to purchase fruits, vegetables and other staples at the Des Moines Farmers Market.

The project is administered as follows:

1. Identify applicants - returning participants, word of mouth within local retirement communities, signage at the Market and at local senior communities (beginning May and through market season)
2. Take applications - simple one page form to self-declare eligibility at 135% of Federal poverty level or below, age and residency in a KCD-eligible city, verified by market staff (during market season)
3. Dispense tokens - participants are added to a checklist (see attached) and tracked for weekly participation
4. Receive back the \$1 KCD-logo tokens, count and record after each market day

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. Issuance and redemption of KCD grant program market tokens at the Market (and purchase of more tokens to facilitate this)
2. Staff hours to administer the program (promote the program, process applications, hand out tokens, record participation, count redeemed tokens) – approximately 6.5 hours per week at \$17/hr.
3. Reusable shopping bags with KCD and other program partner logos distributed to participants
4. Consistent marketing and display of KCD logos, on applications, website and on the tokens themselves, to recognize KCD's support

Average participation during the 17 Saturdays during 2021 was 41 seniors per market day (compares to 27 prior year), with an average of \$684 redeemed (compares to prior year average redemption of \$510). The improvement in redemption goes 100% to farm and food vendor sales, and was a result of both some redemption from prior year token distribution, and repeat participation throughout the 2021 season.

The Senior Healthy Eating Initiative helps our farms and farmers, increasing sales in the Market dollar for dollar of KCD tokens distributed (\$11,780 in 2020). The redemption rate is high, with 98.7% of all tokens distributed during the season redeemed. There is overlap in redemption both with the prior year and tokens that will be redeemed in 2021, as tokens don't expire and can be used at a later date. It is our intent to honor these tokens regardless of whether we receive 2022 grant funding. While a small percentage of total farm sales, the KCD sales represent more than \$600 average per market day in additional revenue to farmers, encouraging continued farming and direct-to-the-consumer sales of fresh produce. Beyond the numbers, the response from participants is overwhelmingly positive. For some, we've given them hope, health, and safe source of healthy food in a pandemic crisis. In many cases, seniors are able to combine their KCD grant tokens with EBT and Fresh Bucks, significantly expanding their resources for fresh food purchases at the market (ex. \$10 KCD plus \$10 EBT plus Market Bucks match equals \$30). Our program recipients have been and remain a part of our bigger Des Moines family. We see singles, couples, and (in a normal year) whole apartment groups and are on a first-name basis with many. We estimate more than 50% of participants return every year, and have noticed a big increase in ethnic and racial diversity, which we hope to track in 2022.

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!*

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

Senior Healthy Eating Initiative Support Letter 02.28.2022.pdf

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.

IMG_4618.JPG

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?

Yes

Project Type*

Agriculture, Urban

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.

Kim A. Richmond

Title

President

Date*

03/25/2022

File Attachment Summary

Applicant File Uploads

- KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form 2022.xlsx
- Senior Healthy Eating Initiative Support Letter 02.28.2022.pdf
- IMG_4618.JPG



Member Jurisdiction Grant Program

Grant Application Project Budget Form

Promoting sustainable uses of natural resources through responsible stewardship

Project Name	Des Moines Farmers Market Senior Low-Income Healthy Eating Initiative		
Applicant	Des Moines Farmers Market		
Contact	Kim Richmond		
Mailing Address	PO Box 98843, Des Moines WA 98198		
E-mail	kim@frogsongfarms.com	Project Start Date:	6/4/2022
Phone	206-595-9971	Project End Date:	10/31/2022

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	Other Funds	Total
		(identify source and status of matching funds here ex. Rose Foundation - Pending)	Des Moines Legacy Foundation	
Salaries & Benefits	\$2,000			\$2,000
Travel/ Meals/ Mileage (for - volunteers, staff)				\$0
Direct Benefit (\$1 tokens)	\$12,250		any overages, up to \$2,000	\$12,250
				\$0
Wooden Tokens	\$250			\$250
Office Supplies	\$100			\$100
Canvas Totes	\$400			\$400
				\$0
Field Supplies				\$0
Contracted/ Professional Services				\$0
Permits				\$0
Other: (specify)				\$0
Other: (specify)				\$0
Other: (specify)				\$0
Other: (specify)				\$0
Other: (specify)				\$0
TOTAL	\$15,000	\$0	\$0	\$15,000

Total Project Cost	\$15,000
Total Match	\$0

Amount of KCD Funding Requested	\$15,000
Match Percentage	0%

Footnotes:



February 28, 2022

Kim Richmond
Des Moines Farmers Market
PO Box 98843
Des Moines WA 98198

Dear Ms. Richmond,

The City of Des Moines approves the Des Moines Farmer's Market grant request of \$15,000 for their 2022 Des Moines Farmers Market Senior Health Eating Initiative to help feed low income seniors.

Best,

A handwritten signature in blue ink, appearing to read "Michael Matthias".

Michael Matthias
City Manager

cc: Susan Cezar, Chief Strategic Officer

The Waterland City



Reports

**KING CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

TO: BOARD OF SUPERVISORS

FROM: ROSA MENDEZ-PEREZ

SUBJECT: EXECUTIVE DIRECTOR REPORT

DATE: APRIL 11TH, 2022

CC: LORNA MISS

Below are highlights of our work over the last month.

- Hiring
 - We completed interviews for our Finance Coordinator position and anticipate a start date for our selected candidate of April 19, 2022.
 - Other employment opportunities under review:
 - Director of Finance & Administration – resumes under review.
 - Community Agriculture Program Coordinator – resumes under review.
 - Temporary Special Projects Coordinator – resumes under review.
 - Finance and Contracts Assistant – interview phase.
 - Senior Director of Stewardship Programs – interview phase.
- Finance and Administration
 - The Classification and Compensation Study is underway. We held a kick-off meeting on March 22nd and formed a steering committee including staff. The consultant created a questionnaire as part of the process for going over job descriptions.
 - The Request for Proposal for a consultant to assist with our strategic planning process and diversity and equity trainings closed on February 25th. After the review process we selected The Athena Group. Their contract is in your materials and includes a scope of work. The scope of work includes: a baseline equity assessment, mission, vision, and values workshops, strategic plan workshops, stakeholder engagement, and internal coaching for our Racial Equity Change Team.
- Program Updates
 - Member Jurisdiction Grants: The grant subcommittee has been working on updating the Member Jurisdiction grant program policy on allowable types of equipment that KCD will fund. An A/V equipment policy was approved. Next, the subcommittee will work on a list of approved urban agricultural/garden equipment. The subcommittee is also interested in proposing a policy that gives

program managers some authority to approve certain types of grant agreement amendments while keeping the subcommittee informed about those approvals.

We held the first meeting of the Advisory Committee Working Group on Member Jurisdiction grants with interested city council representatives from Issaquah and Redmond and SCA staff. We hope to revise the pilot application to re-introduce a question about equity and evaluation. The first meeting provided background and context about the program and need for change.

Look for a booklet in your mailbox about the KCD funded Climate Change Makers Youth Excellence Program by Hip Hop is Green.

For the Seattle Community Partnership grants process, the City of Seattle is finishing up its internal review process of the 33 grant applications submitted. Recommendations from the Director of the Office of Sustainability and Environment should arrive in Rosa's inbox and then the grant subcommittee will review the recommendations at the April 25th grant subcommittee meeting followed by review by the full Board at the May 9th meeting.

- Education Program: On March 24th, the KCD Education Team co-hosted the NW Regional Envirothon competition for students from King and Snohomish counties. There were 4 teams from 3 schools that joined conservation district staff for a fun, in-person field day at Brightwater Center in Woodinville. Students took tests on the natural resource management topics of aquatic ecology, forestry, wildlife, and soils. They also gave a presentation to a panel of judges for the current topic (Waste to Resources). The top scoring team from each county will move on to the Washington State competition in Ellensburg on May 17th. The Team from Foster High School in Tukwila will be representing King County at the state Envirothon competition.

Education Team staff are busy planning the upcoming *Where the Water Begins* workshops for marine shoreline properties that will take place in May and June. We will be back in person for the workshops and beach tours this year after 2 years of holding these trainings remotely.

- The Regional Food Systems program is gearing up to begin the 2022 Competitive Grant process with an anticipated schedule beginning in June. The schedule will include a grant orientation workshop. The program continues to coordinate with King County Local Food Initiative and also met with the United Indians of All Tribes to discuss resources available in the region and other opportunities. Scheduled meeting with the Washington Food Policy Forum on April 7 to include:

Legislative Session Reflection (Status of October 2021 Recommendations, Agency updates to supplemental funding, and member roundtable on bills passing); Report outs from Action Kick-Off calls (State Brand/Marketing effort convening; Farm Bill 2023 Cross-Sector Coordination effort; and Land Use Policy Convening).

- The Riparian Team is wrapping up planting season this month. One of the highlights of the month includes completing the installation of a 7 acre CREP

buffer on Covington Creek. The project resulted in over 5,000 new trees and shrubs installed along 1300 linear feet of salmon bearing stream.

- The Farm Team is continuing to meet targets for farm plans, site visits, and technical assistance. We are also completing a dairy nutrient management plan (DNMP) for a new dairy (DNMP's are state-required documents that conservation districts are required to complete/maintain for dairy farms), coordinating with the Department of Ecology (DOE) and two farms that have been recently required to become CAFO facilities (Confined Animal Feeding Operations) due to water quality exceedances, responding (attending joint site visit, etc.) to DOE referral for a large beef producer, managing six on-going dairy projects co-funded with NRCS and/or KC, and completing field nutrient budgets (prior to spring application) for a dairy CAFO, (per yearly DOE CAFO requirements).
- This quarter, the Forestry Team has done 24 field assessments, written 1 project prescription, and managed the planting of 650 trees and 650 shrubs as well as maintenance on 72 acres. In addition, the team has done 6 wildfire assessments and presented at one workshop with 65 attendees. This Spring, we are busy monitoring past LIP projects to measure success of invasive plant treatments and tree survival. The City of Shoreline has asked KCD to expand the Trees for Rail program to both sides of I-5.
- Engagement:
2022 Native Plant Sale (<https://kingcd.org/2022/03/22/2022-native-plant-sale-puts-67000-plants-into-our-community/>)
The 2022 Native Plant went off largely without a hitch this year. A new system of reserving hour timeslots helped us keep a steady flow of pickups across the weekend. Average pickup times were less than 10 minutes KCD held the Plant Sale at the Tukwila Community Center for the 3rd year. WCC Crews and some KCD staff spend 2-3 days packing the orders and then 2 days distributing them to customers. This year's Native Plant Sale distributed almost 67,000 native trees, shrubs, and groundcovers into communities in King County with just over 1,000 orders and brought in a record revenue of ~\$140,000.

Advisory Committee (<https://kingcd.org/about/advisory-committee/>)

The April Advisory Committee will be held April 12. The Advisory Committee will be hearing from KCD's Evaluation and Shoreline's programs and providing discussion and feedback on those programs.

General Engagement

KCD continues to grow our audiences on social media and the web. This often subtle work increases KCD's visibility to new audiences and increases the likelihood of residents finding KCD when searching for conservation topics. When thinking about Engagement, there are two main kinds – active where we're reaching out to the community through our newsletter, tabling, and events, and passive where the community is looking for information and resources and finds us through referral, internet searching, etc. In March, KCD got 3,358 visits to our website from people searching various conservation topics in Google alone.

Instagram (<https://www.instagram.com/kingconservationdistrict/>)
Twitter (https://twitter.com/king_cd_wa)
Facebook (<https://www.facebook.com/KingConservationDistrict>)
Youtube
(https://www.youtube.com/channel/UCj25b_vHxGi35GrSoUljHOw/videos)

KCD Newsletter
Past Newsletters: <https://kingcd.org/about/newsletters/>

Quarterly Farm Planners' Almanac
<https://mailchi.mp/kingcd.org/kcd-farm-planners-almanac-2022-spring-equinox>

Thank you,

Rosa Méndez-Perez
Executive Director

Finance

King Conservation District
Check Detail
February 2022

AI 22-020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check		02/14/2022	Your Part-Time Controller, LLC	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00
Check		02/28/2022		1020 · US Bank - 0152		-363.89
				8200 · Bank Fees	-363.89	363.89
TOTAL					-363.89	363.89
Bill Pmt -Check	ACH	02/01/2022	UPS	1000 · Bank of America - 0408		-47.90
Bill	E5042	02/01/2022		6910 · Soil Testing	-47.90	47.90
TOTAL					-47.90	47.90
Check	ACH	02/02/2022	Intuit	1000 · Bank of America - 0408		-120.01
			King County	7800 · Professional Services	-120.01	120.01
TOTAL					-120.01	120.01
Bill Pmt -Check	ACH	02/07/2022	US Bank VISA	1000 · Bank of America - 0408		-13,922.32
Bill	012522-VISA	01/25/2022	King County	2010 · Credit Card Payable - 5635	-7,221.67	7,221.67
Bill	012522-VISA	02/07/2022	King County	2010 · Credit Card Payable - 5635	-6,700.65	6,700.65
TOTAL					-13,922.32	13,922.32
Check	ACH	02/07/2022	PayNorthwest	1000 · Bank of America - 0408		-445.99
			King County	7800 · Professional Services	-445.99	445.99
TOTAL					-445.99	445.99
Check	ACH	02/09/2022	Good To Go	1000 · Bank of America - 0408		-2.95
			King County	7700 · Travel	-2.95	2.95
TOTAL					-2.95	2.95
Bill Pmt -Check	ACH	02/14/2022	WA Dept Revenue (DOR)	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00
Check	ACH	02/25/2022	Navia Benefit Solutions Client Pay	1000 · Bank of America - 0408		-130.00
			King County	2240 · FSA Payable	-130.00	130.00
TOTAL					-130.00	130.00
Check	ACH	02/25/2022	PayNorthwest	1000 · Bank of America - 0408		-123.70
			King County	7800 · Professional Services	-123.70	123.70
TOTAL					-123.70	123.70
Check	23319	02/09/2022	PayNorthwest	1000 · Bank of America - 0408		-1,851.00
			King County	7800 · Professional Services	-1,851.00	1,851.00
TOTAL					-1,851.00	1,851.00
Bill Pmt -Check	24146	02/14/2022	Bryant's Tractor & Mower Inc.	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00
Check	24146	02/14/2022	Bryant's Tractor & Mower Inc.	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00
Bill Pmt -Check	24147	02/14/2022	City of Renton Utility Division	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00
Bill Pmt -Check	24148	02/14/2022	Comcast - PA	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00
Bill Pmt -Check	24149	02/14/2022	Comcast Business	1000 · Bank of America - 0408		0.00 *

King Conservation District
Check Detail
February 2022

	Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL						0.00	0.00
	Bill Pmt -Check	24150	02/14/2022	Deborah A. Meisinger	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24151	02/14/2022	Democracy Live, Inc.	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24152	02/14/2022	WA Department of Ecology	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24153	02/14/2022	Ellen Arnstein	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24154	02/14/2022	Foundant Technologies, Inc.	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24155	02/14/2022	Health Care Authority	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24156	02/14/2022	ICS Support, Inc. - InTwo	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24157	02/14/2022	JL Consulting Group LLC	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24158	02/14/2022	Laura & Brandon Green	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24159	02/14/2022	Matthew Mizenko	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24160	02/14/2022	Michael Lasecki	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24161	02/14/2022	National Construction Rentals	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24162	02/14/2022	Orca Sign Company	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24163	02/14/2022	Plan-It Geo LLC	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24164	02/14/2022	Renton Office Park LLC	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24165	02/14/2022	Reverb	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24166	02/14/2022	Robert Half Finance & Accounting	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24167	02/14/2022	Salix Advisors LLC	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00

King Conservation District
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	24168	02/14/2022	State Auditor's Office	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00
Bill Pmt -Check	24169	02/14/2022	Terra Tech	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00
Bill Pmt -Check	24170	02/14/2022	The Seattle Times	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00
Bill Pmt -Check	24171	02/14/2022	US Bank Eq. Finance	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00
Bill Pmt -Check	24172	02/14/2022	US Bank VISA	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00
Bill Pmt -Check	24173	02/14/2022	WACD Plant Materials Center	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00
Bill Pmt -Check	24174	02/14/2022	WFSE	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00
Bill Pmt -Check	24175	02/14/2022	Wild Fish Conservancy	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00
Bill Pmt -Check	24178	02/14/2022	Bryant's Tractor & Mower Inc.	1000 · Bank of America - 0408		-11.91
Bill	241467	02/07/2022	King County:Riparian Restoration / Improvement	6410 · Field Supplies	-11.91	11.91
TOTAL					-11.91	11.91
Bill Pmt -Check	24179	02/14/2022	City of Renton Utility Division	1000 · Bank of America - 0408		-40.19
Bill	013022-CoR	01/30/2022	King County:Riparian Restoration / Improvement	6410 · Field Supplies	-40.19	40.19
TOTAL					-40.19	40.19
Bill Pmt -Check	24180	02/14/2022	Comcast - PA	1000 · Bank of America - 0408		-821.41
Bill	137844434	01/01/2022	King County	6600 · Communications	-407.63	407.63
Bill	139863409	02/01/2022	King County	6600 · Communications	-413.78	413.78
TOTAL					-821.41	821.41
Bill Pmt -Check	24181	02/14/2022	Comcast Business	1000 · Bank of America - 0408		-254.16
Bill	012622-COM	01/26/2022	King County	6005 · Utilities	-254.16	254.16
TOTAL					-254.16	254.16
Bill Pmt -Check	24182	02/14/2022	Deborah A. Meisinger	1000 · Bank of America - 0408		-138.57
Bill	020122-DM	02/01/2022	King County:Riparian Land Stewardship	7700 · Travel	-21.35	21.35
			King County:Riparian Restoration / Improvement	7700 · Travel	-27.22	27.22
			King County:Riparian Land Stewardship	6805 · Permits & Fees	-90.00	90.00
TOTAL					-138.57	138.57
Bill Pmt -Check	24183	02/14/2022	Democracy Live, Inc.	1000 · Bank of America - 0408		-41,259.98
Bill	22AnnFee2	02/08/2022	King County:Board of Supervisor Election	7800 · Professional Services	-41,259.98	41,259.98
TOTAL					-41,259.98	41,259.98
Bill Pmt -Check	24184	02/14/2022	WA Department of Ecology	1000 · Bank of America - 0408		-39,529.83
Bill	WC000000788	02/11/2022	King County:Riparian Restoration / Improvement	7800 · Professional Services	-11,294.23	11,294.23
			King County:Riparian Restoration / Improvement	7800 · Professional Services	-4,235.34	4,235.34
			King County:Riparian Restoration / Improvement	7800 · Professional Services	-4,941.23	4,941.23
			King County:Riparian Restoration / Improvement	7800 · Professional Services	-4,941.23	4,941.23
			King County:Riparian Restoration / Improvement	7800 · Professional Services	-5,647.12	5,647.12

King Conservation District
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL			King County:Riparian Restoration / Improvement	7800 · Professional Services	-8,470.68	8,470.68
					-39,529.83	39,529.83
Bill Pmt -Check	24185	02/14/2022	Ellen Arnstein	1000 · Bank of America - 0408		-76.30
Bill	020222-EA	02/02/2022	King County:Small Lot Forest Stewardship	6800 · Dues & Memberships	-76.30	76.30
TOTAL					-76.30	76.30
Bill Pmt -Check	24186	02/14/2022	Foundant Technologies, Inc.	1000 · Bank of America - 0408		-8,147.40
Bill	C-INV19081	02/01/2022	King County:Member Jurisdiction Grants	7800 · Professional Services	-8,147.40	8,147.40
TOTAL					-8,147.40	8,147.40
Bill Pmt -Check	24187	02/14/2022	Health Care Authority	1000 · Bank of America - 0408		-20,377.30
Bill	P202202	01/26/2022	King County	5200 · Health Insurance	-20,377.30	20,377.30
TOTAL					-20,377.30	20,377.30
Bill Pmt -Check	24188	02/14/2022	ICS Support, Inc. - InTwo	1000 · Bank of America - 0408		-360.22
Bill	24551	02/01/2022	King County	7800 · Professional Services	-360.22	360.22
TOTAL					-360.22	360.22
Bill Pmt -Check	24189	02/14/2022	JL Consulting Group LLC	1000 · Bank of America - 0408		-3,006.04
Bill	2022-0003	02/01/2022	King County	7800 · Professional Services	-3,006.04	3,006.04
TOTAL					-3,006.04	3,006.04
Bill Pmt -Check	24190	02/14/2022	Laura & Brandon Green	1000 · Bank of America - 0408		-3,735.00
Bill	013122-LG	01/31/2022	King County:Rural Land Stewardship	9994 · Cost Share & LIP	-3,735.00	3,735.00
TOTAL					-3,735.00	3,735.00
Bill Pmt -Check	24191	02/14/2022	Matthew Mizenko	1000 · Bank of America - 0408		-2,800.00
Bill	013122-Mizenko	01/31/2022	King County:Rural Land Stewardship	9994 · Cost Share & LIP	-2,800.00	2,800.00
TOTAL					-2,800.00	2,800.00
Bill Pmt -Check	24192	02/14/2022	Michael Lasecki	1000 · Bank of America - 0408		-78.39
Bill	012722-ML	01/27/2022	King County:Small Lot Forest Stewardship	7700 · Travel	-78.39	78.39
TOTAL					-78.39	78.39
Bill Pmt -Check	24193	02/14/2022	National Construction Rentals	1000 · Bank of America - 0408		-291.77
Bill	Ticket #1473953	02/01/2022	King County:Riparian Restoration / Improvement	7000 · Rentals	-291.77	291.77
TOTAL					-291.77	291.77
Bill Pmt -Check	24194	02/14/2022	Orca Sign Company	1000 · Bank of America - 0408		-2,587.35
Bill	3101	02/01/2022	King County	8700 · Small Equipment	-2,587.35	2,587.35
TOTAL					-2,587.35	2,587.35
Bill Pmt -Check	24195	02/14/2022	Plan-It Geo LLC	1000 · Bank of America - 0408		-700.00
Bill	1271	02/01/2022	King County:Urban Forest Stewardship	7800 · Professional Services	-700.00	700.00
TOTAL					-700.00	700.00
Bill Pmt -Check	24196	02/14/2022	Renton Office Park LLC	1000 · Bank of America - 0408		-33,190.02
Bill	022522-RoP	02/25/2022	King County	6000 · Occupancy	-33,190.02	33,190.02
TOTAL					-33,190.02	33,190.02
Bill Pmt -Check	24197	02/14/2022	Reverb	1000 · Bank of America - 0408		-5,177.50
Bill	12782	02/04/2022	King County	7800 · Professional Services	-5,177.50	5,177.50
TOTAL					-5,177.50	5,177.50
Bill Pmt -Check	24198	02/14/2022	Robert Half Finance & Accounting	1000 · Bank of America - 0408		-2,930.40
Bill	59366665	02/08/2022	King County	7800 · Professional Services	-2,930.40	2,930.40
TOTAL					-2,930.40	2,930.40

King Conservation District

Check Detail

February 2022

	Type	Num	Date	Name	Account	Paid Amount	Original Amount
	Bill Pmt -Check	24199	02/14/2022	Salix Advisors LLC	1000 · Bank of America - 0408		-6,825.00
	Bill	22-113	01/31/2022	King County	7800 · Professional Services	-6,825.00	6,825.00
TOTAL						-6,825.00	6,825.00
	Bill Pmt -Check	24200	02/14/2022	State Auditor's Office	1000 · Bank of America - 0408		-68.76
	Bill	L147450	02/10/2022	King County	7800 · Professional Services	-33.93	33.93
	Bill	L146891	02/10/2022	King County	7800 · Professional Services	-34.83	34.83
TOTAL						-68.76	68.76
	Bill Pmt -Check	24201	02/14/2022	Terra Tech	1000 · Bank of America - 0408		-1,659.78
	Bill	0257739-IN	01/26/2022	King County:Riparian Restoration / Improvement	6410 · Field Supplies	-1,114.12	1,114.12
				King County:Riparian Restoration / Improvement	9994 · Cost Share & LIP	-90.00	90.00
				King County:Riparian Restoration / Improvement	6410 · Field Supplies	-90.00	90.00
				King County:Riparian Restoration / Improvement	8000 · Shipping & Delivery	-180.00	180.00
	Bill	0257732-IN	01/26/2022	King County:Riparian Restoration / Improvement	8000 · Shipping & Delivery	-185.66	185.66
TOTAL						-1,659.78	1,659.78
	Bill Pmt -Check	24202	02/14/2022	The Seattle Times	1000 · Bank of America - 0408		-2,500.00
	Bill	14039	01/31/2022	King County	7500 · Advertising	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
	Bill Pmt -Check	24203	02/14/2022	US Bank Eq. Finance	1000 · Bank of America - 0408		-3,580.47
	Bill	463300871	01/21/2022	King County	7000 · Rentals	-3,580.47	3,580.47
TOTAL						-3,580.47	3,580.47
	Bill Pmt -Check	24204	02/14/2022	US Bank VISA	1000 · Bank of America - 0408		0.00 *
TOTAL						0.00	0.00
	Bill Pmt -Check	24205	02/14/2022	WACD Plant Materials Center	1000 · Bank of America - 0408		-2,669.14
	Bill	22-453-Final	01/31/2022	King County:Riparian Restoration / Improvement	6410 · Field Supplies	-396.25	396.25
				King County:Riparian Restoration / Improvement	6410 · Field Supplies	-396.26	396.26
	Bill	22-018-Invoice #1	02/10/2022	King County:Riparian Restoration / Improvement	6410 · Field Supplies	-1,876.63	1,876.63
TOTAL						-2,669.14	2,669.14
	Bill Pmt -Check	24206	02/14/2022	WFSE	1000 · Bank of America - 0408		-1,478.09
	Bill	013122-WFSE	02/01/2022	King County	2250 · Union Dues Payable	-1,478.09	1,478.09
TOTAL						-1,478.09	1,478.09
	Bill Pmt -Check	24207	02/14/2022	Wild Fish Conservancy	1000 · Bank of America - 0408		-3,338.55
	Bill	20005620	12/31/2021	King County:Riparian Restoration / Improvement	7800 · Professional Services	-3,338.55	3,338.55
TOTAL						-3,338.55	3,338.55
	Bill Pmt -Check	24208	02/14/2022	Your Part-Time Controller, LLC	1000 · Bank of America - 0408		-6,221.25
	Bill	22-1-3979	01/31/2022	King County	7800 · Professional Services	-665.00	665.00
				King County	7800 · Professional Services	-2,325.00	2,325.00
	Bill	22-2-458	02/07/2022	King County	7800 · Professional Services	-712.50	712.50
				King County	7800 · Professional Services	-2,518.75	2,518.75
TOTAL						-6,221.25	6,221.25
	Bill Pmt -Check	24209	02/25/2022	A&L Western Ag Labs, Inc.	1000 · Bank of America - 0408		-1,577.60
	Bill	237167	02/23/2022	King County:Rural Land Stewardship	6910 · Soil Testing	-1,577.60	1,577.60
TOTAL						-1,577.60	1,577.60
	Bill Pmt -Check	24210	02/25/2022	Kathryn Lewis DBA CD-Calc	1000 · Bank of America - 0408		-15,114.00
	Bill	1028	02/24/2022		7800 · Professional Services	-4,642.00	4,642.00
					7800 · Professional Services	-9,680.00	9,680.00
					7800 · Professional Services	-660.00	660.00
					7800 · Professional Services	-132.00	132.00
TOTAL						-15,114.00	15,114.00
	Bill Pmt -Check	24211	02/25/2022	Chevron	1000 · Bank of America - 0408		-757.72

King Conservation District
Check Detail
February 2022

	Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL	Bill	031422-Chevron	02/14/2022	King County	7400 · Fuel	-757.72	757.72
						-757.72	757.72
	Bill Pmt -Check	24212	02/25/2022	Concrete Technology Corporation	1000 · Bank of America - 0408		-2,726.74
TOTAL	Bill	22012DEP	02/17/2022	King County:Agricultural Drainage Assistance	6410 · Field Supplies	-2,726.74	2,726.74
						-2,726.74	2,726.74
	Bill Pmt -Check	24213	02/25/2022	Daily Journal of Commerce	1000 · Bank of America - 0408		-400.20
TOTAL	Bill	3375507	02/12/2022	King County	7500 · Advertising	-193.20	193.20
	Bill	3375508	02/12/2022	King County	7500 · Advertising	-207.00	207.00
						-400.20	400.20
	Bill Pmt -Check	24214	02/25/2022	ICS Support, Inc. - InTwo	1000 · Bank of America - 0408		-5,282.29
TOTAL	Bill	0068032-IN	02/14/2022	King County	7800 · Professional Services	-859.65	859.65
	Bill	0068034-IN	02/14/2022	King County	7800 · Professional Services	-98.37	98.37
	Bill	24658	02/15/2022	King County	7800 · Professional Services	-4,324.27	4,324.27
						-5,282.29	5,282.29
	Bill Pmt -Check	24215	02/25/2022	Living Well Kent	1000 · Bank of America - 0408		-6,285.20
TOTAL	Bill	3	01/14/2022	King County:Regional Food System	9992 · Regional Food System Grants	-6,285.20	6,285.20
						-6,285.20	6,285.20
	Bill Pmt -Check	24216	02/25/2022	Mathewsons Automotive And Tire	1000 · Bank of America - 0408		-303.29
TOTAL	Bill	81321	02/15/2022	King County	7100 · Repairs & Maintenance	-224.28	224.28
	Bill	81337	02/17/2022	King County	7100 · Repairs & Maintenance	-79.01	79.01
						-303.29	303.29
	Bill Pmt -Check	24217	02/25/2022	National Construction Rentals	1000 · Bank of America - 0408		-291.77
TOTAL	Bill	6434844	02/01/2022	King County:Riparian Restoration / Improvement	7000 · Rentals	-291.77	291.77
						-291.77	291.77
	Bill Pmt -Check	24218	02/25/2022	Pacific Forest Resources, Inc.	1000 · Bank of America - 0408		-10,958.17
TOTAL	Bill	2022-003	02/18/2022	King County:Agricultural Drainage Assistance	7800 · Professional Services	-1,800.00	1,800.00
				King County:Agricultural Drainage Assistance	7800 · Professional Services	-9,158.17	9,158.17
						-10,958.17	10,958.17
	Bill Pmt -Check	24219	02/25/2022	PCC Farmland Trust - WA Farmland Trust	1000 · Bank of America - 0408		-43,947.36
TOTAL	Bill	4	02/01/2022	King County:Regional Food System	9992 · Regional Food System Grants	-43,947.36	43,947.36
						-43,947.36	43,947.36
	Bill Pmt -Check	24220	02/25/2022	Purchase Power	1000 · Bank of America - 0408		-37.64
TOTAL	Bill	020122-PUR	02/01/2022	King County	6100 · Postage	-37.64	37.64
						-37.64	37.64
	Bill Pmt -Check	24221	02/25/2022	Robert Half Finance & Accounting	1000 · Bank of America - 0408		-5,274.72
TOTAL	Bill	59412589	02/15/2022	King County	7800 · Professional Services	-2,930.40	2,930.40
	Bill	59451991	02/22/2022	King County	7800 · Professional Services	-2,344.32	2,344.32
						-5,274.72	5,274.72
	Bill Pmt -Check	24222	02/25/2022	Seattle Economic Development Fund dba	1000 · Bank of America - 0408		-26,059.29
TOTAL	Bill	03	01/25/2022	King County:Regional Food System	9992 · Regional Food System Grants	-26,059.29	26,059.29
						-26,059.29	26,059.29
	Bill Pmt -Check	24223	02/25/2022	Snoqualmie Valley Watershed Imp. Dist.	1000 · Bank of America - 0408		-10,192.43
TOTAL	Bill	#3	02/15/2022	King County:Regional Food System	9992 · Regional Food System Grants	-10,192.43	10,192.43
						-10,192.43	10,192.43
	Bill Pmt -Check	24224	02/25/2022	Storm Lake Growers, Inc.	1000 · Bank of America - 0408		-229.07
TOTAL	Bill	22-156	02/22/2022	King County:Riparian Restoration / Improvement	9994 · Cost Share & LIP	-80.85	80.85

King Conservation District
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	22-157	02/22/2022	King County:Riparian Restoration / Improvement	6410 · Field Supplies	-80.85	80.85
			King County:Riparian Restoration / Improvement	6410 · Field Supplies	-67.37	67.37
			TOTAL		-229.07	229.07
Bill Pmt -Check	24225	02/25/2022	Washington State Ferries	1000 · Bank of America - 0408		-50.00
Bill	RK385572	02/01/2022	King County	7700 · Travel	-50.00	50.00
					-50.00	50.00
TOTAL						
Bill Pmt -Check	24226	02/25/2022	Washington Water Trust	1000 · Bank of America - 0408		-5,775.02
Bill	2021-12	02/11/2022	King County:Regional Food System	9992 · Regional Food System Grants	-5,775.02	5,775.02
					-5,775.02	5,775.02
TOTAL						
Bill Pmt -Check	24227	02/25/2022	WSU	1000 · Bank of America - 0408		-8,563.33
Bill	Z042819 - #11REV	02/07/2022	King County:Regional Food System	9992 · Regional Food System Grants	-8,563.33	8,563.33
					-8,563.33	8,563.33
TOTAL						
Bill Pmt -Check	24228	02/25/2022	Your Part-Time Controller, LLC	1000 · Bank of America - 0408		-8,027.50
Bill	22-2-1437	02/14/2022	King County	7800 · Professional Services	-498.75	498.75
			King County	7800 · Professional Services	-4,068.75	4,068.75
Bill	22-2-2455	02/21/2022	King County	7800 · Professional Services	-902.50	902.50
			King County	7800 · Professional Services	-2,557.50	2,557.50
TOTAL					-8,027.50	8,027.50
Bill Pmt -Check	24236	02/28/2022	Dan Borba	1000 · Bank of America - 0408		0.00 *
TOTAL					0.00	0.00

*Zero represents void check.

King Conservation District

FEBRUARY FINANCIAL SUMMARY

For the Two Months Ended February 28, 2022

HIGHLIGHTS

Lull in Rates & Charges Receipts in February

KCD experienced an anticipated lull in Rates & Charged Receipts in February. This is expected and typical of collections this time of year.

Spending Outpaces Income

The (\$674,233) Net Loss for the two months ended February is in-line with the budget and the goal of spending down the reserves built up over the past few years.

Professional Services Spending as of February 2022

Year-to-Date expense categories included in Professional Services as requested by the Board.

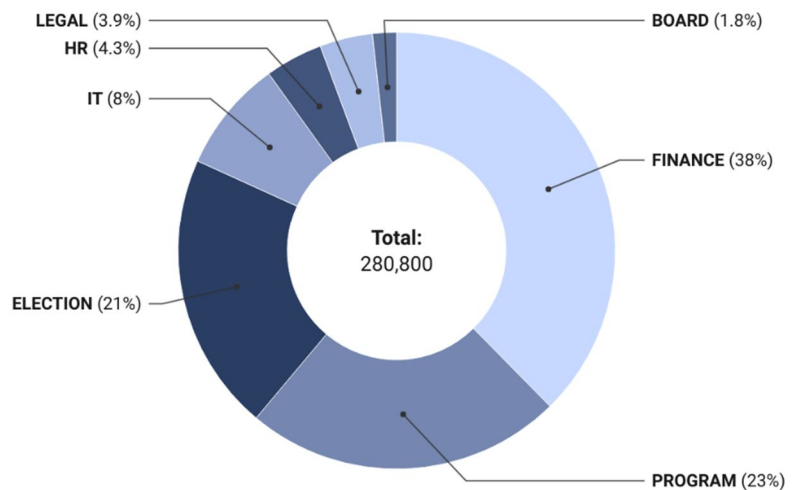


Chart: Erin Claflin Reed, YPTC • Source: QuickBooks • Created with Datawrapper

RECOMMENDATIONS / UPDATES



Additional Board Reports

As KCD continues to build the new system in QuickBooks we evaluate possible additional reports and views of data that may be helpful to the Board in the future. We may add reports to this standard packet in months to come.



Net Asset Roll Forward

Additional progress has been made confirming restricted balances carried forward to 2021 from 2020. YPTC continues to work on a full schedule for Board review and approval, which is projected to be ready for the Board meeting in July. This reconciliation of restricted funds will help solidify current year spending goals.

FINANCIAL DISCUSSIONS

Statement of Financial Position The Statement of Financial Position is presented on a cash basis except for Accrued Leave Payable as required by the BARS Method. Benefits and Taxes immediately payable in March are also accrued on this report.

Statement of Activities The Statement of Activities details Revenue and Expense by General Ledger Account as compared to current approved 2022 Budget and the full prior year. Percentages show progress against those benchmarks.

Benefits are not a separate category in the budget and are included in the Salaries and Wages budget line. When added together, the spending is about 10% of the total for the year.

The (\$6,471,234) Change in Net Assets in the budget column represents potential spend of Net Assets during the current year.

Statement of Cash Flows The Statement of Cash Flows shows a decrease in cash from Operating Activities from December of \$679,372.

Please let me know if you have any questions on the attached reports. As always thank you for the opportunity to work with KCD.

ATTACHMENTS

- Page 3 - Comparative Statements of Financial Position – Modified Cash Basis – As of February 28, 2022 and December 31, 2021
- Page 4 - Comparative Statements of Activities vs. Budget – Modified Cash Basis – For the Two Months Ended February 28, 2022 and Year Ended December 31, 2021
- Page 5 - Statement of Cash Flows - For the Two Months Ended February 28, 2022

KING CONSERVATION DISTRICT
COMPARATIVE STATEMENTS OF FINANCIAL POSITION - MODIFIED CASH BASIS
As of February 28, 2022 and December 31, 2021

	<u>2/28/2022</u>	<u>12/31/2021</u>	<u>Variance</u>
ASSETS			
CURRENT ASSETS			
Cash and Equivalents	\$ 12,032,295	\$ 12,711,667	\$ (679,372)
Accounts Receivable	<u>-</u>	<u>-</u>	<u>-</u>
Total Current Assets	12,032,295	12,711,667	(679,372)
 Total Assets	<u>12,032,295</u>	<u>12,711,667</u>	<u>(679,372)</u>
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts Payable	(1,012)	7,978	(8,990)
Accrued Leave Payable	132,772	117,474	15,298
Benefits and Taxes Payable	<u>34,145</u>	<u>45,592</u>	<u>(11,447)</u>
Total Current Liabilities	165,905	171,044	(5,139)
 Total Liabilities	<u>165,905</u>	<u>171,044</u>	<u>(5,139)</u>
 NET ASSETS	<u>11,866,390</u>	<u>12,540,623</u>	<u>(674,233)</u>
 Total Liabilities and Net Assets	<u>\$ 12,032,295</u>	<u>\$ 12,711,667</u>	<u>\$ (679,372)</u>

KING CONSERVATION DISTRICT
COMPARATIVE STATEMENTS OF ACTIVITIES VS BUDGET - MODIFIED CASH BASIS
For the Two Months Ended February 28, 2022 and the Year Ended December 31, 2021

	02/28/2022	2022 Budget	2021	% of Budget	% of Prior Year
REVENUE AND SUPPORT					
Grants and Contract Revenue	\$ 281,195	\$ 415,285	\$ 526,818	68%	53%
Rates and Charges Receipts	44,345	7,959,586	7,944,916	1%	1%
Landowner Cost Share Receipts	8,695	-	-	-	-
Plant Sale Revenue	6,471	120,000	129,359	5%	5%
Interest Income	1,787	108,408	11,405	2%	16%
Other Income	1,050	-	9,058	-	12%
Total Revenue and Support	<u>343,543</u>	<u>8,603,279</u>	<u>8,621,556</u>	4%	4%
EXPENSES					
Salaries & Wages	254,879	3,251,364	2,177,315	8%	12%
Benefits	96,518	-	755,982	-	13%
Professional Services	280,800	2,135,624	2,548,079	13%	11%
Member Jurisdiction Payments	137,525	4,440,477	978,778	3%	14%
Cost Share & LIP	26,985	942,087	256,064	3%	11%
Regional Food System Grants	103,821	3,313,296	595,674	3%	17%
Sponsorships & Awards	-	54,980	3,879	0%	0%
Occupancy	66,380	410,000	434,638	16%	15%
Field Supplies	10,583	207,106	151,206	5%	7%
Equipment	12,853	42,800	67,222	30%	19%
Insurance	-	46,500	52,054	0%	0%
Office Expense	2,942	46,563	33,937	6%	9%
Soil Testing	2,245	30,000	26,524	7%	8%
Training	-	32,080	24,921	0%	0%
Communications	4,502	29,850	16,430	15%	27%
Travel	516	26,171	11,745	2%	4%
Repairs & Maintenance	686	17,000	4,974	4%	14%
Advertising	4,840	14,150	6,743	34%	72%
Publications & Subscriptions	8,346	11,500	-	73%	-
Dues & Membership	76	8,340	6,217	1%	1%
Fuel	1,948	8,000	6,540	24%	30%
Permits & Fees	289	6,625	15,872	4%	2%
Bank Fees	1,042	-	8,741	-	12%
Interest Expense	-	-	118	-	0%
Total Expenses	<u>1,017,776</u>	<u>15,074,513</u>	<u>8,183,653</u>	7%	12%
Change in Net Assets	(674,233)	(6,471,234)	437,903	10%	-154%
Net Assets, Beginning of Year	<u>12,540,623</u>	<u>12,540,623</u>	<u>12,102,720</u>	100%	104%
Net Assets, End of Year	<u>\$ 11,866,390</u>	<u>\$ 6,069,389</u>	<u>\$ 12,540,623</u>	196%	95%

Unaudited - For Management Use Only

KING CONSERVATION DISTRICT
STATEMENT OF CASH FLOWS
For the Two Months Ended February 28, 2022

OPERATING ACTIVITIES	
Change in Net Assets	\$ (674,233)
To Adjust for Changes In:	
Accounts Receivable	-
Accounts Payable	(8,990)
Leave Payable	15,298
Benefits Payable	(11,447)
Net Cash Used by Operating Activities	<u>(679,372)</u>
Cash at Beginning of Period	<u>12,711,667</u>
Cash at End of Period	<u><u>\$ 12,032,295</u></u>

King Conservation District Board of Supervisors Meeting

Agenda Action Briefing/Report

Meeting Date: April 11, 2022

AI 22-021

SUBJECT: AI 22-021

- Contract with Athena Group for Diversity, Equity & Inclusion and Strategic Planning

FISCAL IMPACT

- This item will assign \$58,040 previously budgeted funds for Organizational Development

POLICY CONSIDERATION

- This work will form the basis for future long-range plans required by the Washington State Conservation Commission

STAKEHOLDER INTERESTS

- This item will indirectly affect all individual and organization stakeholders, as the resulting strategic plan will influence future work performed and funding distributed by KCD

BACKGROUND

- KCD published a Request for Proposals to conduct DEI/Strategic Planning in February
- Four consulting firms presented proposals for the work described in the RFP
- The proposal selected was from a local consulting company The Athena Group

EFFECTIVE DATE:

- Upon approval by the Board of Supervisors

OPTIONS

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

RECOMMENDATION

- Staff recommends that the Board approve the contract

MOTION

- I move to approve the proposed contract with Athena Group for DEI/Strategic Planning as presented.

CONSULTANT SERVICES CONTRACT

THIS AGREEMENT is between the KING CONSERVATION DISTRICT, a municipal corporation of the State of Washington (the "District"), and The Athena Group (the "Consultant").

The parties agree as follows:

1. Term of Agreement. This Agreement shall be effective from and after April 12, 2022 through December 31, 2022, unless terminated earlier pursuant to the provisions of this Agreement.
2. Scope of Work to be Performed. The Consultant shall perform the work and services described in Exhibit A. If specified in Exhibit A, the work and services shall be performed pursuant to task orders issued by the District. In the event of a conflict between Exhibit A and this Agreement, the provisions of this Agreement shall prevail.
3. Compensation and Payment.
 - A. Compensation. The District shall pay the Consultant for all completed work and services as provided in Exhibit A. The total amount paid under this Agreement shall not exceed \$58,040 unless mutually agreed upon in writing by the parties.
 - B. Mileage and Travel. The District shall not compensate for mileage and/ or time spent in travel unless explicitly included in Exhibit A or otherwise approved by the District in writing in advance of such costs being incurred. If specified, or approved, the District shall compensate Consultant for hours associated with travel at a rate not to exceed 50% of the Consultants established hourly rate, unless work is performed during said travel.

Compensation rates for mileage, hotel and/or per diem shall not exceed rates established by the State of Washington and posted at:
<https://www.ofm.wa.gov/sites/default/files/public/legacy/policy/10.90.pdf>
 - C. Payment. The Consultant shall submit to the District at the end of each month an itemized billing statement that identifies in detail, to the reasonable satisfaction of the District, the days and hours worked and which describes the work or services performed. The District will pay the Consultant for work or services performed on or before the 15th day of the following month within 30 days after receipt of an itemized billing statement, in accordance with established practices. The Consultant will provide the District with a Taxpayer Identification Number before or along with the first billing statement submitted to the District.
4. Record Keeping and Reporting. The Consultant shall maintain accounts and records, including personnel, property, financial and programmatic records, which sufficiently and

properly reflect all direct and indirect costs of any nature expended and work or services performed under this Agreement, and any other records or reports as may be deemed necessary by the District to ensure the performance of this Agreement. These records shall be maintained for a period of six (6) years after termination of this Agreement, unless permission to destroy such records is granted by the Office of Archivist in accordance with RCW 40.14.070 and the District.

5. Audit. The Consultant shall permit the District, from time to time as the District deems necessary (including after the expiration or termination of this Agreement), to inspect and audit at all reasonable times in King County, Washington, or at such other reasonable location as the District selects, all pertinent books and records of the Consultant to verify the accuracy of accounting records. The Consultant shall supply the District with, or shall permit the District to make, a copy of any books and records upon the District's request. The Consultant shall ensure that the inspection, audit and copying right of the District is a condition of any subcontract, agreement or other arrangement under which any other person or entity is permitted to perform work and services under this Agreement.

6. Compliance with Law.

A. General Requirement. The Consultant, at the Consultant's sole cost and expense, shall perform and comply with all applicable Federal, State, County and City laws and ordinances.

B. Discrimination. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

C. Licenses and Similar Authorizations. The Consultant, at no expense to the District, shall secure and maintain in full force and effect during the term of this Agreement all required licenses, permits and similar legal authorizations.

D. Taxes. The Consultant shall pay, before delinquency, all taxes, levies and assessments arising from the Consultant's activities and undertakings under this Agreement; taxes levied on the Consultant's property, equipment and improvements; and taxes on the Consultant's interest in this Agreement and any leasehold interest deemed to have been created by this Agreement under RCW Chapter 82.29A.

7. Contractual Relationship.

A. Independent Contractor. The Consultant and District agree that the Consultant is an independent contractor with respect to work or services provided under this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the Consultant and the District. It is understood and agreed that the Consultant or any employee of the Consultant will not be entitled to receive any other benefits

accorded District employees. The District will not be responsible for withholding or otherwise deducting federal income tax, social security, or contributing to the State Industrial Insurance Program, or in any other way assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

B. Lack of Authority. This Agreement does not constitute the Consultant as the agent or legal representative of the District for any purpose. The Consultant is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the District or to bind the District in any manner.

8. No Subcontracting or Assignment. The Consultant shall not subcontract or assign any portion of the work or services covered by this Agreement without the prior written approval of the District.

9. Indemnification.

A. By Consultant. The Consultant shall protect, defend, indemnify and save harmless the District, its officers, employees, agents from any and all costs, claims, judgments or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of Consultant, its officers, employees and agents in performing this Agreement.

B. By District. The District shall protect, defend, indemnify and save harmless Consultant, its officers, employees and agents from any and all costs, claims, judgments or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the District, its officers, employees or agents in performing this Agreement.

10. Insurance. The Consultant shall procure and maintain for the duration of this Agreement automobile and commercial general liability insurance in amounts which are acceptable to the District. Before commencing work and services under this Agreement, the Consultant shall provide to the person identified in Section 12 a Certificate of Insurance evidencing the insurance described above. The District reserves the right to request and receive a certified copy of all required insurance policies.

11. Ownership of Documents. Reports, studies, plans, drawings, maps, models, specification, computer files, videos, presentations and other work products produced by the Consultant, except for working notes and internal documents, shall be the property of the District. The Consultant shall furnish these documents to the District upon request. The Consultant shall refer all third-party requests for inspection and copying of these documents to the District which shall determine whether the documents shall be made available for inspection. Modification or re-use of any of these documents by the District for other than the intended purpose following completion of the work and services under this Agreement, without the written permission of the Consultant, shall be at the District's sole risk.

A. Pursuant to performing the specified Services, Consultant will create certain instruments of service, which may take the form of printed, hard copy documents and electronic, computer-ready materials including but not limited to computer programs, software,

videos, presentations, and data. These instruments may also take the form of methodology, processes, and logic.

- B. Materials, methodologies, processes, and logic will be delivered to District as part of the Specific Services rendered by Consultant, and District will acknowledge said materials as instruments of service. All instruments shall become the property of District upon completion of the respective Specific Service and payment in full of monies due Consultant for that service.
- C. Consultant makes no warranties, expressed or implied, of the merchantability or fitness of said instruments for any particular purpose other than the pertinent scope of the Specified Services.
- D. Consultant may retain reproducible copies of its instruments of service (aka “documents” per District). If Consultant uses its instruments of service with other clients, Consultant must credit District.

12. Addresses for Notices and Deliverable Materials. All notices and other material to be delivered under this Agreement shall be in writing and shall be delivered or mailed to the following addresses:

Rosa Méndez-Perez
King Conservation District
800 SW 39th St, Suite 150
Renton, WA 98057

or such other addresses as either party may, from time to time, designate in writing.

13. Amendments. No modification or amendment of this Agreement shall be effective unless in writing and signed by authorized representatives of the parties. The parties expressly reserve the right to modify this Agreement, from time to time, by mutual agreement.

14. Binding Effect. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.

15. Applicable Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action brought under this Agreement shall be in the Superior Court for King County.

16. Remedies Cumulative. Rights under this Agreement are cumulative, and the failure to exercise a right on any occasion shall not operate to forfeit the right on another occasion. The use of one remedy shall not exclude or waive the right to use another.

17. No Waiver. No waiver of full performance by either party shall be construed, or operate, as a waiver of any subsequent default or breach of any of the terms, covenants or conditions of this Agreement. The payment of compensation to the Consultant shall not be deemed a waiver of any right or the acceptance of defective performance.

18. Termination.

A. At Convenience of District. The District may terminate this Agreement at any time upon 10 days written notice to the Consultant.

B. For Cause. Either party may terminate this Agreement where the other party fails to perform its obligations and the failure has not been corrected in a timely manner after notice of breach.

C. For Reasons Beyond Control of Parties. Either party may terminate this Agreement without recourse by the other party where performance is rendered impossible or impracticable for reasons beyond the party's reasonable control such as, but not limited to, acts of nature; war or warlike operations; civil commotion; riot; labor disputes including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.

D. Notice. Notice of termination pursuant to Subsections B and C above shall be given by the party terminating this Agreement to the other not less than 30 days prior to the effective date of termination.

19. Previous Agreements Superseded. The terms and conditions of this Agreement supersede the terms, obligations and conditions of any existing or prior agreement between the parties regarding the subject matter of this Agreement.

20. Entire Agreement. This Agreement is all of the covenants, promises, agreements and conditions, either oral or written, between the parties.

CONSULTANT:

KING CONSERVATION DISTRICT:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

2. Scope of Work

It is our understanding that KCD has taken steps to center DEI in its mission to promote the sustainable use of natural resources through responsible stewardship and the next evolution of that work will be a continuation of internal and external DEI efforts led by the KCD Racial Equity Change Team that was formed in 2020 as well as other KCD leadership.

We propose five tasks for this project. Task 1 includes a 2-touchpoint system where we first administer an anonymous survey to better understand the needs of the organization (1st touchpoint) and follow-up focus group discussions to ground-truth and validate the results of the anonymous survey (2nd touchpoint). Building on learning from Task 1, we will develop training that will accompany workshops in Tasks 2 and 3 which focus on: co-creating Mission, Vision and Values Statements, Strategic Planning, and Values-based decision making. Task 4 involves stakeholder engagement and listening to fine-tune drafts and making sure that input from all stakeholders is reflected in final plans. Lastly, Task 5 includes continued coaching, assessment, and training opportunities.

Values-based decision making is a powerful tool for developing a strategic plan. Well defined values are a pillar of values-based decision making and we have used it as a tool when leading the creation of strategic plans with multiple organizations. This approach to strategic planning first clarifies the values that define us as individuals recognizing that while we may have many differences, there are values that we share which can be leveraged to build trust and make tough decisions. Operationalizing shared values into clear Mission, Vision and Values (MVV) statements will lay the groundwork for strategic planning. This process works by evaluating current and/or future department practices and policies against KCD's updated Mission, Vision and Values to identify actions that can create greater alignment.

Task 1: Baseline Equity Assessment

Task	Description	Lead	Support	Deliverables
1.1	Anonymous Survey	Tevin	Mike, Crystal	Survey Results Report

Since the update of the Mission, Vision, and Values Statements as well as the strategic plan will impact the entire organization, we would like to create space to hear from everyone about how this work could benefit their specific departments. This first touchpoint will be made by administering an anonymous survey. This is important for refining workshop content and approach to facilitation as we seek shared understanding of key terms, concepts, and the “why” behind the work recognizing that everyone will have a different starting place. The survey will help us to create focused questions for the second of two touchpoints which will occur in Task 1.3. The questions asked are intended to provide us with useful information in the following areas:

- Internal equity policy
- Local context and challenges for planning
- Important challenges or tensions related to this process
- Knowledge gaps related to key equity or DEI concepts
- Department specific ideas, suggestions, or concerns
- Additional learning that would help people feel more prepared to lead with DEI

Draft surveys will be submitted to the KCD project lead/s for approval prior to distribution. Our team will prepare a report of survey findings to share and discuss with the KCD project team and survey participants during the second touch point. We plan to facilitate a discussion on survey questions at a 1–2 hour project kick-off meeting which will be followed by two 1-hour meetings to finalize survey questions and address any access needs.

Task	Description	Lead	Support	Deliverables
1.2	Define Key Questions	Tevin	Mike, Crystal	Key Questions for Discussion Groups

The consultant team will work closely with KCD to identify individuals and/or groups for targeted outreach. These informants may include department leads, department teams, community stakeholders, or others who are important to the strategic planning process. Our team plans to co-create appropriate and timely key questions to ask during focus groups based on our experience and what we learn from the anonymous survey. These questions will be informed by the survey which will be used as a starting place for discussion. In two 1.5-hour meetings we will finalize key questions for individuals and focus group members.

Task	Description	Lead	Support	Deliverables
1.3	Facilitate Group Discussion	Tevin	Mike, Crystal	Group Feedback Report

Group discussions may be framed as listening sessions, focus groups or roundtable discussions depending on the stakeholder group. We plan to facilitate discussion with staff from each of the core program areas: Forestry including rural forestry, urban Forestry, and wildfire resilience, Food and Farming including rural agriculture, community agriculture, and food systems, Shorelines and Riparian Habitat Restoration, Grantmaking, Environmental Education and Technical Assistance. The consultant team will prepare a group feedback report which will include what we heard and recommendations from each group. We anticipate facilitation of seven –nine groups for 1.5 hours.

Task 2: Mission, Vision and Values Workshops

Task	Description	Lead	Support	Deliverables
2.1	Mission, Vision and Values Workshops	Tevin	Mike, Crystal	Facilitated Workshops, Updated MVV Statements

In collaboration with the Racial Equity Change Team, we will build capacity around what Mission, Vision and Values statements are, how they are used, how they relate to the strategic planning process (values-based decision making) and how revised statements relate to us as individuals within institutions. We will facilitate five 1.5-hour workshops focused on creating updated MVV statements while also integrating key training on DEI. Workshop agendas and materials will be submitted ahead of time for approval by the KCD's project lead/s.

If the anonymous survey reveals areas for growth related to DEI, additional topics staff would like to learn more about or themes that would imply additional training would be helpful in a specific area, we will provide recommendations for additional training which can be added to the workshops.

Task 3: Strategic Plan Workshops

Task	Description	Lead	Support	Deliverables
3.1	Strategic Plan Workshops	Tevin	Mike, Crystal	Facilitated Workshops, Strategic Plan Draft

During the next set of workshops, the Change Team will focus on prioritizing action and setting tangible goals using input from each core program area. We anticipate four 1.5-hour workshops. At the end of this process, we will have co-created a draft strategic plan informed by previous steps. We will provide two drafts of the strategic plan for iterations and client feedback. This task focuses on creating sustainable and measurable change. We build capacity using concepts from program evaluation and

applied social science. At the end of the next set of workshops, the Change Team will have co-created new Mission, Vision and Values statements using a DEI lens and produce an enduring strategic plan. Workshop agendas and materials will be submitted ahead of time for approval by the KCD's project lead/s.

The following workshop topics are as follows:

- Creating and Prioritizing action
- What's in our DEI Strategic Plan?
- Monitoring and accountability of DEI Strategic Planning

Task 4: Stakeholder Engagement

Task	Description	Lead	Support	Deliverables
4.1	Stakeholder Engagement	Tevin	Mike, Crystal	Revised Strategic Plan and MVV Statements

Stakeholder engagement for this task will be the same groups identified in task 1. We will share the draft strategic plan, gather input, and revise the draft during 3, 1.5-hour stakeholder meetings. In addition to sharing ideas on the draft strategic plan, groups will be asked to review and comment on the draft MVV statements.

Task 5: Internal Coaching and Training

Task	Description	Lead	Support	Deliverables
5.1	Internal Coaching and Training	Tevin	Mike, Crystal	Special Topic Training and Equity Values Assessment Tool

In this task, we would set aside 10 hours for continued internal coaching and training. What we have found in the DEI space is that when we unpack DEI and do strategic planning and assessment, emergent needs often arise so we plan additional hours to allow flexibility in addressing those needs. Board-led DEI initiatives, assistance in implementing program goals internally, and providing additional DEI training for all staff may be possible in the timeframe set out if we pair these trainings with the five workshops outlined in task 2.

Our consultant team will offer ongoing coaching throughout this project. Topics and content for this ongoing coaching and training can include:

- Contextualizing KCD's work in the historical context of racialized land use and natural resource policies and efforts in King County, which includes historical red-lining policies, housing zoning policies, and natural resource policies (e.g., salmon conservation, restoration investments) that have dispossessed Tribes of their Treaty Rights.
- Identifying strategies and best practices for inclusive public engagement, such as: transcreation, translation, and interpretation protocols; building in community compensation and co-development frameworks; and designing inclusive in-person and virtual events.
- Providing an overview of equity values assessment tool to guide KCD staff in centering equity in decision-making processes. The equity values assessment tool is based on KCD's updated values and helps those who use the tool to quickly see if an action, policy, or recommendation is aligned with KCD's core values or not.
- Supporting KCD in best practices for anti-racist recruitment and retention, such as creating an inclusive and anti-racist company culture.
- Providing additional DEI training that is requested.

4. Project Schedule and Billing Rates

	2022						
	March	April	May	June	July	August	Sep
Task 1: Anonymous Survey/Group Discussions							
Task 2: Mission, Vision, Values Workshops							
Task 3: Strategic Plan Workshops							
Task 4: Stakeholder Engagement							
Task 5: Internal Coaching and Training							

Tasks		Hours	Total Cost	Assumptions
Task 1	Baseline Equity Assessment	101	\$26,050	
Task 2	Mission, Vision and Values Workshops	32.5	\$8,265	Five Workshops on MVV
Task 3	Strategic Plan Workshops	27.5	\$6,665	Up to nine 1.5-hour group discussions
Task 4	Stakeholder Engagement	23	\$5,810	Three 1.5-hour meetings
Task 5	Internal Coaching and Training	46	\$11,250	Five special topic trainings (1 hour) and additional hours for requested training
	Hard Costs		\$0	We are assuming all virtual trainings and meetings
Total Hours and Project Value		230	\$58,040	

King Conservation District Board of Supervisors Meeting

Agenda Action Briefing/Report

Meeting Date: April 11, 2022

AI 22-022

SUBJECT: AI 22-022

- Updated Letter of Service Approval for Your Part Time Controller

FISCAL IMPACT

- This contract assigns spending of up to \$44,520 in previously budgeted professional services

POLICY CONSIDERATION

- There are no significant policy considerations

STAKEHOLDER INTERESTS

- There are no significant stakeholder interests involved in this item

BACKGROUND

- In July 2021 KCD executed a contract with Your Part Time Controller to provide services related to internal financial & administrative service reforms. That contract lacked specificity and term of service. This is addressed with an amendment providing a specific scope of work with associated costs for services considered important to continue and complete these internal reforms.
- It is recognized that KCD is actively filling positions within the Finance Department, which may impact the services proposed in this contract. As these positions are filled this scope of work may be reviewed and potentially adjusted to reduce cost and recognize the shared desire for KCD to have all routine finance & administrative tasks handled by internal staff.

EFFECTIVE DATE:

- Upon approval by the Board of Supervisors

OPTIONS

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

RECOMMENDATION

- Staff recommends that the Board approve the proposed contract extension

MOTION

- I move to approve the proposed contract extension with Your Part Time Controller as presented.

New Business

King Conservation District Board of Supervisors Meeting

Agenda Action Briefing/Report

Meeting Date: April 11, 2022

AI 22-024

SUBJECT: AI 22-024

- Potential revisions to existing KCD Salary Manual

FISCAL IMPACT

- None

POLICY CONSIDERATION

- Staff may suggest revisions to sections of manual which will modify how compensation is provided to KCD staff

STAKEHOLDER INTERESTS

- No direct stakeholder interests

BACKGROUND

- The last Board-approved salary administration manual was approved in 2011. Significant changes have happened in the field of compensation market studies. Although this manual is due for overhaul, we will focus first upon modifying how market studies for salary compensation are analyzed.

EFFECTIVE DATE:

- Upon approval by the Board of Supervisors

OPTIONS

- This will be the Board's first look at this item and an opportunity for discussion. No action is suggested until a later date.

RECOMMENDATION

- Staff recommends that the Board review the salary administration manual and consider potential future changes

MOTION

- No motion necessary

KING CONSERVATION DISTRICT



SALARY ADMINISTRATION MANUAL

Originally created February 2011

Current version 6.6.11

CONFIDENTIAL

Table of Contents

Introduction	4
District Compensation Philosophy	5
Compensation Program Summary	6
Elements of the Salary Administration Program	7
Job Descriptions	7
Benchmark Jobs	8
Salary Surveys.....	8
Salary Structure (Exhibit A-1)	9
Updating the Salary Structure	9
Job Evaluation and Classification (Exhibits A-2 to A-4)	9
Steps in the Creation of the Compensation Program	10
Process For Slotting Jobs.....	11
Guidelines for Using the Salary Administration Program	11
Personnel Requisition.....	11
Hiring Salary	12
Merit Adjustments and Guidelines	12
Promotional Adjustments.....	12
Reclassification Adjustments	13
Interim Adjustments	13
Pay For Performance Guidelines	13
Exhibits	
A. <i>Salary/Hierarchical Structure</i>	
1. <i>Salary Structure</i>	
2. <i>Internal Equity Position Evaluation Guide</i>	
3. <i>Salary Range Definitions</i>	
4. <i>Survey Descriptions</i>	
5. <i>Suggested Annual Salary Increase Guidelines</i>	
6. <i>Hierarchical List of Jobs by Grade</i>	
7. <i>Job Classifications</i>	
B. <i>Administration Forms</i>	
1. <i>Job Description Questionnaire (Exempt and Non-Exempt)</i>	
2. <i>Personnel Requisition</i>	
3. <i>Performance and Development Review Form</i>	
4. <i>Review of Performance Qualities</i>	
5. <i>Performance and Development Self-evaluation Form</i>	
6. <i>Performance and Development Quarterly Check-In Form</i>	
C. <i>Job Descriptions (by Division/Department)</i>	

Introduction

This salary administration manual is comprised of the compensation philosophy and its implementation within the employment ranks of King Conservation District. As the desire of KCD is to transition from a step-based compensation program to a merit-based compensation program, this document has been generated to specify policies, procedures and administration in furtherance of that goal. Information within this document was generated through sources geared toward bringing an objective view to the positions, salary structure, total compensation, and merit increases proposed for KCD. Exhibits have been attached to the basic document to provide authentication of the proposed policies, procedures and administration.

This salary administration program is applicable to all King Conservation District regular full-time and part-time staff. All employees covered by this program may have access to their salary range and job description. KCD employees are entitled to know the salary range information on other positions when it relates to their immediate career path or to immediate promotional opportunities. This manual is available to senior and supervisory staff (management team) and board members to help define our compensation philosophy and describe how our program is administered. Any external requests for this information should be referred to the management team.

Questions concerning information within this document or further clarification of any points within this document should be addressed to the compensation committee.

King Conservation District reserves the right to change or alter this salary administration program as needed.

District Compensation Philosophy

King Conservation District is committed to a salary administration program designed to:

- Attract and retain a highly qualified and dedicated group of individuals by providing a competitive pay rate that keeps pace with the market and is fair and reasonable
- Provide equitable salaries in recognition of job performance and job responsibility by aligning pay expectations with performance expectations
- Promote teamwork and foster an environment of personal and professional growth for the entire work force
- Relate to other human resource programs and District philosophy and objectives
- Consider the District's financial position and provide for the equitable distribution of compensation throughout the District

All King Conservation District employees shall be equitably compensated for assigned duties and responsibilities without regard to race, color, religion, creed, sex, sexual orientation, age, national origin, citizenship status, marital status, or sensory, physical or mental disability, veteran status or any other basis of discrimination prohibited by local, state and federal law.

Compensation Program Summary

Compensation Philosophy	<p>King Conservation District will target a market position that provides a competitive advantage in attracting and retaining extraordinarily talented individuals. The District encourages and rewards high performing individuals who excel in their position and therefore contribute to the District's success. To keep the compensation program targeted to the market trend, the management team annually reviews the compensation program, and the new program is presented to the Board of Supervisors annually.</p> <p>The employee's total compensation package is determined by type of position and is a combination of a variety of elements: base salary and employee benefits. Employees are eligible to participate in the annual Merit Program.</p>
Base Salary	<p>An employee's base compensation is determined by various components: job skills, experience, performance in the job, comparable worth of the position within the District, and geographic location. The compensation structure has salary grades and the employee's position is slotted to the appropriate salary grade. Base compensation for employees generally targets the midpoint of King Conservation District's salary grade.</p>
Annual Review and Merit Program	<p>King Conservation District has an Annual Review and Merit process for performance evaluation and salary planning. It is the mechanism used by management team to allocate merit increases (base salary) to appropriately reward employees for their outstanding job performance with the District.</p>
Benefits	<p>The health and welfare of the District's employees is critical to the success of King Conservation District. The District offers employees and their dependents the opportunity to participate in the District's medical and dental program through Health Care Authority (HCA). Employees are also eligible to participate in life and long term disability insurance plans; medical savings account; and retirement benefits through the Washington Department of Retirement Systems (DRS). Employees may pay a portion of the benefits premium cost on a regular basis.</p>

Elements of the Salary Administration Program

King Conservation District's salary administration program is based on sound compensation principles and techniques. The following elements outline the basis for our program:

- Job descriptions
- Benchmark jobs
- Salary surveys
- Salary structure
- Updating the salary structure
- Job evaluation and classification

Job Descriptions

The job description describes the major duties and responsibilities of a job and the necessary qualifications required to perform the duties. It forms the basis for the salary administration program as well as serving many other purposes as part of the entire human resource function.

The job description describes typical and normal requirements of a job and is composed of the following sections:

Job Title: Job titles are established to clearly indicate the general nature of the position, yet set the position apart from others in the District. A title should be clear and descriptive of the work and skill level of the job.

Department: This specifies the assigned department for the position.

Reports To/ Supervision: This specifies the reporting hierarchy.

Employment Status: This specifies regular full time, regular part time or casual employees.

Status: Every position is either classified as exempt or non-exempt under the wage and hour laws.

General Description: This section provides a summary of the responsibilities of the position.

Essential Job Duties: The specific key duties of the position. They state what the individual is required to accomplish in the position and the basis for the requirement.

Qualifications: These statements state the minimum qualifications of education and experience.

Essential Job Functions and Working/Environmental Conditions: These statements list other skills or special licenses needed to perform the job such as computer languages or special certifications. This section lists special environmental conditions of the job, unpleasant conditions and special hazards, as well as any lifting, bending, or vision requirements.

Job descriptions must be kept current to truly reflect the level of responsibility and accurate requirements of every position. The primary responsibility for this rests with the manager. Job descriptions should be reviewed at the time of employee performance appraisals.

Benchmark Jobs

Benchmark jobs are positions selected on the basis of similarity in duties, responsibilities, skills, education and experience. These positions are used for comparison with other organizations that have similar positions to King Conservation District. They serve a vital function in the initial development and validation of the salary administration program and also for assistance in the future maintenance of the program.

Salary Surveys

A necessary step in the development and maintenance of a salary administration program is the determination of actual salary levels found in the labor market in which the District competes. This is essential to ensure the District is accurately compensating and continuing to attract and retain qualified individuals.

Salary Surveys are tools used to determine the median or average compensation paid to employees. Compensation data, collected from several sources, is analyzed to develop an understanding of the amount of compensation paid. Surveys may focus on one or more job titles, geographic regions, employer size, and industries. Sources can include government compensation surveys, online salary surveys, trade association specific surveys, or conducting your own survey by contacting similar entities for their pay information. Salary surveys provide the external market data necessary to create the salary structure. They help to determine what the 'market rate' is for jobs or skills used in the organization.

Salary survey data, which is reviewed biennially¹, is extremely helpful in maintaining our plan. We will continue to exercise judgment and interpretation in our use of this data. We currently use several, very detailed, professionally prepared surveys as our benchmark surveys such as BLR, Comp Data, Fox Lawson, Gartner, MBL, Mercer, Milliman NW & PS, PRM, United Way, Wage Access, Washington Employers, Watson Wyatt, and other applicable surveys.

¹ Every other year

Salary Structure (Exhibit A-1)

A salary structure is a way of categorizing jobs within an organization, primarily to help facilitate the administration of base pay. A salary structure is a hierarchical group of jobs and salary ranges within an organization. Salary structures are often expressed as pay grades or job grades that reflect the value of a job in the external market and the internal value to the organization.

Our salary structure has been designed through the use of logical mathematical techniques, which are long recognized as sound in the field of salary administration. There is equity/parity between the ranges from the minimum to the maximum.

King Conservation District's salary structure contains a number of salary ranges that are represented by a minimum and maximum dollar amount. The minimum of the salary range is the least amount generally we will pay an individual who is qualified for a position slotted in this range. The maximum of the range is the top salary an individual can usually receive regardless of level of performance. The midpoint of the salary range usually represents a competitive salary level for a fully experienced and qualified individual who can perform all aspects of the position.

Progression through the salary structure will usually, but not necessarily, occur in conjunction with the performance appraisal. All salary adjustments are based on the salary structure and percentage increase guidelines in place at the time of the change.

Updating the Salary Structure

The salary structure is reviewed annually in conjunction with the budget development process prior to the start of the calendar year through a comparison of the benchmark jobs we use for market analysis. The management team is responsible for recommending the nature and amount of any salary structure adjustment based on employment market conditions and salary inflation. The management team will make the final determination for any salary structure changes, with approval by the Board of Supervisors of King Conservation District.

Job Evaluation and Classification (Exhibits A-2 to A-4)

Job evaluation is the process of internally comparing the contribution of a job against other jobs in the District. Also considered in this process is the value of these jobs externally within the market where we compete for qualified individuals. This comparison is largely made through salary survey data by comparing benchmark survey positions to their similar positions at King Conservation District.

Once this comparison is made, the task of evaluating and classifying each position becomes an objective process performed by the management team, and when necessary, a contracted compensation expert. This team looks at the labor market information for external comparison. In order to analyze the jobs based on internal equity, the management team of King Conservation District will compare jobs across departmental lines to determine the contribution of each position to the District and its value against each other using the whole job method. This determines internal equity and ensures that the District employees are appropriately compensated based on both external and internal equity.

Steps in the Creation of the Compensation Program

Step I

- A Job Description Questionnaire. (See Exhibit B-1) may be completed for each new position. The questionnaires are used to gather information about job inputs and outputs.
- The data obtained from the analysis is refined into a Job Description. (See Elements of the Salary Administration Program).
- Job descriptions are then reviewed and approved by the management team and the compensation consultant.

Step II

- Current information on particulars of the positions is recorded for comparative analysis. This spreadsheet will be used throughout the process to record survey data, range positions, final salary and other pertinent information.

Step III

- Job Descriptions are compared with external market jobs.
- Several surveys listing comparable external market jobs and salaries are used in the analysis process such as: BLR, CompData, Fox, Gartner, MBL, Mercer Milliman, PRM, United Way, Wage Access, Washington Employers, Watson Wyatt, and other related applicable surveys.

Step IV

- A salary structure is designed using logical mathematical techniques. (Exhibit A-1)
- A preliminary analysis compares the midpoint of the salary structure ranges with the salary survey information averages.

Step V

- Internal Equity is determined by using the “whole job method.” (See Exhibit A-2) The management team will decide on these values. An internal hierarchical structure is modeled from these values. (See Hierarchical List, Exhibit A-6).

Step VI

- Jobs are slotted into salary ranges.
- Individuals whose current salary falls below the minimum of that job range should be moved to that minimum (called “green circled”). Conversely, individuals whose salaries are above the maximum of that range, should not receive salary increases until the ranges move to catch up to their salary (called “red circled”).

Process For Slotting Jobs

Begin by reviewing the job description. Review the capsule² job descriptions in published surveys by reading them very carefully. Look for at least a 70% match in job content between the District job description and the survey capsule job description. Look for local data when possible. Use data which includes at least 10 companies and at least 15 incumbents. Use simple average salary data rather than a weighted average data or median data. Use base salary data. Use multiple surveys. Preferably use as many as eight surveys. Examine data for trends.

Guidelines for Using the Salary Administration Program

The following guidelines define the appropriate salary action and necessary steps in utilizing the entire program. Annual salary planning for the District will be prepared third quarter of the fiscal year for the following fiscal year. The management team will be expected to forecast the following information by employee: review date, performance and merit increase percentage. The management team will determine a “spend budget” number to manage in the process.

Personnel Requisition

The majority of personnel hiring approvals are done through the annual budgeting process. Any hiring outside of the annual budgeting process may require a personnel requisition form (Exhibit B-2) to be completed by the hiring manager to request approval to hire an individual for a specific position. The form requests the information necessary to make a final determination to approve a new regular position or a

² Capsule job descriptions are that which define main responsibilities and duties in a brief summarized format rather than a full job description.

temporary position. A completed job description must be attached and the position must be slotted by the management team within the salary structure.

The approval to hire must be made by the management team and Board of Supervisors.

Hiring Salary

The starting salary for an employee at King Conservation District is based on similar work experience and internal rates for comparable positions within the District. A newly hired individual with adequate experience will normally have a starting salary in the lower quarter of the range. An employee with several years of similar work experience would usually start somewhere around the midpoint. A starting salary in the upper quarter is for expansive depth and breadth of experience and should be negotiated with the management team.

Merit Adjustments and Guidelines

King Conservation District subscribes to a merit system for salary increases that are based upon individual performance and overall contribution to the District. Merit increases are designed to recognize individual contributions to the District taking labor market trends, economic conditions and the financial position of the District into account. These guidelines are reviewed annually to ensure a competitive posture.

A supervisor should counsel an employee who reaches the 90th percentile of his/her salary range as to the future direction of the individual's career.

An individual in the corrective action process is generally ineligible for a merit increase. The salary increase review cycle will be extended based on the length of time an individual has this corrective action status.

Salary action may also be deferred for length of time an employee is away from work on a leave of absence for more than 12 weeks.

Promotional Adjustments

A promotion is the advancement of an individual to a position in the same or higher salary range based on performance, qualifications and a significant change in work content.

When a salary increase is given with a promotion, the promoted individual will be generally brought to at least the minimum of the new salary range.³ If the promotion occurs at the same time as eligibility for a merit increase, a promotional increase may be given in addition to the merit adjustment. The adjustment should consider the increase in responsibilities, position in the range, and rates paid others for similar work. All promotions should have the approval of the management team.

Reclassification Adjustments

Reclassification of an individual to a lower salary range may be made because of a decrease in performance, the employee's request, or due to business requirements. The supervisor will consult with the management team and determine the rate of pay, considering the individual's qualifications and the current average rate paid for the new position.

Interim Adjustments

Interim adjustments reward exceptional performance or adjust a salary level that is not competitive due to internal or external factors. The management team must approve this adjustment exception.

Pay For Performance Guidelines

All regular employees may receive a review following the completion of a 6 month introductory period of employment. These reviews are strongly recommended but are at the discretion of the manager. In most cases, formal performance appraisals with merit consideration will be administered annually. The Performance Appraisal forms (Exhibits B-3 to B-6) are used to define the basic functions of the position, identify the individual's major strengths and abilities, evaluate performance levels and critique significant improvements over the past appraisal period.

Individuals who perform exceptionally may also be eligible for a salary increase prior to the regularly scheduled date; conversely, review dates can be extended beyond the scheduled date cycle. All merit adjustments are effective on the start of the payroll period following the date of action.

Annual Appraisal Process - Performance appraisal forms must be completed by the supervisor and the employee by the end of the fiscal year. Following the return of the employee self-evaluation forms⁴ to the supervisor, a performance appraisal session is scheduled and completed with the individual. The

³ Movement for individual contributors to supervisor or manager may be considered a lateral promotion within the same salary range.

⁴ Forms B-4 and B-5

supervisor will prepare a performance appraisal form⁵ and summary of the employee work plan objectives for discussion at the review session. The employee and supervisor sign the performance appraisal form indicating they have covered the information. The form is then placed in the employee's personnel file.

Quarterly Check-In Process – The supervisor will conduct quarterly review sessions with the employee to track progress, offer assistance, and make changes in objectives as appropriate. The employee will complete a brief self-evaluation form⁶ and return it to the supervisor prior to the scheduled meeting.

Merit Award Process - The management team must review all increases for conformance to District guidelines (see Exhibit A-5 for suggested guideline). All salary increases outside the guidelines require formal consultation with the management team. A Merit Pool⁷ is established each year through the budgeting process.

The management team meets subsequent to the annual performance appraisal to make proposed merit awards. Merit awards are determined in part based on performance appraisal and availability of funding. Funding availability for merit pool is determined by the Board using year-end financials made available at the beginning of new fiscal year. The Board finalizes merit pool after year-end financial analysis. Merit awards are then finalized by the management team.

Once the appropriate approvals are granted, the employee's manager will notify the employee of the salary adjustment. A memorandum is generated documenting the changes to compensation, grade level, or other pertinent information and given to the employee and placed in the personnel file. All payroll changes are coordinated with the Director of Administration once approved.

⁵ Form B-3

⁶ Form B-6

⁷ Refers to the pool of money that an organization dedicates to salary increases for the coming year.

Exhibit A-1

Salary Structure

4/1/2010

50% Ranges, 12% Grade Increase

Grade	Min	Mid	Max	Annual Hourly
24	136,839 65.79	171,049 82.24	205,259 98.68	
23	122,178 58.74	152,722 73.42	183,267 88.11	
22	109,087 52.45	136,359 65.56	163,631 78.67	
21	97,399 46.83	121,749 58.53	146,099 70.24	
20	86,964 41.81	108,705 52.26	130,446 62.71	
19	77,646 37.33	97,058 46.66	116,469 55.99	
18	69,327 33.33	86,659 41.66	103,990 50.00	
17	61,899 29.76	77,374 37.20	92,849 44.64	
16	55,267 26.57	69,084 33.21	82,901 39.86	
15	49,346 23.72	61,682 29.65	74,018 35.59	
14	44,059 21.18	55,073 26.48	66,088 31.77	
13	39,338 18.91	49,172 23.64	59,007 28.37	
12	35,123 16.89	43,904 21.11	52,685 25.33	
11	31,360 15.08	39,200 18.85	47,040 22.62	
10	28,000 13.46	35,000 16.83	42,000 20.19	

This page intentionally blank.

Exhibit A-2

Internal Equity Position Evaluation Guide

Whole Job Ranking Method

The whole job ranking method is the method King Conservation District has chosen for comparing the relative contribution of jobs within the District. Whole job ranking determines the worth of a position by ranking its overall value to the organization by comparing the position to all other positions within the organization. Factors to consider for assessing whole-job worth will include department size, job responsibility, job complexity, necessary qualifications, required skills, and importance to the District. After the market comparison is complete, King Conservation District's management team will review the salary grade placement across the organization. There will be a few occasions where the position needs to be moved up or down 1 grade to ensure internal equity across department lines.

This page intentionally blank.

Exhibit A-3

Salary Range Definitions

Survey matches were generated for salary grades. The ranges that you see are identified as minimum, midpoint, and maximum.

There is a 50% range between the minimum and the maximum with 12% increases between grades.

The **midpoint** of the salary range usually represents a competitive salary level for a fully experienced and qualified individual who can perform all aspects of the position competently. The **maximum** represents the salary for a full career path, which includes expansive depth and breadth of experience.

Merit increases are designed to recognize individual contributions to the District taking labor market trends, economic conditions and the financial position of the District into account.

A promotion is the advancement of an individual to a position in the same or higher salary range based on performance, qualifications and a significant change in work content. In the event of a promotion, the promoted individual will be generally brought to at least the minimum of the new salary range. This adjustment will consider the increase in responsibilities, position in the range, and rates paid others for similar work.

This page intentionally blank.

Exhibit A-4

Survey Descriptions

BLR – Business and Legal Reports

2009 Survey of Nonexempt Compensation prepared by Business & Legal Reports – This survey contains wage information for 45 benchmark positions and other nonexempt positions. The effective date of the data is January 2009.

2009 Survey of Exempt Compensation prepared by Business & Legal Reports – This survey contains wage information for 44 benchmark positions and other exempt positions. The effective date of the data is January 2009.

Comp Data – Compensation Data

Compensation Data Services West 2009 – prepared by Compdata Surveys summarizes pay rates for the states of California, Oregon, Washington, Arizona, Colorado, Idaho, New Mexico, Nevada, Wyoming, Montana, and Utah. The report data is effective as of January 1, 2009.

Fox – Fox Lawson & Associates

Community Transit Agency 2009 Salary Survey Report prepared by Fox Lawson and Associates contains data from 24 organizations. This survey was conducted for Community Transit Agency in Everett, Washington. The report data is effective as of July 1, 2009.

Gartner

2009 IT Market Survey Compensation Study prepared by Gartner – This survey summarizes salary data from 325 participating organizations representing 104,812 employees for 152 benchmark jobs. The report data is effective as of March 1, 2009.

MBL

2009 Nonprofit Salary & Benefit Survey 5th Edition prepared by the MBL Group, Portland, Oregon. This survey contains salary data from 140 nonprofit organizations located in Oregon and Washington for 95 job positions. The effective date of the data is April 2009.

Mercer – William M. Mercer

The following Mercer Salary Surveys were used. Mercer survey data is from the 2009 US Mercer Benchmark Database.

2009 Northwest Region Benchmark Salary Survey Report prepared by William M. Mercer provides salary data from 2,405 organizations representing 243,552 employees for 371 job positions. Salary data is based on rates paid effective March 1, 2009.

2009 Finance, Accounting, and Legal Salary Survey Report prepared by William M. Mercer provides salary data from 2,134 organizations representing 118,776 employees for 114 job positions. Salary data is based on rates paid effective March 1, 2009.

Exhibit A-4 – Survey Descriptions

2009 Marketing and Communications Salary Survey Report prepared by William M. Mercer provides salary data by 1,531 organizations representing 27,038 employees for 60 job descriptions. Salary data is based on rates paid effective March 1, 2009.

Milliman NW – Milliman

2009 Northwest Management & Professional Salary Survey by Milliman – This report contains salary information on 199 benchmark jobs with data provided by 220 major employers for management, supervisory, and professional positions within Washington, Oregon, and Idaho. The effective date of the data is May 2009.

Milliman PS – Milliman

2009 Puget Sound Regional Salary Survey by Milliman – This report contains salary information on 178 benchmark jobs with data provided by 146 major local employers for nonexempt and selected exempt positions within the three-county Puget Sound metropolitan area. The effective date of the data is April 2009.

PRM

2009 Management Compensation Report Not-for-Profit Organizations prepared by the PRM Consulting Group Inc – This survey contains salary data from 208 organizations for 100 job positions. The effective date of the data is July 2009.

United – United Way

2009-2010 Nonprofit Wage and Benefit Survey prepared by United Way of King County and Washington Employers – This survey contains data collected from 267 participating organizations. The published survey data covers 157 jobs representing 19,020 employees. The effective date of the data is November 1, 2008.

Wage Access

Wage Access Salary Information – This online system provides current salary data on a number of benchmark job positions.

WE – Washington Employers

2009 Wage and Salary Survey Washington – All Industries prepared by Washington Employers summarizes pay rates from 494 participating organizations representing 25,224 incumbents covering 247 jobs. The report data is effective as of March 1, 2008.

Watson – Watson Wyatt

Code: MM 2009/2010 Survey Report on Middle Management Compensation prepared by Watson Wyatt Data Services provides salary data from 863 organizations in 8,684 locations representing 118,642 employees. Salary data is based on rates paid effective March 1, 2009.

Exhibit A-4 – Survey Descriptions

Code: OF 2009/2010 Survey Report on Office Personnel Compensation prepared by Watson Wyatt Data Services provides salary data by 905 organizations in 6,414 locations representing 327,776 employees. Salary data is based on rates paid effective January 1, 2009.

Code: PA 2009/2010 Survey Report on Professional Administrative Services Personnel Compensation prepared by Watson Wyatt Data Services provides salary data by 546 organizations in 5,271 locations representing 197,631 employees. Salary data is based on rates paid effective March 1, 2009.

Custom

This data is a custom compilation of pay data from King County and the City of Seattle.

This page intentionally blank.

Exhibit A-5

King Conservation District Suggested Annual Salary Increase Guidelines for FY 2012

Salary Increases in **2012**

Salary below the Midpoint =

MARKET CHANGE plus % MERIT Range of 0% to 5.5%

Salary above the Midpoint =

MARKET CHANGE plus % MERIT Range of 0% to 4.5%

Starting in **2013** and beyond salary increases will be based on MERIT only, which will take into consideration Market Factors.

MERIT DEFINITIONS

O=Outstanding, clearly remarkable (A+)

When an individual clearly goes beyond the “call of duty.” Achieved a standard of excellence where there would be no room for improvement under the current expectations. Accordingly, it would set a new standard of performance (raise the bar) in that category. This rating would be unusual, rarely given and something to pursue as a career goal.

E=Exceeds Expectation (A)

Goes above and beyond that called for in the job. It could also be considered within the “normal range” of a job description – any competent, able individual could/ would be capable of garnering some “E” scores. Room for improvement would mean striving for and achieving an “O.” Not as rare as an “O” but certainly attainable. Rewards accomplishment while still allowing room for improvement.

M=Meets expectations with consistency (A-/B+)

Meets the objective target for the position. This is the standard level the District expects their employees to maintain. Room for improvement would encourage employees to raise their own bar/ level of success. The District considers this level the norm, not the exception. Would likely be most frequent grading.

B= Below expectation or lacking consistency (C/D)

Opportunity to discuss/ address necessary growth or improvement. There will have been prior discussion (outside of the review and with the necessary paper trail) on this subject/ issue so there would be no surprise rating. The District’s objective is to have employees perform above the level of average/ mediocre work; performing at this level would mean they are below the level of expectation. Improvement would be necessary and recommended, as this should not be a level acceptable to either the manager or the employee.

U=Unacceptable (F)

A very serious problem that requires immediate course of corrective action. Performance has fallen far below the level of acceptability and requires focused attention within a given timeframe to avoid direct managerial action on employment status. Prior discussion (again, outside of the review and with the necessary paper trail) will have identified the issue and generated a course of corrective action, but this level would indicate that necessary improvement has not occurred or has, in fact, gotten worse. Improvement would be mandatory. As for “O”, this would be a highly unusual rating, and must be thought through completely with adequate documentation of previous actions and results.

Exhibit A-6

Hierarchical List of Jobs By Grade

Published Date: April 1, 2010

Salary Grade	Job Number	Job Classification	Survey Averages	Survey Matches	Minimum	Midpoint	Maximum
24					136,839 65.79	171,049 82.24	205,259 98.68
23					122,178 58.74	152,722 73.42	183,267 88.11
22	6	Executive Director	131,234	4	109,087 52.45	136,359 65.56	163,631 78.67
21					97,399 46.83	121,749 58.53	146,099 70.24
20					86,964 41.81	108,705 52.26	130,446 62.71
19					77,646 37.33	97,058 46.66	116,469 55.99
18	10	Senior Program Manager	89,553	9	69,327	86,659	103,990
	7	Senior Engineer	91,737	6	33.33	41.66	50.00
17		Program Manager II Engineer II			61,899 29.76	77,374 37.20	92,849 44.64
16	9	Program Manager I Senior Resource Specialist Engineer I	72,818	6	55,267 26.57	69,084 33.21	82,901 39.86
15		Resource Specialist II Senior Marketing Coord. Public Information Officer			49,346 23.72	61,682 29.65	74,018 35.59
	5		64,770	9			
14	8	Resource Specialist I	56,767	7	44,059	55,073	66,088
	1	Marketing Coordinator	53,251	6	21.18	26.48	31.77
13	2	Executive Assistant	49,532	8	39,338 18.91	49,172 23.64	59,007 28.37
12	3	Program Assistant II Office Assistance II	41,737	8	35,123 16.89	43,904 21.11	52,685 25.33
11		Program Assistant I Office Assistant I			31,360 15.08	39,200 18.85	47,040 22.62
10					28,000 13.46	35,000 16.83	42,000 20.19

This page intentionally blank.

Exhibit A-7

Job Classifications

Published Date: February 14, 2011

Job Classification	Job Titles Included
Executive Director	Executive Director
Senior Program Manager	Education and Implementation Program Manager; Planning and Initiative Programs Manager; Director of Administration; Grant Program Manager
Program Manager II	Education and Implementation Program Manager; Planning and Initiative Programs Manager; Director of Administration; Grant Program Manager
Program Manager I	Education and Implementation Program Manager; Planning and Initiative Programs Manager; Director of Administration; Grant Program Manager
Senior Engineer	
Engineer II	
Engineer I	
Senior Resource Specialist	Farm Planner; Conservation Projects; Volunteer Program; CREP; Public Education
Resource Specialist II	Farm Planner; Conservation Projects; Volunteer Program; CREP; Public Education
Resource Specialist I	Farm Planner; Conservation Projects; Volunteer Program; CREP; Public Education
Public Information Officer	
Senior Marketing Coord.	Senior Marketing Coordinator
Marketing Coordinator	
Executive Assistant	
Program Assistant	
Office Assistant II	
Office Assistant I	Grant Program Assistant

This page intentionally blank.

**Exhibit B-1a - JOB DESCRIPTION QUESTIONNAIRE
(Exempt)**

PLEASE TYPE OR PRINT

Name _____ Date _____

Job Title _____ Dept _____

A. **Essential functions:** List the essential functions of the position in order of importance:

1.

2.

3.

4.

5.

6.

7.

SAMPLE

B. List additional responsibilities:

1.

2.

3.

Exhibit B-1a

C. Knowledge and Skills:

What is the <u>minimum</u> previous related experience whether acquired from outside or from within the district, which a person should have to perform the duties and responsibilities of the job?	What special knowledge, skills, or training may be required to perform the job? (e.g., supervisory skills, written/verbal communication skills, spreadsheet skills, negotiation skills, certifications, etc.)
SAMPLE	

D. Education (minimum requirements/equivalent): What is the minimum education and experience required to competently perform the job?

- ☐ no requirement
- ☐ High School Diploma or equivalent
- ☐ High School plus some College
- ☐ AA Degree, type _____
- ☐ BA/BS Degree, type _____
- ☐ Masters Degree, type _____

Experience:

E. Internal/External Contacts: Type and frequency of internal/external contacts (vendors, attorneys, government agencies, Board of Supervisors, management).

Contact	Reason	Frequency

Exhibit B-1a

F. **Working Conditions:** Special job or environmental conditions and physical requirements (sitting for long periods, lifting (# lbs), extensive travel, overtime requirements).

G. **Financial Responsibility:** List any signature authority, budget controls and expenditure levels.

H. Decision Making:

What level of decision making does this position have including effect on policies and procedures? Does this position develop, recommend, approve, have final authority, etc?	Specify the number of exempt and non-exempt personnel reporting to this position and their titles.
<h1>SAMPLE</h1>	

I. **Confidentiality:** List level of confidentiality such as proprietary, financial, personnel, strategic.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Completed by _____ Date _____

Reviewed by _____ Date _____

Management Team Use Only:

<i>Date:</i>	<i>Grade:</i>	<i>Salary:</i>
--------------	---------------	----------------

This page intentionally blank.

Exhibit B-1b
JOB DESCRIPTION QUESTIONNAIRE
(Non-exempt)

PLEASE TYPE OR PRINT

Name _____ Date _____

Job Title _____ Dept _____

A. **Essential Functions:** List the essential functions of the position in order of importance:

1.

SAMPLE

2.

3.

4.

5.

6.

7.

B. List additional responsibilities:

1.

SAMPLE

2.

3.

C. **Skills, Abilities and Other Requirements:** List skills or training needed to perform the job (e.g., spreadsheet or word processing skills, keyboarding skills, ability to lift a minimum weight, ability to answer multi-line phone, written or verbal communication skills, drivers license, certifications, etc.).

D. **Education:** What is the minimum education and experience required to perform the job?

- ☐ no requirement
- ☐ High School Diploma or equivalent
- ☐ High School plus some College
- ☐ AA Degree, type _____
- ☐ BA/BS Degree, type _____
- ☐ Masters Degree, type _____

Experience:

SAMPLE

E. **Internal/External Contacts:** Type and frequency of internal/external contacts.

Contact	Reason	Frequency

F. **Working Conditions:** Special job or environmental conditions and physical requirements (sitting for long periods, lifting (# lbs), keyboarding 50% of time, extensive travel, exposure to outside weather conditions, overtime or shift work requirements).

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Completed by _____ Date _____

Reviewed by _____ Date _____

Management Team Use Only:

<i>Date:</i>	<i>Grade:</i>	<i>Salary:</i>
--------------	---------------	----------------

SAMPLE

Exhibit B-2

Personnel Requisition Form

Date _____

☐ Exempt ☐ Non-Exempt ☐ Temporary for Period _____

Position Title		Number Needed	Department
Reports To	Contact		Date Needed
Salary Range	Salary Grade	Hours of Work	
Position is: <input type="radio"/> Addition to Staff		<input type="radio"/> New Position	<input type="radio"/> Not Budgeted
<p>JUSTIFICATION: This section must be completed if position is a non-budgeted addition to staff.</p> <p style="text-align: center; font-size: 100px; color: #d4d4d4;">SAMPLE</p>			
Approved	Date	Approved	Date
Approved	Date	Approved	Date
Approved	Date	Approved	Date

JOB DESCRIPTION MUST BE ATTACHED TO THIS FORM

This page intentionally blank.

EXHIBIT B-3

Performance and Development Review Form

Employee name: _____ Employment date: _____

Position: _____ Review date: _____

Review period: _____ to _____ Completed by: _____

PART ONE: REVIEWER COMMENTS

1. To what extent have assigned work plan goals and objectives been met for the review period (insert examples here)? Please comment on deviations from planned objectives. Additionally elaborate on other performance goals and personal planning objectives met. [Question #2 on Employee Self-Evaluation]
2. If applicable, document the level of progress achieved for any agreed-upon areas of improvement or development over the review period. [Question #3 on Employee Self-Evaluation]
3. Which accomplishments and contributions over the review period should this individual be most of proud? Personal, professional, organizational, etc. [Question #7 on Employee Self-Evaluation]
4. Where applicable, comment on any performance, behavior or activity relating to the following criteria: [Question #9 on Employee Self-Evaluation]
 - a. Quality of work product- (*meeting standards, work timely...*)
 - b. Relations/ interactions with others- (*Board, Staff, Cooperators, Others*)
 - c. Initiative- (*Assigned and unassigned tasks, addressing gaps, improve/ innovate with regards to District programs and services*)
 - d. Dependability/ Accountability
 - e. Supervisory
 - f. Leadership
 - g. How your work supports on the ground conservation
 - h. Community based stewardship (e.g. efforts to support/ increase exposure of King CD work, to cultivate conservation leaders, and to support peer networks...)
5. Based on performance, interest and organizational needs identify areas for improvement or development. Refer to the "Qualities" rating sheet. Specify what the individual can do to assure achievement, and provide target dates. [Question #10 on Employee Self-Evaluation]
6. Career goals [Question #12 on Employee Self-Evaluation]
 - a. Describe short-term career goals (12-18 months)
 - b. Describe long-term career goals (2-5 years)
 - c. What initiatives should the individual take to pursue these goals?
 - d. What initiatives will you take to help this individual pursue these goals?
7. List 3 mutually agreed upon objectives for the upcoming review period.

8. Identify additional issues or subjects to be addressed? Consider things to start, stop, and continue; opportunities for employee to better serve King CD; and systems that are working/ not working.
[Question #14 on Employee Self-Evaluation]

PART TWO: EMPLOYEE COMMENTS

Provide any comments you have about this performance evaluation.

Manager_____ - Date_____

I have reviewed this evaluation and understand its contents:

Employee_____ - Date_____

NOTE: Attach Self-Evaluation Form and a summary of the employee work plan objectives

Exhibit B4

Review of Performance Qualities

Employee name: _____

Outstanding, clearly remarkable = O

Review period: _____ to _____

Exceeds expectation = E

Completed by: _____

Meets expectation with consistency = M

Date completed: _____

Below expectation or lacking consistency = B

Unacceptable, of serious concern = U

Basic Performance Qualities

1	Technical Fluency	Level of requisite technical knowledge and the ability to apply it	O	E	M	B	U
2	Experience	Adequacy of background in addressing the demands of the position	O	E	M	B	U
3	Skills	Ability to accomplish tasks that are pertinent to the job	O	E	M	B	U
4	Productivity	Amount of satisfactory work accomplished	O	E	M	B	U
5	Accuracy	Absence of mistakes or errors	O	E	M	B	U
6	Innovation	Imagination and creativity used to improve or enhance operations	O	E	M	B	U
7	Appearance & Habits	Considering the nature of the job, appropriateness of attire	O	E	M	B	U
8	Courtesy	Respect for feelings and needs of co-workers and clients	O	E	M	B	U
9	Cooperation	Ability to work effectively with others	O	E	M	B	U
10	Support to Organization	Understands & assists with the company's goals & direction	O	E	M	B	U
11	Initiative	Self-starting/motivated, attempts to influence events to achieve goals	O	E	M	B	U
12	Reliability	Dependable, trustworthy, commits to tasks and follows through	O	E	M	B	U
13	Perseverance	Pursuit of job objectives when faced w/ unexpected obstacles	O	E	M	B	U
14	Stress Tolerance	Stability of performance under pressure or deadlines	O	E	M	B	U
15	Assignment Schedules	Meets schedules and deadlines	O	E	M	B	U
16	Attendance & Punctuality	Work attendance, timeliness	O	E	M	B	U
17	Client & Public Relations	Exhibits professionalism, courtesy, attentiveness & responsiveness	O	E	M	B	U
18	Safety	Awareness & care to prevent hazards in the workplace	O	E	M	B	U
19	Care for Co. Property	Consideration & respect for office space, equipment, assets, etc.	O	E	M	B	U
20	Attitude	Effectiveness in fostering a positive, productive work environment	O	E	M	B	U
21	Communication	Effectiveness in verbal and non-verbal communication	O	E	M	B	U
22	Efficiency	Highest & best use of time	O	E	M	B	U

Decision-Making Skills

1	Analysis	Identify issues, obtain information, relate data, identify causes	O	E	M	B	U
2	Judgment	Use of logical assumptions and factual information	O	E	M	B	U
3	Decisiveness	Ability to accept responsibility, reach decisions, facilitate progress	O	E	M	B	U

Management Skills - for Group Managers and Project Managers and other staff when applicable.

1	Communication & Coord'n	Facilitation of team scenarios	O	E	M	B	U	NA
2	Planning & Organization	Clear course of action, proper assignments, effective resource use	O	E	M	B	U	NA
3	Delegation	Allocating appropriate responsibility to able subordinates	O	E	M	B	U	NA
4	Management Control	Approach and procedures to monitor, regulate, and measure	O	E	M	B	U	NA
5	Program Goals & Objectives	Completion of agreed-upon objectives and commitments	O	E	M	B	U	NA

Leadership Skills- when applicable.

1	Builds trust and respect	O	E	M	B	U	NA
2	Develops skills of others	O	E	M	B	U	NA
3	Inspires direct reports	O	E	M	B	U	NA
4	Manages conflict	O	E	M	B	U	NA
5	Build and implement a shared vision & strategy	O	E	M	B	U	NA

MERIT DEFINITIONS

O=Outstanding, clearly remarkable (A+)

When an individual clearly goes beyond the “call of duty.” Achieved a standard of excellence where there would be no room for improvement under the current expectations. Accordingly, it would set a new standard of performance (raise the bar) in that category. This rating would be unusual, rarely given and something to pursue as a career goal.

E=Exceeds Expectation (A)

Goes above and beyond that called for in the job. It could also be considered within the “normal range” of a job description – any competent, able individual could/ would be capable of garnering some “E” scores. Room for improvement would mean striving for and achieving an “O.” Not as rare as an “O” but certainly attainable. Rewards accomplishment while still allowing room for improvement.

M=Meets expectations with consistency (A-/B+)

Meets the objective target for the position. This is the standard level the District expects their employees to maintain. Room for improvement would encourage employees to raise their own bar/ level of success. The District considers this level the norm, not the exception. Would likely be most frequent grading.

B= Below expectation or lacking consistency (C/D)

Opportunity to discuss/ address necessary growth or improvement. There will have been prior discussion (outside of the review and with the necessary paper trail) on this subject/ issue so there would be no surprise rating. The District’s objective is to have employees perform above the level of average/ mediocre work; performing at this level would mean they are below the level of expectation. Improvement would be necessary and recommended, as this should not be a level acceptable to either the manager or the employee.

U=Unacceptable (F)

A very serious problem that requires immediate course of corrective action. Performance has fallen far below the level of acceptability and requires focused attention within a given timeframe to avoid direct managerial action on employment status. Prior discussion (again, outside of the review and with the necessary paper trail) will have identified the issue and generated a course of corrective action, but this level would indicate that necessary improvement has not occurred or has, in fact, gotten worse. Improvement would be mandatory. As for “O”, this would be a highly unusual rating, and must be thought through completely with adequate documentation of previous actions and results.

EXHIBIT B-5

Performance and Development Review

Employee Self-evaluation Form

Employee name: _____ Employment date: _____

Position: _____ Review date: _____

Review period: _____ to _____

1. Describe the primary responsibilities of your job. Indicate those not adequately addressed in your job description, or explain any new or unassigned activities you've taken on as part of your regular duties over the course of the review period.
2. To what extent have assigned work plan goals and objectives been met for the review period? Please comment on deviations from planned objectives. Additionally, elaborate on other performance goals and personal planning objectives met. [Question #1 on Review Form]
3. If applicable, document the level of progress achieved for any agreed-upon areas of improvement or development over the review period. [Question #2 on Review Form]
4. What training and education did you accomplish?
5. What aspects of your job are the most interesting and satisfying?
6. What aspects of your job are the least interesting and satisfying?
7. Which accomplishments and contributions during the review period are you most proud of? Reflect on personal, professional and organizational aspects. Please include all that deserve recognition. [Question #3 on Review Form].
8. What do you think you could have performed better?
9. Wherever applicable, comment on your performance, behavior or activity relating to the following criteria: [Question #4 on Review Form]
 - i. Quality of work product- (*meeting standards, work timely...*)
 - j. Relations/ interactions with others- (*Board, Staff, Cooperators, Other*)
 - k. Initiative- (*Assigned and unassigned tasks, addressing gaps, improve/ innovate with regards to District programs and services*)
 - l. Dependability/ Accountability
 - m. Supervisory
 - n. Leadership
 - o. How your work supports on the ground conservation
 - p. Community based stewardship (e.g. efforts to support/ increase exposure of King CD work, to cultivate conservation leaders, and to support peer networks...)
10. Based on performance, interest and organizational needs, identify areas for improvement or development. Refer to the "Qualities" rating sheet. Specify what you and your supervisor can do to

assure achievement, and provide target dates. What could you have done differently? [Question #5 on Review Form]

11. What resources and/or management support are needed to perform your job more effectively?

12. Career goals [Question #6 on Reviewer Form]

- a) Describe short-term career goals (12-18 months).
- b) Describe long-term career goals (2-5 years).
- c) What initiatives will you take to pursue these goals?

13. Propose 3 objectives for the upcoming review period and be prepared to discuss them in your performance review session.

14. What additional issues or subjects would you like to address? Consider things to start, stop, and continue, such as activities of the district board and staff members; opportunities for King CD to better serve; and systems that are working/ not working. Please list. [Question #8 on Review Form]

Employee_____ - Date_____

I have reviewed this self-evaluation and understand its contents:

Manager_____ - Date_____

EXHIBIT B-6

Performance and Development Quarterly Check- In

Employee Self-evaluation Form

Employee name: _____ Employment date: _____

Position: _____ Review date: _____

Review period: _____ to _____

1. To what extent have assigned work plan goals and objectives been met for the review period. Please comment on deviations from planned objectives. Additionally elaborate on other performance goals and personal planning objectives met. ?
2. What training and education did you accomplish?
3. What aspects of your job are the most interesting and satisfying?
4. What aspects of your job are the least interesting and satisfying?
5. Which accomplishments and contributions during the review period are you most proud of? Reflect on personal, professional and organizational aspects. Please include all that deserve recognition.
6. What do you think you could have performed better?
7. **[STARTING IN 2012]** Based on performance, interest and organizational needs, identify areas for improvement or development. Refer to the "Qualities" rating sheet. Specify what you and your supervisor can do to assure achievement, and provide target dates. What could you have done differently?
8. What resources and/or management support are needed to perform your job more effectively?
9. What additional issues or subjects would you like to address? Consider things to start, stop, and continue, such as activities of the district board and staff members; opportunities for King CD to better serve; and systems that are working/ not working. Please list.

Employee _____ - Date _____

I have reviewed this self-evaluation and understand its contents:

Manager _____ - Date _____

This page intentionally blank.

Job Descriptions (by Division/Department)

Unfinished Business

King Conservation District Landowner Incentive Program
2022 Quarter 1 Awards

BUDGET SUMMARY	
Total- Cost-share Budget	\$506,300.00
Total- Cost-share Awarded	\$21,277.04
2022 Awards	
January - March Award Cycle	\$21,277.04
Cost-share Budget Remaining	\$485,022.96
Funds Available to Reallocate	\$24,675.85
Adjusted Balance Available for FY 2022	\$509,698.81

COST SHARE AWARD DETAIL- January - March Award Cycle								
Last Name	First Name	Best Management Practice	Award Amount	Completion Date	Acres	Feet	Plants	Qty
Jang	Jolene	Riparian Forest Buffer	\$ 6,138.40	4/1/2023	0.04	240	350	
Gockel	Diana and Don	Buffer Fence	\$ 2,340.00	4/1/2023		260		
McGruder	Nina and Aaron	Heavy Use Area	\$ 1,400.00	2/1/2023		2,000		
Truong	Kathy	Hedgerow	\$ 3,271.80	4/1/2023		140	139	
Hahn	Chris	BRR Forest Health Management	\$ 8,126.84	12/31/2025				
Total			\$21,277.04		0.04	2640.00	489	

COST-SHARE FUNDS AVAILABLE TO REALLOCATE		
(Prior & Current Year Contracts, Cancelled or Closed Under Budget During CY 2022)		
Status	Number of Contracts	Amount
Closed Underbudget	7 \$	24,675.85
Cancelled	0 \$	-
	7 \$	24,675.85

SUBJECT:

To adjust the Landowner Incentive Programs (LIP) cost per unit and project maximum rates for approved Best Management Practices (BMP) for inflation.

POLICY CONSIDERATION

This policy proposes adjusting the unit maximums and associated practice maximums for approved LIP BMPs to better reflect the market rate to implement these practices in King County. To meet the needs of our cooperators contending with rapidly rising inflation rates and supply chain shortages, KCD staff developed a modified method from previously approved unit maximum rate update processes that takes into consideration inflation rates and actual costs per unit of recently installed BMPs. This policy also proposes an inflation adjustment for the maximum award allowed for a single BMP.

STAKEHOLDER INTERESTS

- Staff and board members of the King Conservation District
- Cooperators working with the District and other industry practitioners to implement natural resource best management practices.
- Cooperators who live in King County and benefit from the conservation and enhancement of our shared watersheds

BACKGROUND

The KCD LIP incentivizes the adoption of Best Management Practices (BMPs) on private land to protect our shared natural resources through cost-share. Many of LIP's BMPs cost-share rate unit maximums and associated project maximums have not been updated in several years, in some cases for over a decade. Supply chain shortages and delays due to the Covid-19 pandemic, coupled with an increased in-home construction, have resulted in market volatility for materials and labor necessary to implement BMPs. KCD planners and staff have observed that several practices installed over the past few years have been cost-shared on at a rate significantly under current market value, and in some cases this discrepancy has posed a barrier to cooperators being incentivized, or able to afford implementing BMPs.

To meet the needs of our cooperators contending with rapidly rising inflation, KCD staff evaluated our cost-share rates and created a proposal to adjust for inflation. Staff predict that updating cost-share rates to adjust for inflation will support meeting ILA metrics through maintaining incentives and reducing of barriers for cooperators to implement BMPs.

Updating Practice Maximums or Caps

Practice maximums sets the upward limit of cost-share available to allocate to a cooperator for any given BMP. Each BMP has its own unique practice maximum or cap. Each BMP also has its own cost-share ratio, which is the percentage of the project maximum that a cooperator will be reimbursed. The percentage of the practice maximum that is available for a cooperator to be reimbursed is called the maximum reimbursement. In 2015 KCD LIP adopted a policy to set practice maximums or caps and cost-share ratios for BMPs (Exhibit D). KCD adopted these caps to ensure that there is equity among the quantity of funding landowners can receive and will help to distribute the funds to as many projects as possible. These caps were chosen based on actual

King Conservation District Board of Supervisors Meeting 03/14/2022
Agenda Action Briefing/Report AI 22-012

costs of projects funded through LIP and a policy selected maximum that represents the upper limit KCD strategically wants to invest in any one BMP. KCD also set a cap of \$30,000.00 award, or maximum reimbursement for BMPs funded through rates and charges cost-share. This means maximum reimbursements to cooperators cannot exceed \$30,000.00.

Updating Unit Maximums

Unit maximums are the cost or dollar amount per unit (such as a foot, acre, or animal unit) used to calculate the projects maximum budget. Each BMP has its own unique unit maximum.

In 2019 the BOS approved a standardized method to evaluate project unit maximums for BMPs funded through the LIP (Exhibit B). This process involves evaluating the average unit maximum for similar NRCS EQIP scenarios, recently closed LIP contracts and King County contractor estimates against the current LIP cost-share rate unit maximums.

In the interest of being able to update rates for all BMPs prior to dry season, when most projects are installed, staff created a process outlined below which considers changes inflation rates from the last time the rate of an individual BMP was updated. The inflation rates were informed by the Consumer Price Index and National Mortenson Construction Cost Index.

RECOMMENDATION (Please Refer to Exhibits A and C)

Staff recommend increasing the \$30,000.00 award maximum for installation a BMP funded through rates and charges cost-share to \$36,000.00 to account for a 20% increase in inflation since it's last update in 2015.

KCD staff recommend adjusting LIP cost per unit and practice maximums for inflation as outlined in Exhibit A utilizing the below method:

1. Evaluate the inflation rates for the Consumer Price Index and Mortenson Construction Cost Index from the time last cost-share rates were adjusted for that BMP. Consider how each Index applies to individual BMP installation supply and labor needs.
2. Evaluate the cost per unit of recently implemented BMPs. Consider unique attributes of individual BMPs installation and variability within the BMP. Evaluate this information in combination with step one to determine a new unit maximum.
3. Adjust each BMP's Practice Maximum utilizing the percent increase of cost per unit determined through steps one and two. Practice Maximums will be adjusted as needed to ensure that the BMP's Maximum Reimbursement will not exceed the adjusted award maximum of \$36,000.00

This inflation adjustment method will allow for an efficient, consistent update for all BMP cost-share rates to meet the needs of cooperators interested in installing BMP's this year. As the current market and inflation rates continue to be mercurial, and LIP expands our current data set of implementation costs to include more recent installations of BMPs, staff will reevaluate these updated cost-share rates utilizing the formerly approved method from 2019 (Exhibit B) periodically throughout the next few years.

King Conservation District Board of Supervisors Meeting 03/14/2022
Agenda Action Briefing/Report AI 22-012

The reimbursement ratios, or percentage of project costs eligible for reimbursements will remain the same for all practices. The increase in cost per units and associated project maximums will not be retroactively applied to completed projects or projects currently contracted through LIP.

OPTIONS CONSIDERED

- **Maintain the same project cost per unit rates for LIP BMPs and associated practice maximums**

This option was not recommended, as staff predict this would result in a continuation of barriers and decreases in incentives for cooperators to install BMPs through the LIP. This option could also lead to negative impacts on meeting ILA metrics.

- **Update cost per unit rates for LIP BMPs but do not update practice maximums**

This option was considered carefully by staff but was ultimately not recommended. As the LIP cost-share budget will not also increase with these rate increases, there is potential to fund fewer total projects and decrease the total number of cooperators reached. However, staff felt that having the practice maximums remain as they have been despite inflation would pose barriers and reduce incentives to cooperators installing BMPs.

EFFECTIVE DATE:

This policy will become effective upon approval by the Board of Supervisors.

FISCAL IMPACT

As the total LIP cost-share budget will not be increasing, an increase in unit maximums and associated practice maximums may decrease the number of projects the LIP can cost-share on each year, limiting the number of cooperators program services can reach. However, not adjusting the rates may also lessen the number of cooperators participating in the program through increasing barriers and decreasing incentives to implement BMPs.

MOTION

_____ Moved, _____ Seconded; Passed a motion to increase the unit maximums and associated project maximums in the Landowner Incentive Program for approved BMPs as outlined in Exhibit A and increase the KCD award maximum from \$30,000.00 to \$36,000.00. The reimbursement ratio for all BMPs would remain the same. The increase in unit and practice maximums and associated reimbursable amounts will not be retroactively applied to completed projects or projects currently contracted through LIP. Future updates to the unit maximums for LIP Best Management Practices will use a process that considers the evaluation of similar NRCS EQIP Practice Scenario unit maximums, project data from closed LIP practices, and contractor estimates.

Landowner Incentive Program Eligible Practices

EXHIBIT A

- Updated Rate Proposal

Best Management Practice	% of Total Cost Reimbursable	\$/ Unit Max	Practice Maximum	Maximum Reimbursement
Aquatic Area Buffer Planting	90%	\$36,000/project	\$36,000	\$32,400
Building Relocation from Aq. Area/Buffer	50%	Case by case	\$24,000	\$12,000
Bulkhead Removal	75%	Case by case	\$48,000	\$36,000
Buffer Fencing	75%	\$14/ft	\$35,000	\$26,250
Cover Crops	90%	\$200/acre	\$30,000	\$27,000
Forest Health Management	75%	\$36,000/project	\$36,000	\$27,000
Heavy Use Protection Area	50%	\$1,900/ animal unit	\$54,400	\$27,200
Pasture Health Management (Case by case combination of BMPs italicized below)	50-75%	Case by case dependent on which of the PHM BMPs apply to project needs	\$66,600	\$33,300-50,000
<i>Animal Trails & Walkways</i> <i>Forage & Biomass Planting</i> <i>Cross Fencing</i> <i>Brush & Herbaceous Weed Control</i>	See above – all practices apply to overall PHM BMP	\$1/ft ² \$400/acre \$7/ft \$333/acre	See above – all practices apply to overall PHM BMP	See above – all practices apply to overall PHM BMP
Roof Run-off Structure	50%	\$11/ft	\$31,400	\$15,700
Stream Crossings	75%	\$1,800/ft	\$48,000	\$36,000
Subsurface Drain	50%	\$25/ft	\$25,000	\$12,500
Waste Storage Facility	75%	\$2,000/animal unit	\$48,000	\$36,000
Watering Facility	50%	Case by case	\$24,000	\$12,000

King Conservation District Board of Supervisors Meeting 02/11/2019
Agenda Action Briefing/Report AI 19-014

SUBJECT:

To update the Landowner Incentive Programs (LIP) project cost per unit rates for the Buffer Fencing Best Management Practice (BMP) and Cross Fencing funded within the Pasture Health Management (PHM) BMP. To determine a standard method to evaluate unit maximums for all LIP Practices.

POLICY CONSIDERATION

Adjust the LIP project unit maximums for buffer and cross fencing to better reflect the market rate to implement both practices in King County. Determine a standard method to evaluate unit maximums for all LIP BMPs.

STAKEHOLDER INTERESTS

- Staff and board members of the King Conservation District
- Landowners working with the District and other industry practitioners to implement natural resource best management practices.

BACKGROUND

Currently, there is no standardized method to evaluate project unit maximums for BMPs funded through the Landowner Incentive Program. Many of these unit maximums have not been updated for a number of years and may not reflect the current market rate and other conservation organizations unit maximums. Staff developed a method to analyze unit maximums for LIP BMPs. The Buffer Fencing BMP and Cross Fencing funded through the Pasture Health Management BMP were chosen as a pilot for this method.

The unit maximums for Buffer and Cross Fencing Practices were adopted during the development of the Landowner Incentive Program, around 2008. The LIP unit maximums are \$5/ft for buffer fencing which is reimbursed at 75% or \$3.75/ft. The cross fence unit maximum funded within the Pasture Health Management BMP is \$3.00/ft which is reimbursed at 50% to 75% or \$1.50/ft to \$2.00/ft, respectively.

KCD Staff evaluated the average unit maximums from similar NRCS EQIP scenarios, recently closed LIP contracts, and King County fence contractor estimates. This research found that the current LIP unit maximums for buffer and cross fencing practices no longer reflect the current market value to implement these practices in King County. Please see the attached spreadsheet.

RECOMMENDATION

Staff recommend updating LIP unit maximums using the following method:

1. Evaluate similar NRCS EQIP scenario unit maximums
2. Evaluate recently completed LIP contract unit maximums
3. Evaluate King County contractor estimates of project cost per unit for the Practice
4. Use all three evaluations to guide KCD in determining an appropriate cost-share rate for the Practice.

King Conservation District Board of Supervisors Meeting 02/11/2019
Agenda Action Briefing/Report AI 19-014

Buffer Fencing Unit Maximum

KCD staff recommend a higher unit max of \$12.00/ft for Buffer Fencing. This recommendation takes into consideration:

- the increase in frequency of corners/H braces along riparian buffer fencing, which increase the total cost of the fence
- the often difficult installation of fencing along riparian shorelines, which requires additional labor
- NRCS EQIP cost/unit to implement similar fencing practice scenarios
- Feedback from contractors on the cost of implementing Buffer Fences

Cross Fencing Unit Maximum

KCD staff recommend increasing the unit maximum to \$6.00/ft, taking into consideration:

- We would like the unit max to reflect the cost to implement temporary cross fencing to promote rotational grazing and do not want to reflect the cost for more expensive, permanent fence types.
- NRCS EQIP cost/unit to implement similar fencing practice scenarios
- The cost of implementing this practice in King County based on contractors feedback.

The reimbursement ratio would remain at 75% for Buffer Fencing and 50 to 75% for Cross Fencing funded within the Pasture Health Management BMP. The project maximums for Buffer Fencing and Cross Fencing will remain at \$30,000 and \$20,000 respectively. The increase in project cost and associate reimbursable amount will not be retroactively applied to completed projects or projects currently contracted through LIP.

OPTIONS CONSIDERED (please see attached sheet for additional details)

- **Maintain the same project cost per unit rates**
 - Buffer Fencing - \$5.00/ft
 - Cross Fencing - \$3.00/ft
- **Adopt NRCS EQIP Unix Maximums**

Average Unit Maximum for similar EQIP Practice Scenarios:

 - Buffer Fencing - \$7.00/ft
 - Cross Fencing - \$5.00/ft

Highest Unit Maximum for similar EQIP Practice Scenarios:

 - Buffer Fencing - \$11.00/ft
 - Cross Fencing - \$7.00/ft

EFFECTIVE DATE:

This policy will become effective upon approval by the Board of Supervisors.

FISCAL IMPACT

An increase in unit maximums may impact the number of contracts available to landowners based on the current budget.

King Conservation District Board of Supervisors Meeting 02/11/2019
Agenda Action Briefing/Report AI 19-014

MOTION

 Moved, Seconded; Passed a motion to increase the unit maximums in the Landowner Incentive Program for Buffer Fencing from \$5/ft to \$12/ft and Cross Fencing practices from \$3/ft to \$6/ft. The reimbursement ratio would remain at 75% for Buffer Fencing and 50% to 75% for Cross Fencing funded within the Pasture Health Management Practice. The project maximums for buffer fencing and cross fencing will remain at \$30,000 and \$20,000 respectively. The increase in project cost and associate reimbursable amount will not be retroactively applied to completed projects or projects currently contracted through LIP. Future updates to the unit maximums for LIP Best Management Practices will use a process that considers the evaluation of similar NRCS EQIP Practice Scenario unit maximums, project data from closed LIP practices, and contractor estimates.

Buffer Fencing

Original Cost Per Unit \$/Foot	\$ 12.00	Maximum Reimbursement Cost Per Unit : \$12.00 * 75% = \$9.00
Updated Cost Per Unit \$/Foot	\$ 14.00	Maximum Reimbursement Cost Per Unit : \$14.00 * 75% = \$10.50

<p>Evaluated:</p> <p>Buffer fencing cost-share rates received a complete cost-share evaluation in 2019.</p>

One of the most commonly used, and expensive material to install for fences is lumber - which throughout the pandemic has had supply chain shortages and consequently extremely volatile prices over the past few years, rising and falling over 300 percent, and up to 40 % increases and decreases within a single month in multiple months in 2021 alone. Because of this volatility and market projections for continued decreases and stabilization of lumber prices (though not to pre-pandemic prices) we determined that the average between the CPI and NCI would be most appropriate. When compared to two projects installed in 2021 - we determined that it was near the cost to install a fence in King County.

The team discussed reassessing these prices at the end of 2022.

Different Reimbursement Scenarios	\$ / Foot
CPI to Install	\$ 13.32
NCI to Install	\$ 15.12
Average 2021 Install Prices	\$ 18.05
Total Average	\$ 15.50
Average CPI and NCI	\$ 14.22
Final Cost Per Foot	\$ 14.00

Waste Storage Facility

Original Cost Per Unit \$/Animal Unit	\$ 1,000.00	Maximum Reimbursement Cost Per Unit : \$1,000 * 75% = \$750
Updated Cost Per Unit \$/Animal Unit	\$ 2,000.00	Maximum Reimbursement Cost Per Unit : \$2,000 * 75% = \$1,500

Manure bins cost share rates are calculated by a dollar amount per animal unit. However, there is a range of animal units that may be recommended for the same bin. We evaluated the cost per animal unit for a three bin, concrete slabbed structure without a roof, which is the most commonly prescribed bin. To determine the unit we utilized the minimum Animal Units that would be required for a planner to recommend installing that sized bin.

Assessment of NCI and CPI since the time manure bins rates were last adjusted.

Considered frequent recent feedback from cooperators that rates did not come near the cost to implement this practice. Additionally, KCD planner observations that the level of construction required has increased substantially over the past 10 years since the rates were last adjusted. KCD regularly prescribes concrete pads and/or roofs for their benefits of natural resources, and engineers have other construction requirements to increase durability and meet code requirements. All of these elements increase costs.

We determined that the average cost to build a manure bin in the past three years divided by the minimum units required to build that bin would be the most representative.

The cost of construction of manure bins have been impacted by the supply chain issues during the pandemic. Additionally, there have not been many bins built with roofs in this time. Once market prices have died down, staff plan to reevaluate the cost of different types and size of bins, and base cost-share rates on planners recommendations to install bin size and type.

Different Reimbursement Scenarios	\$ / Animal Unit
Average Install Past 3 Years	\$ 1,637.67
Install an Average Bin w/ min units	\$ 2,008.25
NCI	\$ 1,567.31

Original Practice Maximum

Updated Practice Maximum	\$ 35,000.00	Max Reimbursable = \$35,000 * 75% = \$26,250.00
--------------------------	--------------	---

This cost-share rate would continue to support 2,500 feet or just under a half mile of buffer fence.

Original Practice Maximum

Updated Practice Maximum	\$ 48,000.00	Max Reimbursable = \$48,000 * 75% = \$36,000.00
--------------------------	--------------	---

The maximum number of animal units that could be cost-shared on with this increase would be 24 units. This is a decrease of six animal units from the prior rates. This decrease occurred because of the new increased maximum reimbursable cap for an individual project, which was increased from \$30,000 to \$36,000. However - we do not expect this decrease in AU maximums to significantly impact the accessibility of this BMP to cooperators. This expectation takes into consideration:

- Cooperators who have between 24 and 30 AUs would likely have similar manure storage requirements such as size, design and materials and have similar price points. Given the variance of number of AUs that would utilize the same size bin and have similar construction costs, staff are exploring further policy revisions to modify the calculation of cost-share rates from AUs to be based off the planner recommended bin size, and associated average costs to install. This will be explored at a later date and is outside of the scope of the current proposal to update unit maximums.

- The vast majority of cooperators KCD serves are smaller scale and do not meet the old (30) or new (24) maximum number of animal units.

- Cooperators that KCD serves that have higher AUs would have a higher likelihood of accessing funding through programs such as EQIP and WSCC commission grants than smaller scale operations and hobby farms, in part because a larger amount of animal units has a higher probability of impacting natural resources.

Average of all 3	\$	1,737.74
Final	\$	2,000.00

Roof Runoff Structure					
Original Cost Per Unit \$/Foot	\$	7.00	Maximum Reimbursement Cost Per Unit : \$7 * 50% = \$3.50	Original Practice Maximum	\$ 20,000.00 Max Reimbursable = \$20,000.00 * 50% = \$10,000.00
Updated Cost Per Unit \$/Foot	\$	11.00	Maximum Reimbursement Cost Per Unit : \$11 * 50% = \$5.50	Updated Practice Maximum	\$ 31,400.00 Max Reimbursable = \$31,400.00 * 50% = \$15,700.00
Evaluated:			The maximum amount of units able to install would be the same at 2,857 feet.		
Looked at the average cost per foot to install a roof runoff structure over the past 3 years. Took into account different gutter system needs such as downspouts, need to dig trenches etc.					
Assessed NCI since last unit maximum adjustment.					
Different Reimbursement Scenarios			\$ / Foot		
Average Cost of Recently Installed	\$	10.94			
NCI	\$	10.01			
Average	\$	10.48			
Final	\$	11.00			

Subsurface Drain					
Original Cost Per Unit \$/Foot	\$	20.00	Maximum Reimbursement Cost Per Unit : \$20 * 50% = \$10.00	Original Practice Maximum	\$ 20,000.00 Max Reimbursable = \$20,000.00 * 50% = \$10,000.00
Updated Cost Per Unit \$/Foot	\$	25.00	Maximum Reimbursement Cost Per Unit : \$25 * 50% = \$12.50	Updated Practice Maximum	\$ 22,500.00 Max Reimbursable = \$22,500.00 * 50% = \$12,500.00
Evaluated:			The maximum number of units that can be cost-shared on is 1,000 feet and would stay the same with this unit maximum increase with the associated increases in the project maximum and the maximum reimbursable levels.		
Looked at average cost to install in past three years.					
Looked at CPI and NCI					
Different Reimbursement Scenarios			\$ / Foot		
Final			\$25.00		

Stream Crossing					
Original Cost Per Unit \$/Foot	\$	1,100.00	Maximum Reimbursement Cost Per Unit : \$1,100.00 * 75% = \$825.00	Original Practice Maximum	\$ 40,000.00 Max Reimbursable = \$40,000* 75% = \$30,000.00
Updated Cost Per Unit \$/Foot	\$	1,800.00	Maximum Reimbursement Cost Per Unit : \$1,800.00 * 75% = \$1,350.00	Updated Practice Maximum	\$ 48,000.00 Max Reimbursable = \$48,000 * 75% = \$36,000.00

Evaluated:		
Inflation rates for the NCI and CPI from the year Stream Crossing unit maximums were updated until present. Discussed market volatility.		
Factored in the cost of recently installed of Stream Crossings through LIP. For projects implemented prior to 2018 utilized inflation from that year to average into total cost. Took into account scale of the project, difference in cost between smaller culverts and larger bridges. The average between larger scale crossings and smaller crossings is substantial. Evaluated recent bids for two ADAP stream crossings. Discussed how projects that are fish passage barriers or otherwise large due to depth and width of the channel or use type, can be very expensive. Fish passage barriers require larger crossings to allow room for passage, currently there is a dramatic price increase in supplies for these crossings. Additionally, ADAPs removal of sediments to mitigate flooding add depth to ditches and waterways can increase excavation and installation costs even without fish passage considerations.		
For these larger Stream Crossings other cost-share and grant programs have funding available through WSCC, NRCS that should be accessed first and in conjunction with LIP, however, the cost/unit rate when the bridges are under 26 feet would not meet the practice maximum allowed even though the cost/foot exceed those of the proposed unit maximum. Discussed being leery of raising the rates beyond the average as there would be a likelihood of over encumbering funding for smaller stream crossings that could result in reserving thousands of dollars beyond what is needed for a project that could be otherwise awarded elsewhere.		
For the time being the average between these two ends of the spectrum of Stream Crossings would suffice as a good stop gap - but staff determined need to further engage in conversations and development of policies allowing for a separate rate and method of calculation for crossings over a certain size.		
Different Reimbursement Scenarios	\$/Foot	
Average Cost/Ft Recently Completed Projects	\$1,300	
Average Cost/Ft CPI & NPI	\$1,650	
Average Cost/Ft of Bids for Larger Crossings	\$2,500	
Average of all 3	\$1,817	
	Final	\$1,800

The maximum number of feet that can be cost-shared on is approximately 26 feet. This is a decrease in 10 feet. However, for larger scale bridges they would almost always come close to meeting or exceeding the maximum. For smaller crossings, there is a significant decrease in costs below the average, and they would have additional funding in their award to implement larger crossings. For the time being this will suffice until we can determine parameters for the two crossing rates.

Bulkhead Removal		
Original Cost Per Unit \$/Project	\$40,000.00	Maximum Reimbursement Cost Per Unit : \$36,000 * 75% = \$30,000.00
Updated Cost Per Unit \$/Project	\$48,000.00	Maximum Reimbursement Cost Per Unit : \$48,000 * 75% = \$36,000.00
Evaluated:		
Inflation rates for the NCI and CPI from the year Bulkhead Removal unit maximums were updated until present. Bulkhead Removals are a combination of multiple BMPs and do not fit clearly into NCI or CPI rates.		
Factored in the cost of recently implemented Bulkhead Removals. Bulkhead Removals are cost-shared on a per project basis. These projects are larger in scale, typically costing upwards of \$100,000 and involving multiple partner funding sources such as WSCC and NRCS grant and cost-share funds. Bulkhead Removals were previously set at the highest available Project Maximum and Maximum Reimbursable amount. The goal is to utilize LIP funding in partnership with other agencies and funding to reduce the financial barriers for cooperators to install this practice.		
Bulkhead removals provide little to no economic benefit or incentive to cooperators, and in some cases cooperators may even lose economic value on their property through loss of recreational yard and shoreline space when they replace their armoring with of natural shoreline features and native plant species. Additionally, there are many preconceptions and stigmas regarding the negative impacts of removing shoreline armoring, such as decreased stability and security of personal residences and recreational yard space that can make it challenging to incentivize cooperators to engage in this practice.		
Staff felt that increasing the rate to the new proposed project maximum and maximum reimbursement rate would reflect the increase in costs to implement this BMP and associated growing gap between partner contributions and total project cost.		
	\$/Project	
Final	\$36,000.00	

Original Practice Maximum	\$ 40,000.00	Max Reimbursable = \$40,000 * 75% = \$30,000.00
Updated Practice Maximum	\$48,000.00	Max Reimbursable = \$48,000 * 75% = \$36,000.00

Forest Health Management					
Original Cost Per Unit \$/Project	\$30,000.00	Maximum Reimbursement Cost Per Unit : \$30,000 * 75% = \$22,500.00	Original Practice Maximum	\$ 30,000.00	Max Reimbursable = \$30,000 * 75% = \$22,500.00
Updated Cost Per Unit \$/Project	\$36,000.00	Maximum Reimbursement Cost Per Unit : \$36,000 * 75% = \$27,000.00	Updated Practice Maximum	\$36,000.00	Max Reimbursable = \$36,000 * 75% = \$27,000.00
Evaluated: CPI inflation rates from the year Forest Health Management unit maximums were updated until present. Examined the cost of recently implemented Forest Health Management Projects. Most recently Rural Forest Stewardship BMPs cost-share rates are calculated on a per project basis and are a combination of several BMPs. Project budgets are determined through contractor bids which take into account individual project site variables such as slope, invasive species presence and existing vegetation can all impact the cost to implement these practices. The LIP Review Committee will review bids and work with cooperators and contractors to ensure the budget levels are appropriate for the scope outlined in the contract. Feedback from the Forestry Team is that they do not encounter many bids that exceed the current project budget maximum for this BMP. Many if not most of KCD's cooperators that utilize cost-share for forest stewardship manage small acreage forested lots. Larger acreage lots, (~ >10 acres) are likely to rank high enough to access NRCS EQIP funding to implement projects. However, there are occasionally larger projects or more challenging projects where having the flexibility to scope work for a larger budget will help get projects on the ground. Staff felt a 20% increase in cost-share using the CPI inflation rates was an accurate reflection of the increase in cost-share rates.					
		\$/Project			
Final		\$ 27,000.00			

Aquatic Area Buffer Planting					
Original Cost Per Unit \$/Project	\$30,000.00	Maximum Reimbursement Cost Per Unit : \$30,000.00 * 90% = \$27,000.00	Original Project Maximum	\$ 30,000.00	Max Reimbursable = \$30,000.00 * 90% = \$27,000.00
Updated Cost Per Unit \$/Project	\$36,000.00	Maximum Reimbursement Cost Per Unit : \$36,000.00 * 90% = \$32,400.00	Updated Project Maximum	\$36,000.00	Max Reimbursable = \$36,000 * 90% = \$32,400.00
Evaluated: CPI inflation rates from the year Aquatic Area Buffer Plantings unit maximums were updated until present. Examined the cost of recently implemented Riparian Forest Buffers and Hedgerows. Took into account that KCD managed/WCC implemented riparian projects will increase the cost of participation in the program as these cooperators reimburse KCD for 10 percent cost of installation. However, the team feels that in some cases for more expensive projects this will closer represent the true cost of implementation as there have been increases in the costs to crew time and supplies in recent years. This increase would allow KCD to take on slightly larger projects. Additionally, cooperators that utilize contractors instead of KCD crews are responsible for this 10% and any additional costs not covered in the contract. The Riparian Stewardship Team felt that 20% increase in the unit maximum rate would allow for flexibility to meet the needs of larger projects and accurately reflect changes in project implementation costs.					
		\$/Project			
Final		\$ 32,400.00			

*** Watering Facilities and BMPs Under Pasture Health Management we did not have recent data on to do analysis so we utilized the inflation rates from when these cost-share rates were last updated.

King Conservation District Board of Supervisors Meeting

Agenda Brief: AI 15-021

Meeting Date: March 9, 2015

SUBJECT:

To adopt the attached practice maximums and cost share ratios for each Best Management Practice funded through the Landowner Incentive Program.

FISCAL IMPACT

There is no significant fiscal impact associated with the adoption of this policy.

POLICY CONSIDERATION

The LIP Budget is limited and most landowners cooperating with the district have access to funding through one or more of the eligible best management practices. Creating a practice maximum or cap will ensure that the funding is available throughout the year.

STAKEHOLDER INTERESTS

- Staff and board members of the King Conservation District
- Landowners working with District to implement natural resource best management practices.

BACKGROUND

Historically the Landowner Incentive Program has aimed to fund small acreage farm best management practices. Managed this way, the program was able to fund between 36-54 practices per year between 2008 and 2014 with a budget up to \$200,000.

As the program gains popularity there will continue to be a limit to the quantity of projects funded through the program even with an expanded budget. The creation of practice caps will ensure that there is equity among the quantity of funding landowners can receive and will help to distribute the funds to as many projects as possible. This caps were chosen based on actual costs of projects funded through LIP and a policy selected maximum that represents the upper limit KCD strategically wants to invest in any one particular best management practice.

****Please see attached table for proposed Landowner Incentive Cost-share ratios and Practice Maximums.**

Further data available upon request

CONSIDERATIONS

None considered at this time.

RECOMMENDATIONS

Staff recommends that the Board of Supervisors approve the proposed practice maximums.

MOTION

 Moved, Seconded; Passed a motion to adopt the attached practice maximums and cost share ratios for each Best Management Practice funded through the Landowner Incentive Program.

King Conservation District Board of Supervisors Meeting
Action/ Agenda Briefing Report AI 22-023
Meeting Date: 4-11-22

AI 22-023

SUBJECT: Board Concurrence with updated Washington State Conservation Commission Natural Resource Investment project list

FISCAL IMPACT: The District is requesting an additional \$21,261 from Washington State Conservation Commission funds in available funding. \$10,000 of this will be allocated to the previously approved Foster Water Diversion Removal project and the remaining \$11,261 will be used for a thinning and planting project at Vashon Land Trust's Fisher Pond (description attached).

POLICY CONSIDERATION: The proposal meets the following natural resource improvement actions which are criteria for funding from the grant program: Education and Outreach and Direct Improvement of Natural Resources. Like the other NRI-funded projects, the rate of reimbursement for allowable practices paid by SCC funds is not to exceed 100%.

STAKEHOLDER INTERESTS

- Staff and board members of the King Conservation District
- Vashon Park District and Vashon Land Trust
- People living and working within the project municipal jurisdictions

BACKGROUND

Historic Allocation Information: Conservation districts use Natural Resource Investments funding from the Washington State Conservation Commission (SCC) to offer local, incentive-based programs that empower landowners to voluntarily install best management practices (BMPs). BMPs advance progress toward resource objectives, such as improved water quality and habitat, and are farm-friendly. In Fall 2022, three projects were approved by the Board and allocated \$78,666.

Current Allocation Proposal: Staff is proposing allocating additional money to the previously approved Foster Water Diversion Removal Project based on updated costs. One additional project will also be funded: Vashon Land Trust thinning and planting

Timeline Proposal: Policy will become effectively immediately pending Board of Supervisors approval.

RECOMMENDATIONS: Staff recommends the board approve the project as laid out in this proposal.

MOTION: No motion necessary - concurrence will be noted in the minutes if given

WSCC NRI Funds – New Project Summary – Vashon Land Trust

Title: Fischer Pond Park Project

NRCS Practice: Forest Stand Improvement and Tree/Shrub Establishment

Lead Contact: Brett Anderson, Rural Forest Health Management Program Coordinator

Funding Requested: \$11,261

Fischer Pond is a park owned by the Vashon Park District and managed in coordination with the Vashon-Maury Island Land Trust. This project will thin 2.56 acres of 18-20 year old Douglas-fir that is currently overstocked. Average spacing will be increased from ~10' to 15' to reduce moisture competition and stress between trees. Smaller-diameter material will be chipped and kept on site as mulch while larger-diameter stems will be left whole and kept in contact with the forest floor to minimize wildfire risk. After thinning, underplanting of site-appropriate native shrub species such as snowberry, red elderberry, red huckleberry, Indian plum, and low Oregon grape at 6-8' average spacing will be done to enhance native species diversity and improve wildlife forage and habitat.









Path: \\KCD\Projects\3023039089\ForestHealthManagement\Map\Abel Eckhardt Land Trust