

**KING CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
May 9th, 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

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Call to Order

- |   |                              |
|---|------------------------------|
| <b>1. Preliminary Matters</b>             | <b>5:00 PM – 5:05 PM</b>     |
| a) Introductions                          |                              |
| b) Additions or Corrections to the Agenda |                              |
| c) Adoption of the Board Agenda           |                              |
| <br><b>2. Consent Agenda</b>              | <br><b>5:05 PM – 5:10 PM</b> |

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) <u>Board Minutes</u>   |                              |
| 1. 04/11/22 KCD Board of Supervisors Meeting  |                              |
| 2. 04/25/22 KCD Grant Subcommittee Meeting  |                              |
| 3. 04/25/22 KCD Special BOS Meeting   |                              |
| b) <u>Member Jurisdiction Grant Applications</u>                                      |                              |
| 1) AI 22-026: 2022 KCD-Seattle Community Partnership Grant Recommendations - Saavedra |                              |
| <b>3. Public Comment</b>  | <b>5:10 PM – 5:15 PM</b>     |
| <br><b>4. New Employee Introduction</b>   | <br><b>5:15 PM – 5:25 PM</b> |
| a) Maria Chang-Ward   |                              |
| b) Anastasia McDaniel   |                              |
| <br><b>5. Reports</b>   | <br><b>5:25 PM – 5:40 PM</b> |
| a) Executive Director – Méndez-Perez  |                              |
| b) Board of Supervisors   |                              |
| c) Washington Federation of State Employees (WFSE)                                    |                              |
| d)  |                              |
| <br><b>6. Finance</b>   |                              |
| a) AI 22-027: March 2022 Financial and Check Register – Reed                          | <b>5:40 PM – 6:00 PM</b>     |
| <br><b>7. New Business</b>  | <br><b>6:00 PM – 7:00 PM</b> |
| a) AI 22-028: Credit Card Policy: First Look – Lewis                                  |                              |
| b) AI 22-029: Downing – Riparian Forest Buffer : First Look - L. Redmond              |                              |
| c) AI 22-030: Iyer – Stream Crossing : First Look - Redmond – L. Redmond              |                              |
| d) AI 22-031: Riojas – Waste Storage Facility: First Look - L. Redmond                |                              |
| e) AI 22-032: Shixu – Riparian Forest Buffer: First Look - L. Redmond                 |                              |
| f) Commission Budget Priorities Survey (15 min)                                       |                              |
| g) AI 22-033: Engineering Policy – Mendez-Perez                                       |                              |

# Consent Agenda

# KING CONSERVATION DISTRICT

## Board of Supervisors Meeting Minutes

April 11th, 2022

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

3 **Supervisors Not Present:** Brittney Bush Bollay – Supervisor, Burr Mosby – Supervisor

4 **Guests Present:** Jean Fike – WSCC, Alan Chapman – WACD, Carmela Ennis –  
5 King County Council, Kelly Steffen – Environmental Science Center, Erin Reed –  
6 YPTC

7 **Staff Present:** Lorna Miss, Kathryn Lewis, Rosa Méndez-Perez, Carrie King, Jessica  
8 Saavedra, Nikki Wolf, Ellen Arnstein, Elizabeth Clark, Brett Anderson, Laura Redmond

### 9 **Preliminary Matters:**

10 Chair Haugen called the meeting to order at 5:00 PM. All attendees introduced themselves.

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

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

14 Jessica Saavedra requested to include the years for AI 22-018: Environmental Science  
15 Center – Environmental Heroes 2022-23: Improving Watershed Health Through Education  
16 and Outreach.

17 **Knutsen moved; Haugen seconded, passed unanimously a motion to approve the**  
18 **consent agenda (3 ayes, 0 nays).**

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

### 20 **Reports:**

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

### 24 **Board Reports:**

25 Knutsen informed the Board that Scott Wallace, longtime farmer in King County, passed away  
26 this last weekend.

27 Porter updated the Board about the WACD 2022 legislative priorities.

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Board of Supervisors Meeting Minutes  
April 11th, 2022

28    **WFSE Update:**

29    Nikki Wolf and Jessica Saavedra updated the Board about WFSE, including an upcoming  
30    meeting, and resolved issues with management.

31    **Finance:**

32    Erin Reed presented the February 2022 financials and check register, as amended in the  
33    agenda.

34    **Knutsen moved; Porter seconded, passed unanimously a motion to approve the**  
35    **February 2022 Financials (3 ayes, 0 nays).**

36    **Knutsen moved; Porter seconded, passed unanimously a motion to approve the check**  
37    **register for February 2022 (3 ayes, 0 nays).**

38    Kathryn Lewis presented AI 22-021: Contract with Athena Group for Diversity, Equity &  
39    Inclusion and Strategic Planning for consideration.

40    **Porter moved; Knutsen seconded, passed unanimously a motion to approve AI 22-021:**  
41    **Contract with Athena Group for Diversity, Equity & Inclusion and Strategic Planning**  
42    **(3 ayes, 0 nays).**

43    Lewis presented AI 22-022: Contract Extension with Your Part-Time Controller (YPTC). The  
44    correct supporting materials will be added to the Board packet.

45  
46    **Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 22-022:**  
47    **Contract Extension with YPTC (3 ayes, 0 nays).**

48  
49    **Presentations:**

50    Saavedra introduced Kelly Steffen, the Grants and Programs manager for the Environmental  
51    Science Center. Steffen presented the 2020-21 Program Report on Improving Watershed  
52    Health Salmon Habitat Through Education and Outreach.

53    **New Business:**

54    Lewis presented AI 22-024: Revisions to KCD Salary Manual for first reading. Second reading will  
55    be at the next Board meeting on April 25<sup>th</sup>.

56  
57    **Unfinished Business:**

58  
59    Laura Redmond presented AI 22-012: LIP Cost-share Rate Inflation Adjustment for consideration.

60  
61    **Porter moved; Knutsen seconded, passed unanimously a motion to approve AI 22-012:**  
62    **LIP Cost-share Rate Inflation Adjustment (3 ayes, 0 nays).**



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Board of Supervisors Meeting Minutes  
April 11th, 2022

Brett Anderson presented AI 22-023: Vashon Park District Thinning Addition to the Natural Resource Investments (NRI) Grant.

**Knutsen moved; Haugen seconded, passed unanimously a motion to approve AI 22-023: Vashon Park District Thinning Addition to the NRI Grant (3 ayes, 0 nays).**

**Executive Session.**

Haugen indicated that the Board would be moving into an Executive Session for the purpose of reviewing the performance of a public employee pursuant to RCW 42.30.110 (1)(g). Haugen stated that the topics would last approximately 20 minutes, unless extended. The Board moved into an Executive Session at 6:33 PM using a breakout room on Zoom. The Board meeting was reconvened by Haugen at 6:55 PM. No decisions, actions, or motions were made following the session.

There was no more business before the Board.

**Porter moved; Knutsen seconded, passed unanimously a motion to adjourn the meeting at 6:56 PM (3 ayes, 0 nays).**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Summary of Motions**

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

April 25<sup>th</sup>, 2022

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

**Associate Supervisors Present:** None.

**Guests Present:** Chris Iberle, City of Seattle Office of Sustainability and Environment

**Staff Present:** Jessica Saavedra, Kathryn Lewis, Maria Chang-Ward, Rosa Mendez-Perez, Lorna Miss

**Preliminary Matters:**

Meeting called to order at 4:00 pm by Haugen.

**Knutsen moved, Mosby seconded, unanimously passed a motion to approve the agenda as presented.**

Regional Food System Grant Program Items

Lewis provided an update on two grant projects.

Amendments

**Mosby moved, Bush-Bollay seconded, unanimously passed a motion to approve the following amendment requests from**

**tBUG (the Bellevue Urban Garden) (FF00086 Competitive Grant), Food Forward project revising the budget as detailed.**

**King County DNRP, King County Irrigation Water Needs Assessment (FF00066) project revising the budget as detail or extending the completion date as detailed.**

**Gathering Roots Wellness project extending the completion date as detailed.**

**Snoqualmie Valley Watershed Improvement District project extending the completion date as detailed.**

Close outs

**Knutsen moved, Bush-Bollay seconded, unanimously passed a motion to close the following grant agreements**

KING CONSERVATION DISTRICT

Board of Supervisors

Grant Subcommittee Meeting

Meeting Minutes

April 25<sup>th</sup>, 2022

1. Harvest Against Hunger (formerly Rotary First Harvest), FF00064 (2018), Competitive Grant, King County
2. Harvest Against Hunger, FF00075 (2020), Farm to Food Bank Strategic Initiative Grant
3. Living Well Kent, FF00082 (2020), Competitive Grant, Immigrant Farmer Business Development in Kent
4. 21 Acres, FF00091 (2021) Competitive Grant, Sammamish Valley Tool Share
5. Vashon Island Growers Association (VIGA), FF00087 (2020 Competitive Grant), Vashon-Maury Island Food Preservation Initiative
6. Washington Farmland Trust
7. Seattle Good Business Network

2022 KCD-Seattle Community Partnership Grant Program Applications

Iberle gave an overview of the review and recommendation process at the City of Seattle. Saavedra gave a presentation on each of the recommended proposals.

**Knutsen moved, Mosby seconded, unanimously passed a motion to recommend thirteen grant requests for the 2022 KCD-Seattle Community Partnership Grant Program for approval at the May 9<sup>th</sup>, 2022 Board of Supervisors meeting.**

**Haugen moved; Mosby seconded unanimously passed a motion to adjourn the meeting at 5:10 pm**

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

# KING CONSERVATION DISTRICT

## Special Board of Supervisors Meeting Minutes

April 25th, 2022

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

3 **Guests Present:** Alan Chapman – WACD, Carmela Ennis – King County Council

4 **Staff Present:** Lorna Miss, Kathryn Lewis, Rosa Méndez-Perez, Jessica Saavedra, Elizabeth Clark,  
5 Laura Redmond, Maria Chang-Ward

### 6 **Preliminary Matters:**

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

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

9 **Porter moved; Knutsen seconded, passed unanimously a motion to approve the agenda (5 ayes,**  
10 **0 nays).**

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

### 12 **Unfinished Business:**

13

14 Kathryn Lewis presented AI 22-024: Revisions to KCD Salary Manual for consideration.

15

16 **Bush-Bollay moved; Porter seconded, passed unanimously a motion to approve AI 22-024:**  
17 **Revisions to KCD Salary Manual (5 ayes, 0 nays).**

18 Laura Redmond presented AI 22-011: Waterworks Grant - Discovery Farms – Dry Manure Storage  
19 Bin.

20 **Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 22-011:**  
21 **Waterworks Grant - Discovery Farms – Dry Manure Storage Bin (5 ayes, 0 nays).**

22 Executive Director Méndez-Perez provided an update on Strategic Planning.

### 23 **Board Governance:**

24 The Board continued a discussion of the Board Assessment from the March 25th Board Retreat.

### 25 **New Business:**

26 Executive Director Méndez-Perez presented AI 22-025: Executive Director Work Plan for  
27 discussion.

28

29 **Porter moved; Mosby seconded, passed unanimously a motion to approve AI 22-025:**  
30 **Executive Director Work Plan (5 ayes, 0 nays).**

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

There was no more business before the Board.

**Mosby moved; Porter seconded, passed unanimously a motion to adjourn the meeting at 7:28 PM (5 ayes, 0 nays).**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Summary of Motions**

## **King Conservation District Board of Supervisors Meeting**

### **Agenda Action Briefing/Report**

**Meeting Date: May 19, 2022**

AI 22-026

#### **SUBJECT: AI 22- 026**

- Motion to approve the list of recommended 2022 KCD-Seattle Community Partnership Grant Program applications.

#### **FISCAL IMPACT**

- Recommendations from the City of Seattle total \$761,000. Please refer to the attached letter from the City of Seattle which lists the total amount of grant requests received this year and the recommended grant amounts for each of the 13 requests.

#### **POLICY CONSIDERATION**

- KCD's natural resource improvement actions along with the City of Seattle's environmental equity initiative goals and mutual natural resource improvement priorities form the criteria for this grant program.

#### **STAKEHOLDER INTERESTS**

- KCD grant staff work closely with the City of Seattle staff from the Office of Sustainability and Environment to build the grant process in the online grant portal. The city forms the review committees comprised of internal city staff that have expertise in the different natural resource priorities. In agreement with the city, last year we did not offer a grant opportunity which led to us having more funds to award this year. Typically, about \$375,000 is available every year. By waiting a year, we have more available to offer to more community organizations.

#### **BACKGROUND**

- The grant subcommittee reviewed the recommended proposals at their grant subcommittee meeting on April 25<sup>th</sup>, 2022. Grant staff presented information about each recommended project and Seattle staff were there to talk about the process on the city's side. Please refer to the attached letter for more information.

#### **EFFECTIVE DATE:**

- If approved, this Motion becomes effective on the date of approval.

#### **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 attached list of recommended grant applications totaling \$761,000 for the 2022 KCD-Seattle Community Partnership Grant Program



May 4, 2022

**RE: KCD - Seattle Community Partnership Grant 2022 Funding Recommendations**

Dear Rosa,

The Office of Sustainability & Environment is pleased to submit the City of Seattle's 2022 recommendation of projects to be funded through the King Conservation District - Seattle Community Partnership Grant Program.

This year, KCD received 35 applications for total available funding of \$761,000. Of the 35 applications received, 33 were eligible for review, totaling \$2,440,719 in funding requests. A Technical Review team comprised of City department staff specializing in each of program's natural resource priority areas reviewed the full proposals to ensure their alignment with best practices and with City department goals. A Grant Review team was also formed, comprised of six City staff across five departments, with strong backgrounds in natural resource priority areas, environmental justice, and racial equity.

The Grant Review Team read and rated each proposal individually and then as a group. Seven applicants were then invited to participate in any interview to provide more information about their proposals and respond to clarifying questions from the review panel. During two Decision Meetings, the Grant Review Team discussed the proposals and results of the initial scoring, reviewed results of the Technical Review, and considered various factors across a cohort of the strongest applications to recommend the 13 proposals that best aligned with grant program criteria. A brief synopsis of the projects recommended for funding is provided below.

Project Name	Description	Recommended Award Amount
<b>Hip Hop is Green:</b> Cherry Street Farm and Lab: Youth Excellence Program (Y.E.P) Phase II	The Youth Excellence Program (Y.E.P) is a hands-on multifaceted, culturally relevant 10-week paid internship for underserved BIPOC youth. Based at Cherry Street Farm—a teaching lab with a hydroponic farm, growing beds, outdoor classroom, and commissary kitchen—Y.E.P. offers a variety of learning opportunities to youth on topics related to ecology, health, and cooking.	\$25,000
<b>InterImCDA:</b> Danny Woo Community Garden and Cooking Project	The Danny Woo Garden primarily serves elderly Asian gardeners and also provides a space for gardening and cooking programming focused on youth and children. Funds will support gardening and educational programs.	\$70,000
<b>iUrban Teen:</b> Resilience, Innovation and Sustainability in a Changing World	Approximately 150 underestimated youth will learn soil sampling and soil remediation at Yes Farm, experience educational nature hikes focusing on watersheds and creek restoration, attend an educational Environmental Career Resource Fair, and practice hands-on, field-based investigations during a 5-day camp with Pacific Science Center.	\$70,000



<b>Khmer Community of Seattle King County,</b> Intergenerational Khmer Land Ethic Internship	The Intergenerational Khmer Land Ethic Project is an intergenerational internship for Khmer elders and Khmer youth. Based out of the High Point Juneau P-Patch in West Seattle, the project will center intergenerational healing through gardening and a skill-building track focused on storytelling documentation of traditional ecological knowledge of Khmer elders and Market Garden entrepreneurship.	\$25,000
<b>Na'ah Illahee Fund:</b> Continuation of Daybreak Star Restoration for Sovereign Futures	In partnership with United Indians of All Tribes Foundation, Seattle Parks & Recreation, and community members, NIF will continue a project to restore surrounding land, waters, and gathering areas of Daybreak Star in Discovery Park to create a space for cultural preservation, learning, and activities for Native and Indigenous communities. Activities will focus on revitalizing land and plant life; installation of garden beds to preserve sacred foods and medicines, and continued park maintenance.	\$50,000
<b>Nurturing Roots:</b> Urban - Rural Food Connection	This project will address gaps in the existing BIPOC food value chain by partnering with skilled and experienced farm consultants to provide technical assistance on best practices for community food production, foraging, production practices, and developing more local food ways.	\$70,000
<b>Plant Based Food Share:</b> Plant Based Food Share project	Plant Based Food Share distributes Free CSA and Grow Better boxes for Seattle-area families facing food insecurity, focusing on Black, Indigenous, and communities of color to grow their own food. Each box comes with free education supported by KCD funding including Cooking and Grow Box classes; community gardening sites; and local BIPOC food map highlighting local farms and open spaces with accessible food sources.	\$70,000
<b>Restaurant 2 Garden:</b> Restaurant 2 Garden	Restaurant 2 Garden composts local restaurant food waste in historic Nihonmachi within Seattle's Chinatown International District (CID). The pilot program will take food waste from local restaurants, and compost it in Danny Woo Community Garden to provide the gardeners with fertilizer, supporting neighbors in the CID with safe compost and a direct, affordable, reliable food waste collection system.	\$70,000
<b>Somali Family Safety Task Force:</b> Somali Community Growing Together	This new project in 2022 will engage Somali women and families in the New Holly neighborhood of SE Seattle to grow food in their yards, compost and amend soil and to learn about local water systems and stormwater pollution prevention. The project will provide hands-on learning opportunities at the New Holly Pea Patch, Rainier Beach Urban Farm field trips and workshops conducted in Somali.	\$70,000
<b>Sustainable Seattle:</b> Riparian Caretakers	Riparian Caretakers is new partnership with Duwamish Valley Sustainability Association's "Juntos Si Podemos Cuidar Nuestro Rio Duwamish," and Sea Potential's Beach Walks program, providing education that inspires a passion and care for natural marine habitat	\$58,000





	and ecosystems. The project will provide communities with technical tools for monitoring water system health, informed community decision making, habitat conservation and restoration, and supporting STEAM career pathways.	
<b>Villa Comunitaria - Salsa De La Vida</b>	KCD-SCP funding in 2022 will grow and expand the existing Promotora led Salsa De La Vida project at Marra Farm in South Park. The project has secured an additional quarter acre farm plot at Marra Farm and will work in 2022 and 2023 to improve the growing conditions and soil at the additional plot for increased production, and reestablish connections to local youth and families for learning opportunities at the farm following COVID shutdowns in 2021.	\$70,000
<b>Windz of Change Alliance - Restoring Native Stewardship in Urban Ecology</b>	This project is about reconciliation with traditional ecological perspectives in what is now Seattle, connecting genealogical heritage of lands currently occupied by greater University of Washington areas with living Coast Salish family histories. Activities include surveying, assessments, interviewing, site visits, and mapping. Heritage knowledge, relationships, health indicators and forest access, uses, and ecology stewardship will strengthen collaborative, sustainable action around urban forestry.	\$70,000
<b>YouthCare – YouthGrow project</b>	YouthGrow is a garden-based education and job readiness program for 40 students annually, ages 15-21, enrolled in Seattle Public School's Interagency Academy, and experiencing homelessness or housing instability. YouthGrow reengages young people at risk of dropping out in education and employment, increases food access and production, and cultivates a clean and sustainable environment. Students build job readiness skills while earning high school credit and a stipend.	\$43,000

OSE appreciates the ongoing partnership with KCD in helping make this grant program a valuable resource for our community. In particular, we value your commitment to strengthening the integration of racial equity and natural resource goals in this grant program.

If you have any questions about the 2022 recommendations as the KCD Board of Supervisors' Grants Subcommittee conducts their review, please don't hesitate to contact Chris Iberle from OSE at (206) 256-5451 or [chris.iberle@seattle.gov](mailto:chris.iberle@seattle.gov).

Thank you,

Jessyn Farrell

Director

# Reports

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**KING CONSERVATION DISTRICT  
BOARD OF SUPERVISORS**

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**TO:** BOARD OF SUPERVISORS

**FROM:** ROSA MENDEZ-PEREZ

**SUBJECT:** EXECUTIVE DIRECTOR REPORT

**DATE:** MAY 9<sup>TH</sup>, 2022

**CC:** LORNA MISS

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Below are highlights of our work over the last month.

- Hiring
  - We are excited to welcome Maria Chang-Ward and Anastasia McDaniel to the KCD team. Maria began as our Finance Coordinator on April 19<sup>th</sup>. Anastasia joined us on May 2<sup>nd</sup>.
  - Other employment opportunities under review:
    - Director of Finance & Administration – we are updating the job description and salary range for this position in order to attract more qualified candidates.
    - Community Agriculture Program Coordinator – second round of interviews on schedule to be completed.
    - Temporary Special Projects Coordinator – candidate selected.
    - Senior Director of Stewardship Programs – first round of interviews completed.
- Finance and Administration
  - Classification and Compensation Study – staff completed job questionnaires and our consultant is reviewing. The next step is interviews with staff supervisors.
  - Strategic Planning: Diversity, Equity, and Inclusion – we had a kick-off meeting on April 29<sup>th</sup>. The next steps are providing informational documents to the consultant such as prior long-range plans and the board's work on mission/purpose development with Third Sector. We are also scheduling routine check-ins and a session to scope out the anonymous survey and define stakeholder groups.
  - Theft Issues
    - We continue to engage building management on theft concerns. We explored various options to prevent theft of the fleet's catalytic converters, including secured parking offsite. The F450 is being parked at a nearby storage facility with cameras and a secure fence. However,

we are still experiencing theft issues. Below are the incidents over the last six months.

- **November 2021:** F450- catalytic converter- theft from office parking lot. After this incident, we began parking the F450 in the secured storage parking lot.
- **April 2022:**
  - F450- catalytic converter- theft from storage parking lot.
  - Chevy Colorado- catalytic converter- theft from office parking lot
  - Chevy Captiva- muffler- theft from office parking lot
- **May 2022:** Ford Ranger- 3 wheels - theft from office parking Lot

We have a meeting with building management on May 9<sup>th</sup> and will report out the results of that discussion.

- Program Updates
  - Riparian Stewardship: Planting season is wrapping up this month. This winter and spring we planted 7.5 acres of buffer with 8,430 trees and shrubs along 2,760 linear feet of shoreline on properties in Covington, Renton and Seattle.
  - Nursery: We have also been working hard to make necessary improvements at the Wetland Plant Cooperative Nursery. The potting shed has been repaired, the remnants of the old tool shed have been removed and a new metal shipping container has been procured as a secure replacement for housing our tools and equipment and Enduris has extended our insurance policy to cover our onsite tools and equipment. Spring tune-up of our irrigation system is underway as is our Special Use Permit from the Wastewater Treatment Plant that grants KCD use of the property as well as access to reclaimed water direct from the treatment plant at no cost. Our 2023 inventory is propagated and awaiting a long and sunny growing season and the remainder of the 2022 inventory will be made available for volunteers to trade in their volunteer hours and partner project donations.
  - Farm Team: The Farm Team is getting ready to implement our increased cost share rates with LIP. We are also advertising an RFQ for engineering services. Once retained, the engineer(s) will design projects for Farm Planners and make this summer season successful by helping as many cooperators as possible. Additionally, we are working on finding internal funding for several bridges and conducting preliminary engineering groundwork on one bridge.
  - Member Jurisdiction Grants: We worked with engagement team to send out a blog post and email to all 35 member jurisdictions to expand familiarity of the program. We will have guests from Kent and Renton at our 5/23 grants subcommittee meeting. There will also be five applications for review at that meeting. We are also working with urban forestry on combining funds for a project. Additionally, we are working to schedule a third meeting of the Advisory Committee subgroup.
  - Education Program: Education Team staff continue to plan the *Where the Water Begins* workshops for marine shoreline properties that will take place in May and June, including in person workshops and beach tours.

- Engagement: The Engagement team is working on supporting a number of program efforts through developing outreach materials and providing support to our upcoming Education Workshops, city-led tree give-aways, Trees for Rail second summer of outreach, Discovery Farms steering committee recruitment, and will be tabling at the King County Fair this summer.

Thank you,

Rosa Méndez-Perez  
Executive Director

# Finance

# King Conservation District

## MARCH FINANCIAL SUMMARY

AI 22-027

For the Three Months Ended March 31, 2022

### HIGHLIGHTS

#### Spend down of prior years funds continues.

Higher Rates & Charges receipts anticipated later this year. For now, current year expenses are partially covered by net assets carried forward from prior years.

#### Salaries and Wages spent at slower pace.

Due to delays in hiring and some changes in staffing, Salary, Wage and Benefit Expense is slower than budget anticipated.

#### Professional Services Spending as of March 2022

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

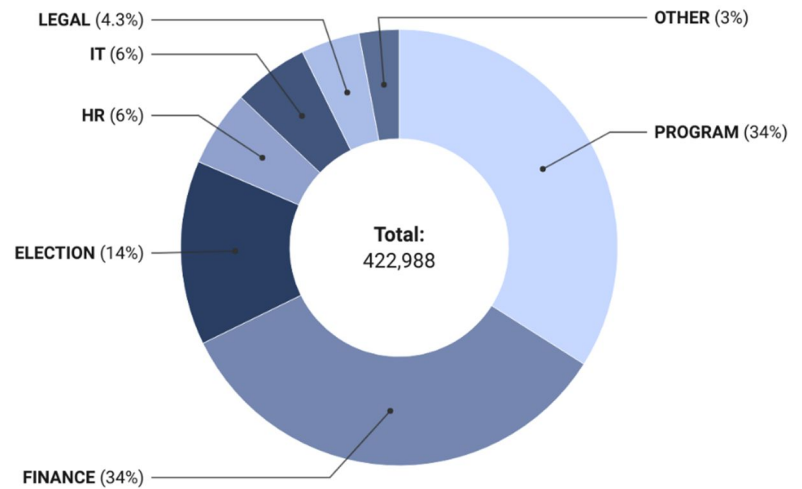


Chart: Erin Claflin Reed, YPTC • Source: QuickBooks • Created with Datawrapper

### RECOMMENDATIONS / UPDATES



#### New proposed quarterly report

Please see attached draft of a proposed quarterly report showing budget to actuals in each ILA category. Grants and Projects are nested with appropriate ILA categories. We will discuss this format at the board meeting.



#### Payroll Allocation System Active

Payroll allocation process, which allows KCD to allocate salary, wage, tax, and benefit costs to corresponding ILA categories and grants is active. Actual paid amounts are being classified and booked by category.

## FINANCIAL DISCUSSIONS

- Statement of Financial Position** The Statement of Financial Position is presented on a modified cash basis. Accrued Leave Payable, Benefits and Taxes immediately payable in April, and Credit Card Payable 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. Most of the percentages show under 25% for the first quarter of the year now complete. The cash basis budget expects payments to pick up as invoices are received and paid moving later in the year.
- Statement of Cash Flows** The Statement of Cash Flows shows a decrease in cash from Operating Activities from December of \$1,127,654.

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
- Page 4 - Comparative Statements of Activities vs. Budget – Modified Cash Basis
- Page 5 - Statement of Cash



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

	<u>3/31/2022</u>	<u>12/31/2021</u>	<u>Variance</u>
ASSETS			
CURRENT ASSETS			
Cash and Equivalents	\$ 11,584,013	\$ 12,711,667	\$ (1,127,654)
Accounts Receivable	<u>-</u>	<u>-</u>	<u>-</u>
Total Current Assets	11,584,013	12,711,667	(1,127,654)
 Total Assets	 <u>\$ 11,584,013</u>	 <u>\$ 12,711,667</u>	 <u>\$ (1,127,654)</u>
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts Payable	\$ 5,955	\$ 7,978	\$ (2,023)
Accrued Leave Payable	140,126	117,474	22,652
Benefits and Taxes Payable	<u>40,837</u>	<u>45,592</u>	<u>(4,755)</u>
Total Current Liabilities	186,918	171,044	15,874
 Total Liabilities	 <u>186,918</u>	 <u>171,044</u>	 <u>15,874</u>
 NET ASSETS	 <u>11,397,095</u>	 <u>12,540,623</u>	 <u>(1,143,528)</u>
 Total Liabilities and Net Assets	 <u>\$ 11,584,013</u>	 <u>\$ 12,711,667</u>	 <u>\$ (1,127,654)</u>

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

	03/31/2022	2022 Budget	2021	% of Budget	% of Prior Year
<b>REVENUE AND SUPPORT</b>					
Grants and Contract Revenue	\$ 308,031	\$ 415,285	\$ 526,818	74%	58%
Rates and Charges Receipts	77,896	7,959,586	7,944,916	1%	1%
Landowner Cost Share Receipts	11,124	-	-	-	-
Plant Sale Revenue	6,324	120,000	129,359	5%	5%
Interest Income	3,710	108,408	11,405	3%	33%
Other Income	2,054	-	9,058	-	23%
Total Revenue and Support	409,139	8,603,279	8,621,556	5%	5%
<b>EXPENSES</b>					
Salaries & Wages	412,716	3,251,364	2,177,315	13%	19%
Benefits	152,688	-	755,982	-	20%
Professional Services	422,988	2,135,624	2,548,079	20%	17%
Member Jurisdiction Payments	167,017	4,440,477	978,778	4%	17%
Cost Share & LIP	42,683	942,087	256,064	5%	17%
Regional Food System Grants	128,911	3,313,296	595,674	4%	22%
Sponsorships & Awards	-	54,980	3,879	0%	0%
Occupancy	99,680	410,000	434,638	24%	23%
Field Supplies	65,004	207,106	151,206	31%	43%
Equipment	24,501	42,800	67,222	57%	36%
Insurance	-	46,500	52,054	0%	0%
Office Expense	3,407	46,663	33,937	7%	10%
Soil Testing	2,676	30,000	26,524	9%	10%
Training	507	32,080	24,921	2%	2%
Communications	9,198	29,850	16,430	31%	56%
Travel	628	26,171	11,745	2%	5%
Repairs & Maintenance	2,315	17,000	4,974	14%	47%
Advertising	4,858	14,150	6,743	34%	72%
Publications & Subscriptions	8,467	11,500	-	74%	-
Dues & Membership	591	8,340	6,217	7%	10%
Fuel	1,948	8,000	6,540	24%	30%
Permits & Fees	557	6,625	15,872	8%	4%
Bank Fees	1,327	-	8,741	-	15%
Interest Expense	-	-	118	-	0%
Total Expenses	1,552,667	15,074,613	8,183,653	10%	19%
Change in Net Assets	(1,143,528)	(6,471,334)	437,903	18%	-261%
Net Assets, Beginning of Year	12,540,623	12,540,623	12,102,720	100%	104%
Net Assets, End of Year	\$ 11,397,095	\$ 6,069,289	\$ 12,540,623	188%	91%

Unaudited - For Management Use Only

KING CONSERVATION DISTRICT  
STATEMENT OF CASH FLOWS  
For the Three Months Ended March 31, 2022

OPERATING ACTIVITIES	
Change in Net Assets	\$ (1,143,528)
To Adjust for Changes In:	
Accounts Receivable	-
Accounts Payable	(2,023)
Leave Payable	22,652
Benefits Payable	(4,755)
Net Cash Used by Operating Activities	<u>(1,127,654)</u>
Cash at Beginning of Period	<u>12,711,667</u>
Cash at End of Period	<u><u>\$ 11,584,013</u></u>

KING CONSERVATION DISTRICT  
REVENUE AND EXPENSE VS BUDGET BY ILA CATEGORY  
FOR THE QUARTER ENDED MARCH 31, 2022

AI 22-027

	Regional Food System		Rural Land Stewardship	
	Actual	Budget	Actual	Budget
CURRENT YEAR REVENUE	\$ 10,944	\$ 1,141,455	\$ 18,021	\$ 1,839,296
EXPENSES				
Salaries & Wages	26,543	177,651	122,804	1,031,795
Benefits	7,839	-	45,025	-
Professional Services	8,777	232,910	68,025	304,605
Member Jurisdiction Payments	-	-	-	-
Cost Share & LIP	-	-	14,535	243,000
Regional Food System Grants	128,911	3,313,296	-	-
Sponsorships & Awards	-	1,860	-	14,775
Occupancy	3,987	16,400	30,901	127,100
Field Supplies	104	164	808	4,425
Equipment	674	40	5,222	12,390
Insurance	-	1,860	-	14,415
Office Expense	100	1,969	1,131	12,114
Soil Testing	16	-	2,405	30,000
Training	20	1,480	157	10,045
Communications	368	1,194	2,851	9,254
Travel	5	1,330	197	9,169
Repairs & Maintenance	52	-	402	5,000
Advertising	194	2,362	1,506	2,806
Publications & Subscriptions	339	1,500	2,625	1,500
Dues & Membership	20	256	155	3,184
Fuel	78	320	604	2,480
Permits & Fees	3	160	20	1,240
Bank Fees	53	-	411	-
Interest Expense	-	-	-	-
Total Expenses	178,082	3,754,751	299,784	1,839,296
Change in Net Assets	\$ (167,139)	\$ (2,613,296)	\$ (281,763)	\$ -

KING CONSERVATION DISTRICT  
REVENUE AND EXPENSE VS BUDGET BY ILA CATEGORY  
FOR THE QUARTER ENDED MARCH 31, 2022

	Agricultural Drainage Assistance		Community Agriculture	
	Actual	Budget	Actual	Budget
CURRENT YEAR REVENUE	\$ 124,216	\$ 314,125	\$ 1,867	\$ 195,653
EXPENSES				
Salaries & Wages	12,758	119,826	4,778	96,246
Benefits	6,711	-	4,249	-
Professional Services	24,124	132,102	10,972	55,918
Member Jurisdiction Payments	-	-	-	-
Cost Share & LIP	-	-	-	-
Regional Food System Grants	-	-	-	-
Sponsorships & Awards	-	10,910	-	2,325
Occupancy	5,981	24,600	4,984	20,500
Field Supplies	2,883	5,246	130	10,705
Equipment	1,011	7,060	842	50
Insurance	-	2,790	-	2,325
Office Expense	149	2,388	125	2,636
Soil Testing	24	-	20	-
Training	30	2,070	25	1,220
Communications	552	1,791	460	1,493
Travel	7	3,245	6	413
Repairs & Maintenance	78	-	65	-
Advertising	291	543	243	453
Publications & Subscriptions	508	250	423	250
Dues & Membership	30	584	25	520
Fuel	117	480	97	400
Permits & Fees	4	240	3	200
Bank Fees	80	-	66	-
Interest Expense	-	-	-	-
Total Expenses	55,338	314,125	27,514	195,653
Change in Net Assets	\$ 68,878	\$ -	\$ (25,646)	\$ -

KING CONSERVATION DISTRICT  
REVENUE AND EXPENSE VS BUDGET BY ILA CATEGORY  
FOR THE QUARTER ENDED MARCH 31, 2022

	Riparian Land Stewardship Actual	Budget	Riparian Restoration / Actual	Budget
CURRENT YEAR REVENUE	\$ 4,151	\$ 441,428	\$ 59,574	\$ 1,560,588
EXPENSES				
Salaries & Wages	14,878	308,819	92,865	468,532
Benefits	8,262	-	34,212	-
Professional Services	17,555	74,469	130,292	632,810
Member Jurisdiction Payments	-	-	-	-
Cost Share & LIP	-	-	10,568	144,887
Regional Food System Grants	-	-	-	-
Sponsorships & Awards	-	3,720	-	9,765
Occupancy	7,974	32,800	20,933	86,100
Field Supplies	209	328	59,411	139,432
Equipment	1,348	80	10,742	20,930
Insurance	-	3,720	-	9,765
Office Expense	199	8,088	962	9,804
Soil Testing	32	-	83	-
Training	41	3,310	107	5,124
Communications	736	2,388	1,932	6,269
Travel	31	1,510	249	6,781
Repairs & Maintenance	104	-	1,291	12,000
Advertising	389	724	1,020	1,901
Publications & Subscriptions	677	-	1,778	-
Dues & Membership	40	512	119	1,344
Fuel	156	640	409	1,680
Permits & Fees	95	320	329	3,465
Bank Fees	106	-	279	-
Interest Expense	-	-	-	-
Total Expenses	52,831	441,428	367,579	1,560,588
Change in Net Assets	\$ (48,680)	\$ -	\$ (308,005)	\$ -

KING CONSERVATION DISTRICT  
REVENUE AND EXPENSE VS BUDGET BY ILA CATEGORY  
FOR THE QUARTER ENDED MARCH 31, 2022

	Wildfire Preparedness		Urban Forest Stewardship	
	Actual	Budget	Actual	Budget
CURRENT YEAR REVENUE	\$ 2,120	\$ 213,024	\$ 167,964	\$ 677,876
EXPENSES				
Salaries & Wages	16,248	97,097	57,775	493,631
Benefits	6,904	-	16,740	-
Professional Services	10,972	31,918	18,672	74,920
Member Jurisdiction Payments	-	-	-	-
Cost Share & LIP	-	104,200	-	300,000
Regional Food System Grants	-	-	-	-
Sponsorships & Awards	-	2,325	-	4,650
Occupancy	4,984	20,500	4,984	41,000
Field Supplies	130	205	937	44,410
Equipment	842	50	842	100
Insurance	-	2,325	-	4,650
Office Expense	125	2,486	125	3,135
Soil Testing	20	-	20	-
Training	25	1,270	25	3,510
Communications	460	1,493	460	2,985
Travel	6	833	6	975
Repairs & Maintenance	65	-	65	-
Advertising	243	453	243	2,005
Publications & Subscriptions	423	-	423	-
Dues & Membership	25	370	25	705
Fuel	97	400	97	800
Permits & Fees	3	200	89	400
Bank Fees	66	-	66	-
Interest Expense	-	-	-	-
Total Expenses	41,638	266,124	101,594	977,876
Change in Net Assets	\$ (39,518)	\$ (53,100)	\$ 66,370	\$ (300,000)

KING CONSERVATION DISTRICT  
REVENUE AND EXPENSE VS BUDGET BY ILA CATEGORY  
FOR THE QUARTER ENDED MARCH 31, 2022

	Small Lot Forest Stewardship		Member Jurisdiction Grants	
	Actual	Budget	Actual	Budget
CURRENT YEAR REVENUE	\$ 4,363	\$ 548,681	\$ 13,733	\$ 1,436,114
EXPENSES				
Salaries & Wages	37,264	232,442	26,805	225,325
Benefits	14,854	-	7,892	-
Professional Services	58,638	125,237	16,925	35,735
Member Jurisdiction Payments	-	-	167,017	4,440,476.99
Cost Share & LIP	17,581	150,000	-	-
Regional Food System Grants	-	-	-	-
Sponsorships & Awards	-	2,790	-	1,860
Occupancy	10,965	24,600	3,987	16,400
Field Supplies	287	2,027	104	164
Equipment	1,853	60	674	40
Insurance	-	2,790	-	1,860
Office Expense	274	1,835	100	1,709
Soil Testing	43	-	16	-
Training	56	2,151	20	1,900
Communications	1,012	1,791	368	1,194
Travel	118	1,086	5	830
Repairs & Maintenance	143	-	52	-
Advertising	534	543	194	362
Publications & Subscriptions	931	-	339	8,000
Dues & Membership	131	609	20	256
Fuel	214	480	78	320
Permits & Fees	7	240	3	160
Bank Fees	146	-	53	-
Interest Expense	-	-	-	-
Total Expenses	145,051	548,681	224,651	4,736,591
Change in Net Assets	\$ (140,689)	\$ -	\$ (210,918)	\$ (3,300,477)



KING CONSERVATION DISTRICT  
REVENUE AND EXPENSE VS BUDGET BY ILA CATEGORY  
FOR THE QUARTER ENDED MARCH 31, 2022

	Board of Supervisor Elections Actual	Budget	Total Actual	Total Budget
CURRENT YEAR REVENUE	\$ 2,186	\$ 235,039	\$ 409,139	\$ 8,603,279
EXPENSES				
Salaries & Wages	-	-	412,716	3,251,364
Benefits	-	-	152,688	-
Professional Services	58,036	435,000	422,988	2,135,624
Member Jurisdiction Payments	-	-	167,017	4,440,477
Cost Share & LIP	-	-	42,683	942,087
Regional Food System Grants	-	-	128,911	3,313,296
Sponsorships & Awards	-	-	-	54,980
Occupancy	-	-	99,680	410,000
Field Supplies	-	-	65,004	207,106
Equipment	451	2,000	24,501	42,800
Insurance	-	-	-	46,500
Office Expense	119	500	3,407	46,663
Soil Testing	-	-	2,676	30,000
Training	-	-	507	32,080
Communications	-	-	9,198	29,850
Travel	-	-	628	26,171
Repairs & Maintenance	-	-	2,315	17,000
Advertising	-	2,000	4,858	14,150
Publications & Subscriptions	-	-	8,467	11,500
Dues & Membership	-	-	591	8,340
Fuel	-	-	1,948	8,000
Permits & Fees	-	-	557	6,625
Bank Fees	-	-	1,327	-
Interest Expense	-	-	-	-
Total Expenses	58,605	439,500	1,552,668	15,074,613
Change in Net Assets	\$ (56,420)	\$ (204,461)	\$ (1,143,529)	\$ (6,471,334)

King Conservation District  
Check Detail  
March 2022

AI 22-027

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		03/31/2022			1020 · US Bank - 0152		-179.80
					8200 · Bank Fees	-179.80	179.80
TOTAL						-179.80	179.80
Check		03/31/2022			1010 · US Bank - 2328		-22.00
					8200 · Bank Fees	-22.00	22.00
TOTAL						-22.00	22.00
Check		03/31/2022			1000 · Bank of America - 0408		-18.00
					8200 · Bank Fees	-18.00	18.00
TOTAL						-18.00	18.00
Bill Pmt -Check	ACH	03/02/2022	UPS		1000 · Bank of America - 0408		-357.75
Bill	E5052	02/01/2022			6910 · Soil Testing	-91.05	91.05
Bill	E5062	02/05/2022			6910 · Soil Testing	-91.05	91.05
Bill	E5072	02/12/2022			6910 · Soil Testing	-98.07	98.07
					6100 · Postage	-11.73	11.73
Bill	5082	02/19/2022			6910 · Soil Testing	-65.85	65.85
TOTAL						-357.75	357.75
Check	ACH	03/03/2022	Intuit		1000 · Bank of America - 0408		-120.01
			King County		7800 · Professional Services	-120.01	120.01
TOTAL						-120.01	120.01
Check	ACH	03/04/2022	Navia Benefit Solutions Client Pay		1000 · Bank of America - 0408		-1,543.98
			King County		2240 · FSA Payable	-1,543.98	1,543.98
TOTAL						-1,543.98	1,543.98
Check	ACH	03/08/2022	UPS		1000 · Bank of America - 0408		-101.06
			King County:Rural Land Stewardship		6100 · Postage	-70.16	70.16
					6100 · Postage	-30.90	30.90
TOTAL						-101.06	101.06
Check	ACH	03/10/2022	WA Dept Revenue (DOR)		1000 · Bank of America - 0408		-86.00
			King County:Urban Forest Stewardship		6805 · Permits & Fees	-86.00	86.00
TOTAL						-86.00	86.00
Check	ACH	03/10/2022	Good To Go		1000 · Bank of America - 0408		-0.50
			King County		7700 · Travel	-0.50	0.50
TOTAL						-0.50	0.50
Check	ACH	03/11/2022	Navia Benefit Solutions Client Pay		1000 · Bank of America - 0408		-1,166.24
			King County		2240 · FSA Payable	-1,166.24	1,166.24
TOTAL						-1,166.24	1,166.24
Check	ACH	03/15/2022	UPS		1000 · Bank of America - 0408		-53.36
			King County:Rural Land Stewardship		6100 · Postage	-53.36	53.36
TOTAL						-53.36	53.36
Check	ACH	03/18/2022	Navia Benefit Solutions Client Pay		1000 · Bank of America - 0408		-44.81
			King County		2240 · FSA Payable	-44.81	44.81
TOTAL						-44.81	44.81
Check	ACH	03/22/2022	UPS		1000 · Bank of America - 0408		-50.06
			King County:Rural Land Stewardship		6100 · Postage	-50.06	50.06
TOTAL						-50.06	50.06
Check	ACH	03/25/2022	Navia Benefit Solutions Client Pay		1000 · Bank of America - 0408		-608.36
			King County		2240 · FSA Payable	-608.36	608.36
TOTAL						-608.36	608.36
Check	ACH	03/30/2022	UPS		1000 · Bank of America - 0408		-127.08

King Conservation District  
Check Detail  
March 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL			King County:Rural Land Stewardship	6100 · Postage		-127.08	127.08
						-127.08	127.08
Bill Pmt -Check	24229	03/06/2022	Advanced Irrigation, Inc.		1000 · Bank of America - 0408		-1,018.49
Bill	2689 - 2022	01/31/2022	King County:Riparian Restoration / Improvement	7100 · Repairs & Maintenance		-1,018.49	1,018.49
TOTAL						-1,018.49	1,018.49
Bill Pmt -Check	24230	03/06/2022	Association of Washington Cities (AWC)		1000 · Bank of America - 0408		-500.00
Bill	90707	02/28/2022	King County	6800 · Dues & Memberships		-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	24231	03/06/2022	Dan Borba		1000 · Bank of America - 0408		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	24232	03/06/2022	Navia Benefit Solutions Client Pay		1000 · Bank of America - 0408		-1,634.00
Bill	10443390	02/28/2022	King County	5200 · Health Insurance		-120.00	120.00
Bill	10411290	01/31/2022	King County	5200 · Health Insurance		-500.00	500.00
Bill	10411289	01/31/2022	King County	5200 · Health Insurance		-1,014.00	1,014.00
TOTAL						-1,634.00	1,634.00
Bill Pmt -Check	24233	03/06/2022	State Auditor's Office		1000 · Bank of America - 0408		-508.95
Bill	L145701	02/28/2022	King County	7800 · Professional Services		-508.95	508.95
TOTAL						-508.95	508.95
Bill Pmt -Check	24234	03/06/2022	Summit Law Group PLLC		1000 · Bank of America - 0408		-867.50
Bill	134557	02/24/2022	King County	7800 · Professional Services		-700.00	700.00
Bill	132924	03/01/2022	King County	7800 · Professional Services		-167.50	167.50
TOTAL						-867.50	867.50
Bill Pmt -Check	24235	03/06/2022	US Bank Eq. Finance		1000 · Bank of America - 0408		-3,298.91
Bill	465704583	02/18/2022	King County	7000 · Rentals		-3,298.91	3,298.91
TOTAL						-3,298.91	3,298.91
Bill Pmt -Check	24237	03/10/2022	Dan Borba		1000 · Bank of America - 0408		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	24238	03/10/2022	Dan Borba		1000 · Bank of America - 0408		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	24239	03/10/2022	Mr. Dan Borba		1000 · Bank of America - 0408		-1,710.00
Bill	INV0006	03/01/2022	King County:Riparian Restoration / Improvement	6410 · Field Supplies		-1,710.00	1,710.00
TOTAL						-1,710.00	1,710.00
Bill Pmt -Check	24240	03/11/2022	Anchor QEA		1000 · Bank of America - 0408		-892.21
Bill	#6	03/10/2022	King County:Member Jurisdiction Grants	9998 · Member Jurisdiction Payments		-892.21	892.21
TOTAL						-892.21	892.21
Bill Pmt -Check	24241	03/11/2022	Cedar Grove Composting		1000 · Bank of America - 0408		-765.21
Bill	0000659028	02/22/2022	King County:Riparian Restoration / Improvement	6410 · Field Supplies		-462.43	462.43
Bill	0000658458	02/14/2022	King County:Riparian Restoration / Improvement	6410 · Field Supplies		-302.78	302.78
TOTAL						-765.21	765.21
Bill Pmt -Check	24242	03/11/2022	City of Renton Utility Division		1000 · Bank of America - 0408		-52.03
Bill	030122-CoR	03/01/2022	King County:Riparian Restoration / Improvement	6410 · Field Supplies		-52.03	52.03
TOTAL						-52.03	52.03
Bill Pmt -Check	24243	03/11/2022	Comcast - PA		1000 · Bank of America - 0408		-407.63
Bill	141893822	03/01/2022	King County	6600 · Communications		-407.63	407.63
TOTAL						-407.63	407.63
Bill Pmt -Check	24244	03/11/2022	Comcast Business		1000 · Bank of America - 0408		-354.11

King Conservation District  
Check Detail  
March 2022

	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL	Bill	022622-COM	02/26/2022	King County		6600 · Communications	-354.11	354.11
							-354.11	354.11
	Bill Pmt -Check	24245	03/11/2022	FASTSIGNS Auburn		1000 · Bank of America - 0408		-234.84
TOTAL	Bill	2091-5599	03/04/2022			6410 · Field Supplies	-234.84	234.84
							-234.84	234.84
	Bill Pmt -Check	24246	03/11/2022	Firetrail Nursery		1000 · Bank of America - 0408		-15,455.00
TOTAL	Bill	2436	02/28/2022	King County:Riparian Restoration / Improvement		6410 · Field Supplies	-15,455.00	15,455.00
							-15,455.00	15,455.00
	Bill Pmt -Check	24247	03/11/2022	Fourth Corner Nurseries		1000 · Bank of America - 0408		-1,652.00
TOTAL	Bill	SI-17396	02/28/2022	King County:Riparian Restoration / Improvement		6410 · Field Supplies	-1,652.00	1,652.00
							-1,652.00	1,652.00
	Bill Pmt -Check	24248	03/11/2022	Health Care Authority		1000 · Bank of America - 0408		-24,963.35
TOTAL	Bill	P202203	02/25/2022	King County		5200 · Health Insurance	-24,963.35	24,963.35
							-24,963.35	24,963.35
	Bill Pmt -Check	24249	03/11/2022	ICS Support, Inc. - InTwo		1000 · Bank of America - 0408		-351.03
TOTAL	Bill	24856	03/01/2022	King County		7800 · Professional Services	-351.03	351.03
							-351.03	351.03
	Bill Pmt -Check	24250	03/11/2022	Inslee Best Doezie & Ryder, P.S.		1000 · Bank of America - 0408		-4,613.00
TOTAL	Bill	375750	02/22/2022	King County		7800 · Professional Services	-1,184.00	1,184.00
				King County		7800 · Professional Services	-3,429.00	3,429.00
							-4,613.00	4,613.00
	Bill Pmt -Check	24251	03/11/2022	Jason Mirro		1000 · Bank of America - 0408		-34.23
TOTAL	Bill	031022-JM	03/10/2022	King County:Rural Land Stewardship		7700 · Travel	-34.23	34.23
							-34.23	34.23
	Bill Pmt -Check	24252	03/11/2022	JL Consulting Group LLC		1000 · Bank of America - 0408		-11,885.40
TOTAL	Bill	#2022-0004	03/01/2022	King County		7800 · Professional Services	-11,885.40	11,885.40
							-11,885.40	11,885.40
	Bill Pmt -Check	24253	03/11/2022	McLendon Hardware - Renton		1000 · Bank of America - 0408		-66.04
TOTAL	Bill	E41478/2	03/02/2022	King County:Riparian Restoration / Improvement:Plant Sale:202	6410 · Field Supplies		-66.04	66.04
							-66.04	66.04
	Bill Pmt -Check	24254	03/11/2022	Mountain Mist		1000 · Bank of America - 0408		-70.35
TOTAL	Bill	004609698	02/25/2022	King County		7000 · Rentals	-70.35	70.35
							-70.35	70.35
	Bill Pmt -Check	24255	03/11/2022	Mt. Adams Institute		1000 · Bank of America - 0408		-13,000.00
TOTAL	Bill	MAI-AC-2022-4	03/01/2022	King County:Urban Forest Stewardship		7800 · Professional Services	-6,500.00	6,500.00
				King County:Small Lot Forest Stewardship		7800 · Professional Services	-6,500.00	6,500.00
							-13,000.00	13,000.00
	Bill Pmt -Check	24256	03/11/2022	National Construction Rentals		1000 · Bank of America - 0408		-162.95
TOTAL	Bill	6455395	02/17/2022	King County:Riparian Restoration / Improvement		7000 · Rentals	-81.48	81.48
				King County:Riparian Restoration / Improvement		7000 · Rentals	-81.47	81.47
							-162.95	162.95
	Bill Pmt -Check	24257	03/11/2022	NATS Nursery Ltd		1000 · Bank of America - 0408		-7,130.00
TOTAL	Bill	31160	03/01/2022	King County:Riparian Restoration / Improvement:Plant Sale:202	6410 · Field Supplies		-7,130.00	7,130.00
							-7,130.00	7,130.00
	Bill Pmt -Check	24258	03/11/2022	New Day Cooperative Distribution		1000 · Bank of America - 0408		-2,921.63
TOTAL	Bill	02/06/23	02/26/2022	King County:Regional Food System		9992 · Regional Food System Grants	-2,921.63	2,921.63
							-2,921.63	2,921.63
	Bill Pmt -Check	24259	03/11/2022	Pacific Topsoils, Inc.		1000 · Bank of America - 0408		-286.43

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	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
	Bill	6-T1012866	02/28/2022	King County:Riparian Restoration / Improvement		9994 · Cost Share & LIP	-65.87	65.87
				King County:Riparian Restoration / Improvement		6410 · Field Supplies	-65.87	65.87
	Bill	6-T1012867	02/28/2022	King County:Riparian Restoration / Improvement		9994 · Cost Share & LIP	-65.87	65.87
				King County:Riparian Restoration / Improvement		6410 · Field Supplies	-65.87	65.87
	Bill	22-T1238811	02/23/2022	King County:Riparian Restoration / Improvement		6805 · Permits & Fees	-22.95	22.95
TOTAL							-286.43	286.43
	Bill Pmt -Check	24260	03/11/2022	Pitney Bowes Global Financial Services		1000 · Bank of America - 0408		-278.21
	Bill	3315267091	02/25/2022	King County		7000 · Rentals	-278.21	278.21
TOTAL							-278.21	278.21
	Bill Pmt -Check	24261	03/11/2022	Renton Office Park LLC		1000 · Bank of America - 0408		-33,190.02
	Bill	040122-RoP	03/11/2022	King County		6000 · Occupancy	-33,190.02	33,190.02
TOTAL							-33,190.02	33,190.02
	Bill Pmt -Check	24262	03/11/2022	Robert Half Finance & Accounting		1000 · Bank of America - 0408		-5,146.52
	Bill	59498306	03/01/2022	King County		7800 · Professional Services	-2,344.32	2,344.32
	Bill	59548051	03/08/2022	King County		7800 · Professional Services	-2,802.20	2,802.20
TOTAL							-5,146.52	5,146.52
	Bill Pmt -Check	24263	03/11/2022	Salix Advisors LLC		1000 · Bank of America - 0408		-6,675.00
	Bill	22-114	02/28/2022	King County		7800 · Professional Services	-6,675.00	6,675.00
TOTAL							-6,675.00	6,675.00
	Bill Pmt -Check	24264	03/11/2022	Sound Native Plants		1000 · Bank of America - 0408		-253.07
	Bill	22-054	02/18/2022	King County:Urban Forest Stewardship		6410 · Field Supplies	-253.07	253.07
TOTAL							-253.07	253.07
	Bill Pmt -Check	24265	03/11/2022	T-Mobile		1000 · Bank of America - 0408		-1,268.30
	Bill	02-21-22 Statement	02/21/2022	King County		6600 · Communications	-1,268.30	1,268.30
TOTAL							-1,268.30	1,268.30
	Bill Pmt -Check	24266	03/11/2022	Vashon Island Growers Association		1000 · Bank of America - 0408		-4,168.93
	Bill	#2	03/10/2022	King County:Regional Food System		9992 · Regional Food System Grants	-4,168.93	4,168.93
TOTAL							-4,168.93	4,168.93
	Bill Pmt -Check	24267	03/11/2022	WACD Plant Materials Center		1000 · Bank of America - 0408		-26,318.42
	Bill	22-018-Final	03/07/2022	King County:Riparian Restoration / Improvement		6410 · Field Supplies	-4,160.68	4,160.68
	Bill	22-016-Final	03/07/2022	King County:Riparian Restoration / Improvement:Plant Sale:202		6410 · Field Supplies	-22,157.74	22,157.74
TOTAL							-26,318.42	26,318.42
	Bill Pmt -Check	24268	03/11/2022	Washington Alarm, Inc.		1000 · Bank of America - 0408		-236.72
	Bill	542566	02/28/2022	King County		7100 · Repairs & Maintenance	-236.72	236.72
TOTAL							-236.72	236.72
	Bill Pmt -Check	24269	03/11/2022	Washington State Ferries		1000 · Bank of America - 0408		-50.00
	Bill	RK387112	03/07/2022	King County		7700 · Travel	-50.00	50.00
TOTAL							-50.00	50.00
	Bill Pmt -Check	24270	03/11/2022	WFSE-Union		1000 · Bank of America - 0408		-1,320.70
	Bill	022822-WFSE	03/01/2022	King County		2250 · Union Dues Payable	-1,320.70	1,320.70
TOTAL							-1,320.70	1,320.70
	Bill Pmt -Check	24271	03/11/2022	Young Women Empowered		1000 · Bank of America - 0408		-28,599.79
	Bill	021522-YWE	02/15/2022	King County:Member Jurisdiction Grants		9998 · Member Jurisdiction Payments	-28,599.79	28,599.79
TOTAL							-28,599.79	28,599.79
	Bill Pmt -Check	24272	03/11/2022	Your Part-Time Controller, LLC		1000 · Bank of America - 0408		-4,206.25
	Bill	22-2-3440	02/28/2022	King County		7800 · Professional Services	-1,508.75	1,508.75
	Bill	22-3-441	03/07/2022	King County		7800 · Professional Services	-2,697.50	2,697.50
TOTAL							-4,206.25	4,206.25
	Bill Pmt -Check	24273	03/25/2022	21 Acres Center		1000 · Bank of America - 0408		-18,000.00

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	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL	Bill	001	03/21/2022	King County:Regional Food System		9992 - Regional Food System Grants	-18,000.00	18,000.00
							-18,000.00	18,000.00
	Bill Pmt -Check	24274	03/25/2022	ACF West Inc.		1000 - Bank of America - 0408		-190.00
TOTAL	Bill	447033	03/16/2022	King County:Riparian Restoration / Improvement		6410 - Field Supplies	-190.00	190.00
							-190.00	190.00
	Bill Pmt -Check	24275	03/25/2022	Charles H Hitchin		1000 - Bank of America - 0408		-4,007.62
TOTAL	Bill	011422-CH	03/22/2022	King County:Small Lot Forest Stewardship		9994 - Cost Share & LIP	-4,007.62	4,007.62
							-4,007.62	4,007.62
	Bill Pmt -Check	24276	03/25/2022	WA Department of Ecology		1000 - Bank of America - 0408		-43,271.83
TOTAL	Bill	WC000000826	03/11/2022	King County:Riparian Restoration / Improvement		7800 - Professional Services	-3,814.65	3,814.65
				King County:Riparian Restoration / Improvement		7800 - Professional Services	-6,556.38	6,556.38
				King County:Riparian Restoration / Improvement		9994 - Cost Share & LIP	-6,854.33	6,854.33
				King County:Riparian Restoration / Improvement		7800 - Professional Services	-6,854.33	6,854.33
				King County:Riparian Restoration / Improvement		9994 - Cost Share & LIP	-1,370.87	1,370.87
				King County:Riparian Restoration / Improvement		7800 - Professional Services	-1,370.87	1,370.87
				King County:Riparian Restoration / Improvement		7800 - Professional Services	-16,450.40	16,450.40
							-43,271.83	43,271.83
	Bill Pmt -Check	24277	03/25/2022	Elizabeth Clark		1000 - Bank of America - 0408		-128.97
TOTAL	Bill	031522-EC	03/15/2022			6420 - Office Supplies	-38.03	38.03
	Bill	031522A-EC	03/15/2022	King County:Riparian Restoration / Improvement		6410 - Field Supplies	-90.94	90.94
							-128.97	128.97
	Bill Pmt -Check	24278	03/25/2022	Elizabeth Jean Boutin		1000 - Bank of America - 0408		-1,368.36
TOTAL	Bill	101221-EB	03/25/2022	King County:Small Lot Forest Stewardship		9994 - Cost Share & LIP	-1,368.36	1,368.36
							-1,368.36	1,368.36
	Bill Pmt -Check	24279	03/25/2022	Firetrail Nursery		1000 - Bank of America - 0408		-450.00
TOTAL	Bill	2439	03/12/2022	King County:Riparian Restoration / Improvement		6410 - Field Supplies	-450.00	450.00
							-450.00	450.00
	Bill Pmt -Check	24280	03/25/2022	Fourth Corner Nurseries		1000 - Bank of America - 0408		-396.02
TOTAL	Bill	SI-18139	03/21/2022	King County:Riparian Restoration / Improvement		9994 - Cost Share & LIP	-198.01	198.01
				King County:Riparian Restoration / Improvement		6410 - Field Supplies	-198.01	198.01
							-396.02	396.02
	Bill Pmt -Check	24281	03/25/2022	Hailey Willis		1000 - Bank of America - 0408		-48.00
TOTAL	Bill	1121-REF	03/15/2022	King County:Rural Land Stewardship		6910 - Soil Testing	-48.00	48.00
							-48.00	48.00
	Bill Pmt -Check	24282	03/25/2022	ICS Support, Inc. - InTwo		1000 - Bank of America - 0408		-462.81
TOTAL	Bill	0068074-IN	03/21/2022	King County		8700 - Small Equipment	-462.81	462.81
							-462.81	462.81
	Bill Pmt -Check	24283	03/25/2022	Jeffrey Loud		1000 - Bank of America - 0408		-637.50
TOTAL	Bill	012822-JL	03/25/2022	King County:Small Lot Forest Stewardship		9994 - Cost Share & LIP	-637.50	637.50
							-637.50	637.50
	Bill Pmt -Check	24284	03/25/2022	Kathryn Lewis DBA CD-Calc		1000 - Bank of America - 0408		-12,254.00
TOTAL	Bill	1029	03/24/2022	King County		7800 - Professional Services	-7,458.00	7,458.00
				King County		7800 - Professional Services	-4,708.00	4,708.00
				King County		7800 - Professional Services	-88.00	88.00
							-12,254.00	12,254.00
	Bill Pmt -Check	24285	03/25/2022	Kelly E. Morphis		1000 - Bank of America - 0408		-1,220.47
TOTAL	Bill	102121-KM	03/23/2022	King County:Riparian Restoration / Improvement		9994 - Cost Share & LIP	-1,220.47	1,220.47
							-1,220.47	1,220.47
	Bill Pmt -Check	24286	03/25/2022	McLendon Hardware - Renton		1000 - Bank of America - 0408		-18.71
	Bill	E54484/2	03/16/2022	King County:Riparian Restoration / Improvement		6410 - Field Supplies	-18.71	18.71

King Conservation District  
Check Detail  
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	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL							-18.71	18.71
	Bill Pmt -Check	24287	03/25/2022	National Construction Rentals		1000 - Bank of America - 0408		-93.59
	Bill	6467126	03/01/2022	King County:Riparian Restoration / Improvement		7000 - Rentals	-93.59	93.59
TOTAL							-93.59	93.59
	Bill Pmt -Check	24288	03/25/2022	Percolator Consulting LLC		1000 - Bank of America - 0408		-862.50
	Bill	3091	03/18/2022	King County		7800 - Professional Services	-862.50	862.50
TOTAL							-862.50	862.50
	Bill Pmt -Check	24289	03/25/2022	Robert Half Finance & Accounting		1000 - Bank of America - 0408		-8,791.20
	Bill	59314434	01/31/2022	King County		7800 - Professional Services	-2,930.40	2,930.40
	Bill	59593494	03/15/2022	King County		7800 - Professional Services	-2,930.40	2,930.40
	Bill	59639718	03/22/2022	King County		7800 - Professional Services	-2,930.40	2,930.40
TOTAL							-8,791.20	8,791.20
	Bill Pmt -Check	24290	03/25/2022	Summit Law Group PLLC		1000 - Bank of America - 0408		-1,855.00
	Bill	135276	03/18/2022	King County		7800 - Professional Services	-1,855.00	1,855.00
TOTAL							-1,855.00	1,855.00
	Bill Pmt -Check	24291	03/25/2022	T-Mobile		1000 - Bank of America - 0408		-1,268.30
	Bill	032122-T-Mobile	03/21/2022	King County		6600 - Communications	-1,268.30	1,268.30
TOTAL							-1,268.30	1,268.30
	Bill Pmt -Check	24292	03/25/2022	Tukwila Community Center		1000 - Bank of America - 0408		-5,875.51
	Bill	FA-4558	03/16/2022	King County:Riparian Restoration / Improvement		7000 - Rentals	-5,875.51	5,875.51
TOTAL							-5,875.51	5,875.51
	Bill Pmt -Check	24293	03/25/2022	Wild Fish Conservancy		1000 - Bank of America - 0408		-3,987.24
	Bill	22-012	03/03/2022	King County:Riparian Restoration / Improvement		7800 - Professional Services	-3,987.24	3,987.24
TOTAL							-3,987.24	3,987.24
	Bill Pmt -Check	24294	03/25/2022	Your Part-Time Controller, LLC		1000 - Bank of America - 0408		-6,520.00
	Bill	22-3-1308	03/14/2022	King County		7800 - Professional Services	-3,847.50	3,847.50
	Bill	22-3-2179	03/21/2022	King County		7800 - Professional Services	-1,045.00	1,045.00
				King County		7800 - Professional Services	-1,627.50	1,627.50
TOTAL							-6,520.00	6,520.00

# New Business



**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: May 9, 2022**

AI 22-028

**SUBJECT: 22- 028**

- Credit Card Policy

**FISCAL IMPACT**

- This item has no direct fiscal impact

**POLICY CONSIDERATION**

- This item will amend and add to KCD Comprehensive Fiscal Policy document, strengthening policies around the issuance and use of KCD credit cards

**STAKEHOLDER INTERESTS**

- Stakeholders will receive more effective & efficient service from KCD staff, due to better fiscal controls and convenience for staff when working on projects and programs that improve natural resource conservation in the KCD service area.

**BACKGROUND**

- At present there is no board-approved policy for credit card issuance and use for KCD staff. This item will correct that deficiency.
  - Administrative staff have researched best practices and template credit card control policies and developed this draft.
  - The draft has been shared with the internal Leadership Team
  - After any revisions and approval, this policy will be incorporated into the KCD Comprehensive Fiscal Policy document
  - Credit cards will be issued to most staff to assist them with their ongoing project & program work, and staff will be instructed as to the proper use of these credit cards. All staff receiving a KCD credit card will sign an acknowledgement of the rules and responsibilities that accompany holding a KCD credit card.

**EFFECTIVE DATE:**

- Upon approval by the Board of Supervisors

**OPTIONS**

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

**RECOMMENDATION**

- This is a 'first look' so this item is for review and comment only

**MOTION**

- No motion is recommended at this time

## **FIN-3: Credit Cards – May 3, 2022 Draft**

### **Section 1. Credit Card Issuance**

King Conservation District will issue company credit cards to employees who have a need to incur expenses to Districts program or operations. The Executive Director will authorize users and set their credit limits.

Employees with company credit cards, are expected to:

- Protect the card to the best of their ability. Don't leave it unattended or give it to unauthorized people.
- Report as soon as possible if a card is stolen or lost.
- Use it only for approved reasons. Follow the instructions in this policy and the employee card agreement, and don't use the card for personal or unauthorized expenses. Credit cards purchases must be related to current budget line items and limits.
- Document all expenses and send monthly credit card reports. Please keep receipts and submit documentation with the date and purpose of the expense. Employees are responsible for ensuring the accuracy and validity of transactions billed to their company credit card. Report suspected fraudulent transactions as soon as possible. The first recourse is for the employee to contact the vendor to try to resolve the error. Next steps is to call the credit card company to dispute the charge.

### **Section 2. Proper Use of Credit Card**

KCD cards cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers for expenses other than those incurred by the employee named on the card, or for personal expenses.

Misuses of the card will result in cancellation of the card, withdrawal of corporate credit card privileges, and potential disciplinary action. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder.

Cardholders will be required to sign a declaration authorizing the company to recover, from their salary, any amount incorrectly claimed.

Corporate credit card expenditures must be reconciled and submitted with original receipts to the Accounting Department within 5 business days of the statement date. Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure

immediately. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received by Accounting/Finance Department, the employee's corporate credit card will be cancelled.

### **Sample Employee Acknowledgment**

#### Acceptance of Corporate Credit Card

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

I understand and agree that:

\_\_\_\_\_ I bear ultimate responsibility for the card.

\_\_\_\_\_ I will not use the corporate credit card to withdraw cash.

\_\_\_\_\_ I will not use the corporate credit card for personal expenses and will use it only for official business on behalf of the company.

\_\_\_\_\_ If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I authorize the company to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.

\_\_\_\_\_ If the corporate credit card is lost or stolen, I will report it immediately to the Finance Department and the credit card company.

\_\_\_\_\_ If I resign from the company, I will return the card with a final reconciliation of all expenditures prior to departure.

\_\_\_\_\_  
Signature of cardholder

Date : \_\_\_\_\_

**Agenda Action Briefing/Report AI 22-029****SUBJECT:**

Review for Approval KCD Landowner Incentive Program cost-share application from Emily Downing, for a Riparian Forest Buffer, in the amount of \$11,850.00.

**FISCAL IMPACT**

The current balance of cost-share funding for KCD LIP 2022 is summarized in the following table:

2022 LIP Cost-share Available	<b>\$472,494.96</b>
Current Request	<b>\$11,850.00</b>
Balance Remaining	<b>\$460,644.96</b>

**POLICY CONSIDERATION**

This proposed cost-share contract has been vetted through a staff approval committee and meets NRCS standards for the applicable best management practice (BMP). The application has been advanced for due pass by the Board of Supervisors.

**STAKEHOLDER INTERESTS**

- District cooperators working with District farm management, forestry and aquatic area enhancement programs
- King CD Board members and staff
- NRCS

**BACKGROUND**

The Downing's own a small farm along Bear Creek in the town of Redmond, WA. Bear Creek provides habitat for fall Chinook, coho, and winter steelhead. The Downing's have 3 sheep and 2 goats that are fenced out of the riparian area. The northern half of the riparian area on the Downing property is in good condition with mature conifers and native vegetation. There are pockets in nonnative vegetation including English holly that could be treated but it would not be in need of planting. The southern end of the Downing property has considerable weed infestations including reed canarygrass in the wetter areas and Himalayan blackberry in the drier areas. There is very little elevation change across the property and water can be held on the southern end of the property because of an undersized culvert.

This project will install an 85 foot riparian buffer on both the east and west sides of Bear Creek on the southern end of the property, with weed treatments occurring throughout the northern and southern sections. This would include approximately 500 linear feet for a total 2.2 acre project. The northern half of the project (weed treatment) is approximately 220 linear feet for 1.10 acres and the southern half (restoration) is approximately 280 linear feet for 1.10 acres. The buffer averages approximately 95 feet on either side. It is estimated that 1,000 plants would achieve density goals.

**EFFECTIVE DATE**

The cost-share award will become effective upon approval by the Board of Supervisors and the LIP contract will become effective upon signature by a Board representative.

**RECOMMENDATION**

Staff seeks Board approval of Landowner Incentive Program cost-share application from Emily Downing, for a Riparian Forest Buffer in the amount of \$11,850.00.

Agenda Action Briefing/Report AI 22-029

**MOTION**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Passed a motion to Approve KCD Landowner Incentive Program cost-share application from Emily Downing, for a Riparian Forest Buffer, in the amount of \$11,850.00.

# KING CONSERVATION DISTRICT (KCD) LANDOWNER INCENTIVE PROGRAM APPLICATION

## Aquatic Area Enhancement Project

### Section 1. Applicant (If applicant is not the landowner, then landowner must also sign the agreement)

Applicant Name:		Farm/Business Name:	
Mailing Address:		Project Address:	
Phone (home):		Phone (work/mobile):	
Email Address:		KCD Staff:	
Parcel #(s):	<input type="checkbox"/> Incorporated <input type="checkbox"/> Unincorporated	Total Farm/Land Acreage:	<input type="checkbox"/> T.A. <input type="checkbox"/> Farm Plan <input type="checkbox"/> Forest Plan
Is email an acceptable primary form of communication?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to be added to our newsletter list?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Section 2. Project Information

Best Management Practice (BMP):
Project Completion Date <i>(month and year)</i> :
Current Site Conditions <i>(Provide a brief summary of resource management problem addressed by BMP: note streams, wetlands, and steep slopes near or within the project area):</i>
Project Details <i>(Provide a brief summary of the project. Include acres treated, linear feet of stream enhanced, length of fence, types and numbers of plants, etc.):</i>
Maintenance Plan:

**Permits** (List all permits required to complete this project):

**Photos:** KCD Resource Planner must submit before photos with this application.

### Section 3. Cost-share Programs

A. Have you previously applied for cost-share through the KCD Landowner Incentive Program (LIP)?

☐ Yes ☐ No

If yes, please list contract number and BMP below:

B. Are you applying for (or received) funding (cost-share or grants) through other agencies or programs?

☐ Yes ☐ No

Please describe below:

**1. King County Cost-share**

Please list practices and date installed below:

**2. NRCS EQIP (Natural Resources Conservation Service's Environmental Quality Incentive Program)**

Please list practices and date installed below:

**3. Other**

Please list agency and describe project:

**Other Cost-Share History/Notes:**

### Section 4. Budget (attached as Exhibit A)

KCD will plan and install the Best Management Practice (BMP) on behalf of the Applicant. A detail of the project budget with line items for planning, installation, maintenance and cost-share ratios are attached as Exhibit A. Upon BMP installation, KCD will invoice the Applicant for the Applicant Cost-share listed in the following table. Applicant cost-share is due 30 days after receipt of a KCD invoice.

Program Cost-share	Cost-share Ratio	Amount
King CD Landowner Incentive Program	__%	
King CD Aquatic Area Enhancement Program	__%	
Washington State Conservation Commission	__%	
Other (specify) -	__%	
Other (specify) -	__%	
Applicant Cost-share	10%	
TOTAL	100%	

## Section 5. Education and Outreach

KCD encourages public education through demonstration projects. Demonstration projects are used to educate other landowners about innovative ways to address natural resource concerns. A demonstration project may be showcased in a guided tour, or featured in presentations or written fact sheets.

A. Will you consider becoming a demonstration project?

☐ Yes ☐ No

## Section 6. Maintenance and Monitoring Expectations

The applicant is responsible to maintain the Best Management Practice (BMP) to standard as detailed in the attached Job Sheet for the lifetime of the BMP.

- ☐ A. I understand the lifetime of the BMP is \_\_\_\_\_ years.
- ☐ B. I understand KCD will coordinate and conduct maintenance and replanting for the first three years of the lifetime of the BMP. After that, KCD will work with the Applicant to verify proper maintenance of the installed BMP. Verification of maintenance includes a combination of site visits with KCD staff members who will take photos of the project, and annual photo documentation submitted by the applicant for the lifetime listed in Section 6A.
- ☐ C. I understand I am obligated to maintain and monitor the BMP **for the lifetime listed in Section 6A.**

## Section 7. Application and Agreement

I request financial assistance (cost-share) under the KCD LIP to install the Best Management Practice (BMP) described in this application and detailed in the attached *Job Sheet and Map*. This practice is needed to solve the natural resource problems described in Section 2 of this application. This Agreement expires if the project is not completed by the specified completion date in Section 2 or in an approved timeline revision request. \_\_\_\_\_(Initial Here)

I authorize KCD to secure the applicable local, state and federal permits and to install the BMP on my behalf, and I agree to work cooperatively with KCD to obtain these permits. \_\_\_\_\_(Initial Here)

I agree to work cooperatively with KCD to ensure the funded BMP is maintained consistent with the design life identified in the attached Job Sheet and in Section 6 of this application. \_\_\_\_\_(Initial Here)

I agree to indemnify, defend, and hold harmless KCD, its elected or appointed officials, employees and agents, from all claims, alleged liability, damages, losses to or death of person or damage to property allegedly resulting from the negligent or intentional acts of the applicant or any of its employees or agents which may occur during the course of KCD's performance of the installation of the BMP provided in connection with this Agreement. \_\_\_\_\_(Initial Here)

I represent that the information provided in Section 3 of this application is a full disclosure of all other natural resource financial cost-share relationships in which I have or am participating. \_\_\_\_\_(Initial Here)

I understand that LIP cost-share is contingent upon installing the BMP to the minimum standard planned by KCD, and that KCD will verify and photo document standard compliance through its coordination of BMP installation. \_\_\_\_\_(Initial Here)

I understand that in cases where I become the recipient of a KCD LIP cost-share reimbursement there may be federal tax liability associated with the reimbursement. When this occurs, KCD will issue a 1099-G for reimbursements made through the LIP. I understand that KCD cannot provide advice with respect to the tax liability associated with LIP cost-share reimbursements. \_\_\_\_\_(Initial Here)

I understand that I am applying for public funding and am responsible for notifying a buyer upon sale or loss of the property of the installed BMP. If I sell or lose control of the property covered by this Agreement and the new owner or transferee does not assume responsibility for maintaining the installed BMP as required by this Agreement, I may be required to refund all or a portion of cost-share reimbursements received through this Agreement. In the event litigation is commenced by KCD to recover a refund of any cost-share reimbursements received through this Agreement, attorney's fees and costs incurred by the prevailing party in such action shall be paid by the non-prevailing party. \_\_\_\_\_(Initial Here)

I give permission to KCD to photograph my property to document the site conditions and/or the implementation and maintenance of the funded practice. In the event that I or any of my family members or dependents choose to be photographed in a setting that reflects the assistance provided by KCD, I give KCD permission to publish such photographs in KCD promotional literature, advertising, social media, and other public displays. The photographs will be the property of KCD and may be used by KCD at any time, in the manner described above, without my additional consent. . \_\_\_\_\_(Initial Here)



I understand that this Agreement is subject to disclosure under the Public Records Act, Chapter 42.56 RCW. \_\_\_\_\_(Initial Here)

I understand that I will no longer be eligible for KCD cost-share funds if one or more of the following occurs: \_\_\_\_\_(Initial Here)

- a. The KCD funded BMP fails within its design life due to circumstances within my control (e.g., neglect, failure to maintain the BMP, destruction of the BMP before expiration of the design life, or other actions which cause the KCD funded BMP to become non-viable).  
*Note: Landowners are not responsible for BMP failure caused by circumstances beyond their control (e.g. fire, flood, storm damage, etc.)*
- b. I relinquish or lose ownership of equipment purchased with KCD cost-share.
- c. The KCD funded BMP is not being used for the intended purpose (e.g. cross fencing purchased with KCD funding, but no animals on property).
- d. I cancel two cost-share contracts awarded through the KCD Landowner Incentive Program.
- e. I deny KCD staff access to my property to verify BMP maintenance.

I understand KCD will provide two signs, an LIP sign and aquatic area buffer sign, free of charge, and I agree that: \_\_\_\_\_(Initial Here)

- a. I will select a visible location on my property for display of the LIP sign and will install it.
- b. KCD will install the aquatic area buffer sign adjacent to the installed aquatic area enhancement project.
- c. I will maintain the signs and keep them free of visual barriers for at least five years after installation.
- d. I am not responsible for damage to the sign that is beyond my control (e.g. auto accident, storm damage, vandalism, etc.)

Signature of applicant

Date

Signature of Landowner (if applicant if Lessee)

Date

FOR KCD OFFICE USE

Approved for Award (KCD LIP Coordinator)

Date

Approved for Funding (KCD Management)

Date

LIP ID:

## Scope of Work for:

Emily Downing  
20630 NE 92nd Pl Redmond WA 98053  
Date: 2/1/2022



**Narrative Scope of Work:** If this project was funded, as proposed, the project would be a 50 foot riparian buffer on both the east and west sides of Bear Creek on the southern end of the property, with weed treatments occurring throughout the northern and southern sections. This would include approximately 500 linear feet for a 2.2 acre project. The northern half of the project (weed treatment) is approximately 220 linear feet for 1.10 acres and the southern half (restoration) is approximately 280 linear feet for 1.10 acres.

		Days/Units/Hours	Cost Per	Subtotals
Crew Days (10% Landowner cost share)				
WCC Days: Site Prep		10	\$ 1,650.00	\$ 16,500.00
WCC Days: Planting		4.5	\$ 1,650.00	\$ 7,425.00
				\$ 23,925.00
Materials (10% Landowner cost share)				
Potted Plants - trees and shrubs		1000	\$ 5.50	\$ 5,500.00
Bamboo Stakes 3/8" x 3' (500)		2	\$ 100.00	\$ 200.00
Blue tube protection (reused)		1	\$ -	\$ -
				\$ 5,700.00
Cost Share Estimate				\$ 29,625.00
10% Landowner Cost Share				\$ 2,962.50
KCD Staff Time (non cost share)				
Project Planning		25	\$ 90.00	\$ 2,250.00
Project Implementation		25	\$ 90.00	\$ 2,250.00
				\$ 4,500.00
Installation Total Estimate				\$ 34,125.00
Task 4: 3 Year Maintenance Estimate				
Crew Days in field:		12	\$ 1,650.00	19,800.00
Project Management		24	\$ 90.00	2,160.00
Materials (mulch, replanting)				200.00
				22,160.00
Project Grand Total Est.				\$ 56,285.00
Cost Share Breakout	7.2 Con Pro (50%)	KCD LIP (40%)	Landowner funds (10%)	Total
Labor	\$ 11,962.50	\$ 9,570.00	\$ 2,392.50	\$ 23,925.00
Materials	\$ 2,850.00	\$ 2,280.00	\$ 570.00	\$ 5,700.00
Total	\$ 14,812.50	\$ 11,850.00	\$ 2,962.50	\$ 29,625.00



# JOB SHEET

## *Aquatic Area Buffer Planting- Riparian Forest Buffer*

Landowner: Emily Downing	Lifetime of Practice: 15 Years
--------------------------	--------------------------------

Purpose (check all that apply)	
<input checked="" type="checkbox"/> Create shade to lower or maintain water temperatures to improve habitat for aquatic organisms	<input type="checkbox"/> Improve forest health reducing the potential of damage from pests and moisture stress
<input checked="" type="checkbox"/> Create or improve riparian habitat and provide a source of detritus and large woody debris	<input checked="" type="checkbox"/> Restore natural riparian plant communities
<input type="checkbox"/> Reduce excess amounts of pollutants in surface runoff and reduce excess nutrients and chemicals in shallow groundwater flow	<input type="checkbox"/> Improve wildlife habitat
<input type="checkbox"/> Reduce pesticide drift entering water body	<input type="checkbox"/> Increase carbon storage in vegetation and soils, and increase biomass in soils

**Current Site Conditions** *Provide a summary of the resource management problems addressed by the BMP. Also note any other current conditions pertinent to the project (slopes, erosion, flow, drainage)*

The potential DOWNING project is located on Bear Creek in the town of Redmond, Wa. Bear Creek enters the DOWNING property from the south, and generally flows to the north/ north west where it exits the DOWNING property. The northern half of the riparian area on the DOWNING property is in good condition with mature conifers and native vegetation. There are pockets in nonnative vegetation including English holly that could be treated but it would not be in need of planting. The southern end of the DOWNING property has considerable weed infestations including reed canarygrass (Class C) in the wetter areas and Himalayan blackberry (Class C) in the drier areas. There is very little elevation change across the property and water can be held on the southern end of the property because of an undersized culvert.

**Riparian Forest Buffer Practice and Details** *Provide the following:*

- 1) a basic description of the proposed planting area
- 2) calculate and record the square footage (acreage) of the planting area, the number of trees and shrubs to be planted, the linear footage of stream enhanced, the average and minimum width of the buffer:
- 3) list any native plant species currently existing on site
- 4) list native trees and shrubs selected for the project
- 5) please attach your proposed planting plan

1) The riparian area on the DOWNING property is mostly devoid of native vegetation and is dominated by reed canarygrass (Class C) in the wetter areas and Himalayan blackberry (Class C) in the drier areas. There is very little elevation change across the property and water is being held on the landscape south of the driveway bridge, on the southern end of the parcel.

2) If this project was funded, as proposed, the project would be a 50 foot riparian buffer on both the east and west sides of Bear Creek on the southern end of the property, with weed treatments occurring throughout the northern and southern sections. This would include approximately 500 linear feet for a 2.2 acre project. The northern half of the project (weed treatment) is approximately 220 linear feet for 1.10 acres and the southern half (restoration) is approximately 280 linear feet for 1.10 acres. Approximately, 1000 plants would be planted throughout the designated riparian areas.

3) Native species currently on site include primarily: beaked hazelnut, red huckleberry, salmonberry, salal, sword fern, willows, Western red cedar, and red alder.

4) Depending on plant species availability shrubs that would do well at this site include: Douglas spiraea, Indian plum, Nootka rose, Pacific ninebark, red osier dogwood, salmonberry, and snowberry. Trees that would be well adapted for site conditions include: cascara, Oregon ash, red alder, Pacific willow, Sitka willow, western crab apple, western red cedar, and grand fir.

5) See attached.

**Permits** *Are there any permits necessary for the project? If so, please list below and include a copy of the permit*

**Yes, Aquatic Noxious Weed General Permit has been obtained from the Washington State Department of Ecology and Washington State Department of Agriculture: Permit #WAG993000.**

*Aquatic Areas:*

There may be permits needed to apply herbicide in aquatic areas or their buffers. See the WA State Department of Ecology website for further details: <http://www.ecy.wa.gov/programs/wq/pesticides/>

*King County Jurisdiction:*

Stream and wetland restoration projects that occur on property within the jurisdiction of King County may require a clearing and grading permit. Contact King County Permitting Office

([www.kingcounty.gov/property/permits.aspx](http://www.kingcounty.gov/property/permits.aspx))

**Type and Source of Plant Material** *Will you use potted plants, bareroot plants, b&b plants or a combination? Where will you get the plants from and when?*

Plant material will be native species adapted to the site to minimize maintenance and care.

Washington Conservation Corps crews potted and/or bareroot material that have been sourced from the Puget Sound region. If additional plant material is purchased to augment the initial planting, that material can be bareroot, live stake, or potted nursery stock. There are a number of local native plant nurseries where native trees, shrubs and emergent species can be purchased. Refer to the attached list of native plant nurseries for local King County sources of native plant material as well as sources in the greater Puget Sound region.

**Site Preparation** *List what method(s) of site preparation will be used, who will be doing the work, when will the work be done.*

Specific weed control prescriptions are detailed below. If brush and debris are removed from the stand, all material will be hauled off-site or masticated /chipped in a staging area. If masticated material is intended for use as mulch on the site, invasive species should not be included in the masticating/chipping process.

*Weed Control Prescriptions:*

Himalayan & Evergreen Blackberry Control –

- *Manual control:* Mow or cut the blackberry canes to less than 1 foot in height, then grub/dig out the roots attached to the cut canes. Thorough removal of blackberry roots in this manner, while labor intensive can reduce the blackberry population and cover in the prepared area by 90 – 95%. Monitor for re-growth in the following growing seasons; dig up any re-growth.
- *Chemical Control:* An alternative control method includes herbicide. One technique involves cutting/mowing the canes and swabbing the freshly cut canes with an approved herbicide. Foliar spray of blackberry is another effective control method. It is recommended that blackberry is mowed early in the summer and sprayed on the foliar re-growth the next fall (September/October). Do not spray planted seedlings. **Always follow label rates and instructions.**

### Reed Canary Grass Control –

- *Manual Control:*

- 1) Mowing reed canary grass depletes carbohydrate root reserves, and if done repeatedly it will result in the thinning or death of the grass. The ideal time to mow is at or near the flowering stage. The grass should be cut as near to the ground as possible (1 inch or lower). Twice yearly mowing (in early-mid June and early October) has shown increased survivorship of native plants planted into reed canary.
- 2) Shading is highly effective in reducing reed canary grass stands. A dense planting of conifers, once established, is ideal for shading. Faster growing deciduous trees and shrubs, especially those that develop foliage in the early spring, combined with an under-planting of conifers can be effective. Artificial methods of shading can be used in conjunction with native plantings. Sheets of thick cardboard or landscaping fabric placed around each individual plant should be secured to the ground by long staples or stakes and covered with 5-6 inches of mulch. The combination of sheeting and mulch provides temporary suppression of the grass, allowing the desirable vegetation to thrive without competition. *Not recommended for flood prone areas.*

- *Chemical Control:* Herbicide can be effective in elimination of Reed Canary grass when properly applied. Studies show that spraying Glyphosate (the active ingredient in products such as ®Rodeo) after a stand is mown or when the grass has the minimum available carbohydrate reserves (after flowering) is an effective control method. Follow-up spraying the next year may be necessary to eliminate the remaining grass. **Always follow label rates and instructions.**

### *Other techniques:*

#### Brushing –

- Brushing prepares an area for planting. To brush an area, mow competing vegetation in a 4-8 foot diameter of the area to be planted. This will limit competition during years of establishment. Maintain this opening for trees until the leader of the tree surpasses the height of the surrounding shrubs.

### Holly & Laurel Control-

- *Manual Control:* *Not recommended.* Small plants can be dug up when the soil is moist. Regularly check area for re-growth. For larger plants cut stems and trunks as close to the ground as possible. Roots may be dug out. Be sure to stabilize soil if large quantities are disturbed. If roots are not dug up, break off any new stems as they grow back for multiple growing seasons.
- *Chemical Control:* Large Holly and Laurel trunks should be cut as close to the ground as possible. Immediately (within minutes) treat the cut stump with an application of glyphosate herbicide (such as Rodeo or Roundup). An alternate technique, called frilling, involves incising deep cuts through bark into trunks at a 45 degree angle. Immediately treat the frills by pouring glyphosate herbicide into the cuts. Best results are achieved during periods of active growth and after full leaf expansion. Monitor for re-growth (seedlings and re-sprouting) and treat accordingly. Do not spray herbicide directly holly and laurel leaves, which have a waxy layer that prevents chemicals from being absorbed. **Always follow label rates and instructions.**

### English Ivy Control –

#### *Manual Control:*

- 1) Recommended manual methods include digging and pulling. First, remove any flowering or fruiting portion within reach and bag for removal from the site. Next, hand dig and pull out all accessible portions of plants including roots. Note that all cut stems/roots must be removed from soil contact. If composting on site, use cardboard or wood to create a raised platform. Consider wearing gloves and protective clothing as ivy sap is known to cause a reaction in some individuals. Mulching an area will significantly reduce re-growth of ivy. To properly mulch, apply an 8 inch thick mulch layer. Plants should be cut and removed and then mulched, preferably with a layer of cardboard below the mulch.
- 2) Vertical ivy is controlled by girdling. To girdle vertical vines, cut the ivy vines at shoulder height and slightly above ground level. Remove the cut ivy section from the tree. This eliminates nutrient transport from the roots of ground ivy to the leaves and stems growing into the canopy of the tree. The lower cut

section of ivy stems and roots must be pulled at least 6 feet away from tree. Root and stem fragments can re-grow and must be composted in a manner similar to ground ivy.

**Chemical Control:** KCD licensed applicators will use aquatic approved herbicides to treat ground ivy during site preparation. Ivy leaves are waxy and difficult to penetrate with herbicides but the right concoction at the right label rate have proven to be about 80-90% effective. KCD will **always follow label rates, instructions and best available science.**

**Care and Temporary Storage of Purchased Plant Material** *Upon receiving the plant material, where will you store it and how will you care for it?*

All plant material should be stored in a cool location and well-watered prior to planting. In the case of bare root plants, inventory should be held in the source refrigerated facility as long as possible prior to planting. Bare root plants can be stored in the field for up to one to three weeks prior to planting by placing them in a shaded location where they will remain cool. Such a location should prevent freezing as well as exposure to warm temperatures. Additionally, bareroot inventory should be covered with a tarp to prevent drying. Bareroot stock that is expected to emerge from dormancy prior to planting should be "healed" into a soil bed. To heal-in, dig a v-shaped trench to a depth that accommodates covering the seedling roots when back-filled with soil.

**Installation** *Provide the following details: 1) Plant Installation Prescription: 2) Plant Protection Prescription: 3) Weed Suppression Prescription: 4) Erosion Control Prescription*

*1) Plant Installation Prescription:*

**Live Stake Inventory:** Live Stakes and whips should be planted using a planting bar. Stakes and whips are to be 3 to 4 feet long, and a minimum of ½ inch in diameter. Stakes should be stored in a bucket of water until planted. Buds should face up in the bucket. Soaking before planting greatly increases the survival of live stakes and whips. Refer also to the attached planting instructions in *Planting Live Hardwood Stakes*.

**Potted & Plug Inventory:** Potted plant material should be shovel planted to the same depth that they grew in the pot. Plants will be well watered prior to planting. Prior to digging a hole for the plant, prepare the planting location by removing a grass sod within a 1.5 feet diameter circle, being careful to remove roots as well as above ground portions of the plant. Dig a hole for the container in the center of this cleared circle twice the size of the plant's pot. Backfill the hole with soil while using care to avoid leaving air pockets in the soil. Refer also to the attached planting instructions in *Planting Container Trees and Shrubs*.

**Fencing** *Is fencing going to be installed? If so, what type, who will install it and when?*

Previously installed

**Planting Project Maintenance and Monitoring** *The planting must be inspected periodically and protected from damage so proper function is maintained. The goal for the project is to reach 80% survival after 3 years. Please describe the maintenance and monitoring plan.*

**King CD will maintain the project for 3-5 growing seasons. Maintenance activities will include control of invasive species and replanting if survivorship falls below 80%. The landowner is responsible for maintaining the project and providing photo documentation of practice maintenance for the remaining 10-12 years of the practice. Photos must be submitted by 9/1 of each year.**

Treatments must be inspected periodically and protected from damage so proper function is maintained and resource damage is minimized, including assessment of insects, disease and other pests, storm damage, and damage by trespass. The results of inspections shall determine the need for additional treatment under this practice.

Replace dead or dying trees and shrubs and control competing vegetation to support successful establishment. Periodic application of mulch may be needed to maintain plant vigor. Periodic harvest of trees and shrubs (thinning and brushing) may be necessary to maintain the health and vigor of the stand and support its development toward more mature stand conditions. Keep large dead and dying trees for cavity nesting wildlife and bird species and as a source of downed wood in the forest understory and in adjacent or interior aquatic habitats.

If areas were brushed in order to plant trees, maintain these openings until the leader of the tree surpasses the height of the surrounding vegetation.

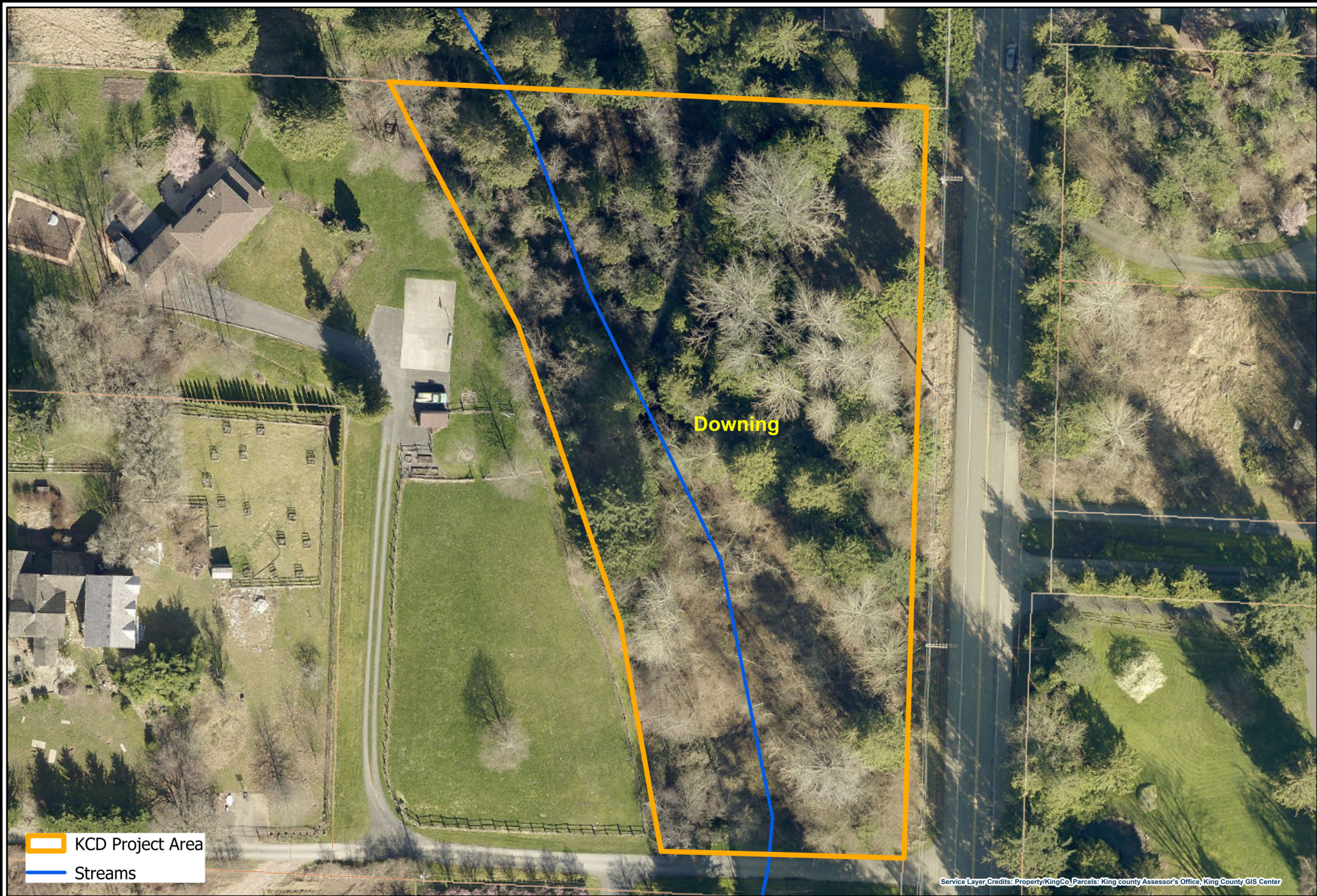
Where droughty soils and hot growing conditions are anticipated, supplemental watering is recommended. In such cases the District recommends watering planted nursery stock for a minimum of 3 summers following planting. Young bare root, container, and ball/burlap plants have a reduced root system that hampers their ability to survive during the dry summer months (July through October). Watering a minimum of once every two weeks during the dry summer will promote greater rates of survival. Watering once per week is preferable.



Monitor treatment areas for re-growth of non-native/invasive species and control accordingly. Utilize weed control techniques prescribed in the Site Preparation section of the Job Sheet. Species to monitor include Himalayan blackberry, reed canarygrass and any listed King County Noxious weeds.


All plant protection materials as well as any other non-biodegradable materials installed on-site will be removed within the 3-5 year project maintenance window.

### Additional Specifications and Notes:






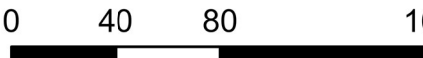
 KCD Project Area  
 Streams



**Downing**  
**20630 NE 92nd PI**  
**Redmond, WA 98053**  
**Parcel 0525069099**



Scale: 1:881



0 40 80 160 Feet



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 KCD Project Area  
 Streams

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**Downing**  
**20630 NE 92nd PI**  
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**Parcel 0525069099**



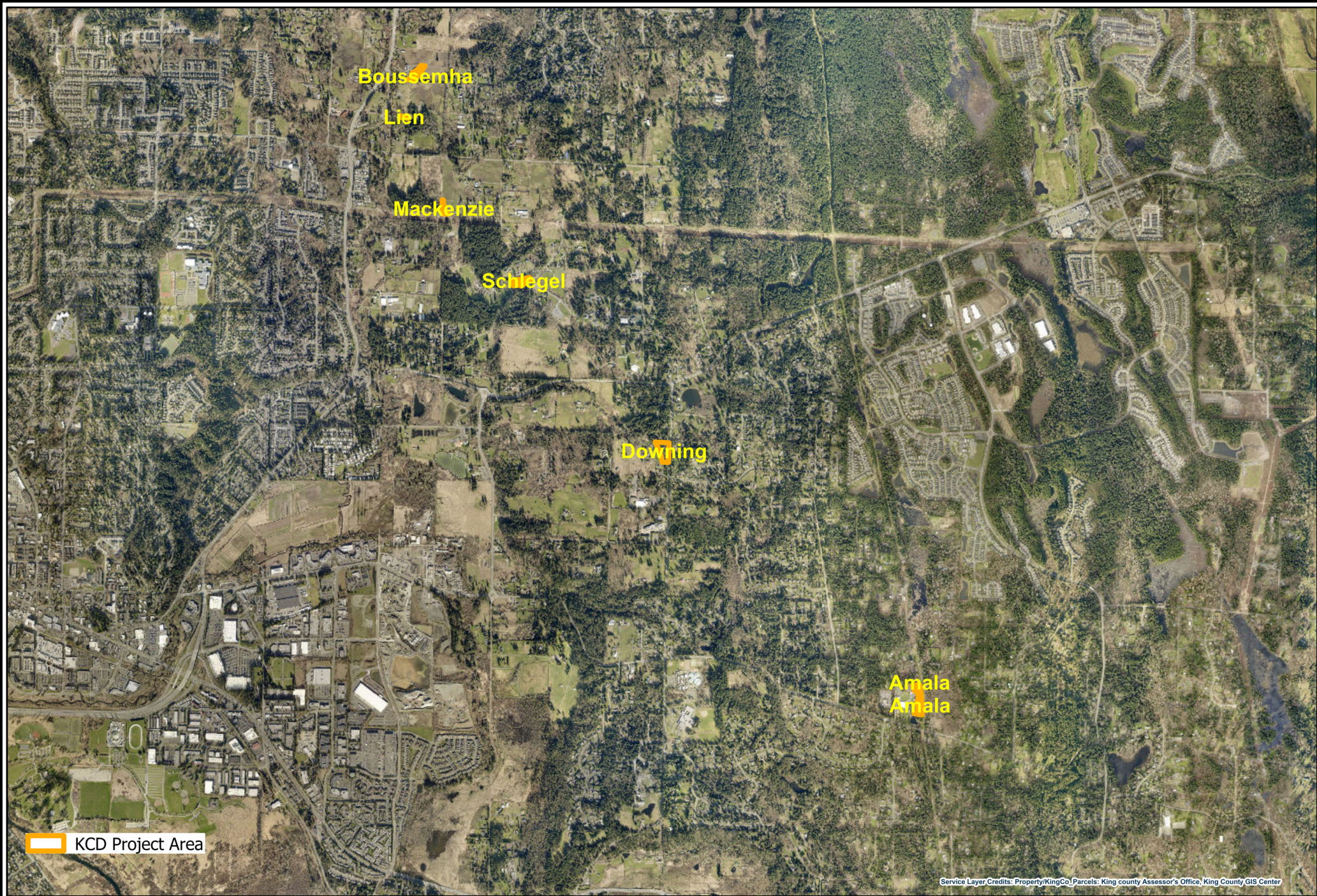
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0 62.5 125 250  
Feet


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**Downing**  
**20630 NE 92nd Pl**  
**Redmond, WA 98053**  
**Parcel 0525069099**



Scale: 1:33,769

0 1,500 3,000 6,000

Feet

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## Planting Plan - Downing

**Project Description:** If this project was funded, as proposed, the project would be a 85 foot riparian buffer on both the east and west sides of Bear Creek on the southern end of the property, with weed treatments occurring throughout the northern and southern sections. This would include approximately 500 linear feet for a 2.2 acre project. The northern half of the project (weed treatment) is approximately 220 linear feet for 1.10 acres and the southern half (restoration) is approximately 280 linear feet for 1.10 acres. Depending on plant species availability shrubs that would do well at this site include: Douglas spiraea, swamp rose, Pacific ninebark, red osier dogwood, salmonberry, Sitka willow and snowberry. Trees that would be well adapted for site conditions include: cascara, grand fir, Oregon ash, Pacific willow, red alder, western crab apple and western red cedar. It is estimated that 1000 plants would achieve density goals.

Type	Species	Total	Moisture, Sunlight	Source	Notes
<b>Trees - Wetter</b>					
	Black Cottonwood ( <i>Populus trichocarpa</i> )		Moist, part shade/full sun		
	Cascara ( <i>Rhamnus purshiana</i> )	50	Moist, part shade/full sun		
	Chokecherry ( <i>Prunus virginiana</i> )		Wet/moist, part shade/full sun		
	Oregon Ash ( <i>Fraxinus latifolia</i> )	50	Wet/moist, full sun		
	Pacific Crabapple ( <i>Malus fusca</i> )	50	Wet/moist, part shade/full sun		
	Sitka Spruce ( <i>Picea sitchensis</i> )		Wet/moist, part shade/full sun		
	Western Red Cedar ( <i>Thuja plicata</i> )	25	Wet/moist, full shade/part sun		
<b>Trees - Drier</b>					
	Big Leaf Maple ( <i>Acer macrophyllum</i> )		Moist, part shade/full sun		
	Bitter Cherry ( <i>Prunus emarginata</i> )		Moist/Dry, part shade/full sun		
	Douglas fir ( <i>Pseudotsuga menziesii</i> )		Moist/dry, sun/shade		
	Garry Oak ( <i>Quercus garryana</i> )		Dry, full sun		
	Grand Fir ( <i>Abies grandis</i> )	25	Moist/Dry, part shade/full sun		
	Madrone ( <i>Arbutus menziesii</i> )		Dry, full sun		
	Pacific Dogwood ( <i>Cornus nutallii</i> )		Moist/dry, part shade		
	Red Alder ( <i>Alnus rubra</i> )	50	Moist, part shade/full sun		
	Shore Pine ( <i>Pinus contorta</i> )		Dry, full sun		
	Western Hemlock ( <i>Tsuga heterophylla</i> )		Moist, part shade/full sun		
	Western White Pine ( <i>Pinus monticola</i> )		Moist/Dry, part shade/full sun		
	Willow, Pacific ( <i>Salix lasiandra</i> )	50	Wet, full sun		
	<b>Trees Total</b>	<b>300</b>			
<b>Shrubs - Wetter</b>					
	Black Hawthorn ( <i>Crataegus douglasii</i> )		Moist, part shade/full sun		
	Black Twinberry ( <i>Lonicera involucrata</i> )		Wet/moist, part shade/part sun		
	Douglas spiraea ( <i>Spiraea douglasii</i> )	100	Wet/moist, part shade/part sun		
	Pacific ninebark ( <i>Physocarpus capitatus</i> )	100	Wet/moist, full sun		
	Peafruited Rose ( <i>Rosa pisocarpa</i> )	100	Moist, full sun		
	Red Elderberry ( <i>Sambucus racemosa</i> )		Moist, shade/part sun		
	Red Osier Dogwood ( <i>Cornus sericea</i> )	100	Wet/moist, part shade/full sun		
	Black Gooseberry ( <i>Ribes lacustre</i> )		Moist, part shade/full sun		
	Wild Gooseberry ( <i>Ribes divaricatum</i> )		Moist, part shade/full sun		
	Salmonberry ( <i>Rubus spectabilis</i> )	100	Wet/moist, part shade/part sun		
	Willow, Hookers ( <i>Salix hookeriana</i> )		Wet/Moist, full sun		
	Willow, Scouler's ( <i>Salix scouleriana</i> )		Moist/Wet, part shade/full sun		
	Willow, Sitka ( <i>Salix sitchensis</i> )	100	Wet, full sun		
<b>Shrubs - Drier</b>					
	Evergreen Huckleberry ( <i>Vaccinium ovatum</i> )		Dry/Moist, shade/part sun		
	Hazelnut ( <i>Corylus cornuta</i> )		Moist/Dry, part shade/part sun		
	Indian plum ( <i>Oemleria cerasiformis</i> )		Moist, shade/part sun		
	Mock Orange ( <i>Philadelphus lewisii</i> )		Moist, part shade/part sun		
	Baldhip Rose ( <i>Rosa gymnocarpa</i> )		Dry/Moist, full sun		
	Blue Elderberry ( <i>Sambucus cerulea</i> )		Dry/Moist, full sun		
	Nootka Rose ( <i>Rosa nutkana</i> )		Moist/dry, full sun		
	Oceanspray ( <i>Holodiscus discolor</i> )		Dry/Moist, part shade/part sun		
	Red Flowering Current ( <i>Ribes sanguineum</i> )		Dry/Moist, part shade/full sun		
	Red huckleberry ( <i>Vaccinium parviflorum</i> )		Moist, shade/part sun		
	Pacific Rhododendron ( <i>Rhododendron Macrophyllum</i> )		Moist, shade/part sun		
	Serviceberry ( <i>Amelanchier alnifolia</i> )		Moist/Dry, full sun		
	Snowberry ( <i>Symphoricarpos albus</i> )	100	Moist/dry, part shade/full sun		
	Tall Oregon Grape ( <i>Mahonia aquilifolia</i> )		Dry/Moist, part shade/full sun		
	Thimbleberry ( <i>Rubus parviflorus</i> )		Moist, full sun, some shade		
	Vine Maple ( <i>Acer circinatum</i> )		Moist, part shade/part sun		
	<b>Shrubs Total</b>	<b>700</b>			

## Project Implementation Timeline

**Cooperator:** Emily Downing  
20630 NE 92nd Pl  
Redmond Wa 98053

**Parcel:** 525069099

### Landowner and KCD Objectives:

If this project was funded, as proposed, the project would be a 85 foot riparian buffer on both the east and west sides of Bear Creek on the southern end of the property, with weed treatments occurring throughout the northern and southern sections. This would include approximately 500 linear feet for a 2.2 acre project. The northern half of the project (weed treatment) is approximately 220 linear feet for 1.10 acres and the southern half (restoration) is approximately 280 linear feet for 1.10 acres. Depending on plant species availability shrubs that would do well at this site include: Douglas spiraea, swamp rose, Pacific ninebark, red osier dogwood, salmonberry, Sitka willow and snowberry. Trees that would be well adapted for site conditions include: cascara, grand fir, Oregon ash, Pacific willow, red alder, western crab apple and western red cedar. It is estimated that 1000 plants would achieve density goals.

### Other Considerations:

No heavy equipment will be used during the installation of the project. Only hand tools and hand held brushcutters will be used. Washington State Aquatic Herbicide permit will be obtained before any herbicide is sprayed on site.

Land Use: Residential

Management Area/ Acreage	Month/Year	Description of Activities
Northern 1.10 Acres (Weed Management)	Summer/ Fall 2022	<b>Site Prep</b> - KCD use a combination of manual and chemical treatment to treat non-native vegetation. Herbicides will applied by State Licensed applicators using aquatically appro
Southern 1.10 Acres (Restoration)	Summer/ Fall 2022	<b>Site Prep</b> - KCD use a combination of manual and chemical treatment to treat non-native vegetation. Treatments will include 1 mechanical treatment and 1-2 chemical treatmnets. Herbicides will applied by State Licensed applicators using aquatically approved herbicides and surfactants.
Northern 1.10 Acres (Weed Management)	Winter 2022	<b>No Activity</b>
Southern 1.10 Acres (Restoration)	Winter 2022	<b>Planting</b> - KCD crews will install 1-2 gallon native trees and shrubs according to the planting plan which will specify species. All plant material will be will be sourced from local stock.
Northern 1.10 Acres (Weed Management)	Summer 2023- 2026	<b>Maintenance</b> - KCD crews will maintain the plantings for 3 to 5 seasons following installation. Maintenance will include the control of non-native vegetation. Chemical,mechanicaland manual techniques will be implemented.
Southern 1.10 Acres (Restoration)	Summer 2023- 2026	<b>Maintenance</b> - KCD crews will maintain the plantings for 3 to 5 seasons following installation. Maintenance will include the control of non-native vegetation. Chemical,mechanicaland manual techniques will be implemented.

**Agenda Action Briefing/Report AI 22- 030****SUBJECT:**

Review for Approval KCD Landowner Incentive Program cost-share application from Deepa and Victor Iyer, for a Stream Crossing, in the amount of \$36,000.00.

**FISCAL IMPACT**

The current balance of cost-share funding for KCD LIP 2022 is summarized in the following table:

2022 LIP Cost-share Available	<b>\$460,644.96</b>
Current Request	<b>\$36,000.00</b>
Balance Remaining	<b>\$424,644.96</b>

**POLICY CONSIDERATION**

This proposed cost-share contract has been vetted through a staff approval committee and meets NRCS standards for the applicable best management practice (BMP). The application has been advanced for due pass by the Board of Supervisors.

**STAKEHOLDER INTERESTS**

- District cooperators working with District farm management, forestry and aquatic area enhancement programs
- King CD Board members and staff
- NRCS

**BACKGROUND**

The Iyer's own and operate the Ayeko farm, which is a hobby farm located in unincorporated Enumclaw. The Iyer's purchased their farm in 2018 after participating in the Cultivating Success program through WSU. Their goals are based around building space for community to thrive as they grow and share knowledge of cultivating culturally relevant crops in the eastern, upland portion of their property. The lower areas of their farm to the west and south west of their crops and house include approximately 7 acres of pasture on which they currently graze 7 horses and 2 cows. The farm's western property line borders Newaukum Creek, a modified drainage ditch is fed from a spring originating from the neighboring property to the south and flows through the center of the farm parcel before joining the Creek at the north west corner of the property.

Newaukum Creek is designated as a critical spawning area for several important fish species, including Puget Sound Chinook, Coho, Chum, Pink, Sockeye, Steelhead/Rainbow, and Cutthroat Trout. Portions of the Creek are unhealthy for fish as stream temperatures, fecal coliform, and dissolved oxygen levels routinely exceed Washington State Standards for salmon spawning, incubation and juvenile rearing.

Currently, a 24" culvert is clogged and blocking the ditch from conveying water in both north/south directions. Surface water has been spreading across the pasture during high rainfall events as a result of the blocked culvert, potentially stranding salmonids. Additionally, livestock currently use the crossing to access the pasture and are not restricted from access to the ag ditch, and have increased compaction and sediment, nutrients and other pollutant runoff into the watercourse.

This Stream Crossing application proposes to replace the existing culvert with an approximately 20 ft long by 10.3 ft wide concrete bridge that will include fenced barriers to exclude livestock from accessing the stream when crossing and provide safe passage. This Stream Crossing BMP is being installed in conjunction with a larger ADAP project which will remove sediment from approximately 1,500 feet of the ditch to improve drainage of excess surface water from the pasture. The Iyer's also are enrolled in the NRCS Conservation Reserve

**Agenda Action Briefing/Report AI 22- 030**

Enhancement (CREP) program to implement a 100 foot riparian forest buffer along the property boundaries that border Newakum Creek and a minimum 15 foot buffer along the ag ditch, as well as install a buffer fence to protect the plantings from livestock. The Iyer's have a 2019 LIP cost-share contract to help co-fund the installation costs for the buffers.

**EFFECTIVE DATE**

The cost-share award will become effective upon approval by the Board of Supervisors and the LIP contract will become effective upon signature by a Board representative.

**RECOMMENDATION**

Staff seeks Board approval of Landowner Incentive Program cost-share application from Deepa and Victor Iyer, for Stream Crossing in the amount of \$36,000.00.

**MOTION**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Passed a motion to Approve KCD Landowner Incentive Program cost-share application from Deepa and Victor Iyer, for Stream Crossing, in the amount of \$36,000.00.

**KING CONSERVATION DISTRICT (KCD) LANDOWNER INCENTIVE PROGRAM APPLICATION****Section 1. Applicant** (If applicant is not the landowner, then landowner must also sign the agreement)

Applicant Name:		Farm/Business Name:	
Mailing Address:		Project Address:	
Phone (home):		Phone (work/mobile):	
Email Address:		KCD Staff:	
Parcel #(s):	<input type="checkbox"/> Incorporated <input type="checkbox"/> Unincorporated	Total Farm/Land Acreage:	<input type="checkbox"/> T.A. <input type="checkbox"/> Farm Plan <input type="checkbox"/> Forest Plan
Is email an acceptable primary form of communication?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to be added to our newsletter list?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 2. Project Information**

<b>Best Management Practice (BMP):</b>
<b>Project Completion Date</b> ( <i>month and year</i> ):
<b>Current Site Conditions</b> ( <i>Provide a brief summary of resource management problem addressed by BMP: also note if streams, wetlands, and steep slopes are near or within the project area</i> ):          
<b>Project Details</b> ( <i>Provide a brief summary of the project. Include acres treated, length of fence, dimensions of compost bin, types and numbers of plants, etc.</i> ):                      
<b>Maintenance Plan</b> ( <i>Summarize your plan to maintain the practice. Include frequency and scope of inspections, repairs anticipated, etc.</i> ):                      

<b>Permits</b> <i>(List all permits required to complete this project):</i>  
<b>Photos:</b> Before photos must be submitted with this application.

Section 3. Cost-share Programs

A. Have you previously applied for cost-share through the KCD Landowner Incentive Program (LIP)? If yes, please list contract number and BMP below:	Yes	No
B. Are you applying for (or received) funding (cost-share or grants) through other agencies or programs? Please describe below:	Yes	No
1. <b>King County Cost-share</b> Please list practices and date installed below:		
2. <b>NRCS EQIP (Natural Resources Conservation Service’s Environmental Quality Incentive Program)</b> Please list practices and date installed below:		
3. <b>Other</b> Please list agency and describe project:		

Other Cost-Share History/Notes:

Section 4. Budget (attached as Exhibit A)

The cost-share application budget is the applicant’s statement for how the KCD cost-share funds will be spent. Use the attached Excel document to detail the budget for the project. Reimbursement values are restricted by unit maximums as well as practice maximums. KCD will be unable to provide a budget that exceeds either maximum. The cost differential for practices installed at a higher standard or cost shall be the responsibility of the applicant. In cases where a budget for a cost-share award needs to be updated, submit a budget revision request for approval. In the absence of an approved budget revision, the cost differential shall be the responsibility of the applicant. Furthermore, receiving financial assistance for an approved Best Management Practices will be subject to inspection by KCD planners. Approval for reimbursement will be based on the satisfactory completion of the project to the minimum specifications detailed in this application.

Partial reimbursements are available on a limited basis and must be requested in advance. They will only be considered when the installation of a project can be phased to achieve the standard described in the attached job sheet when reimbursement is requested.

- Select this box if you intend to request partial reimbursement as the project is installed.



## Section 5. Education and Outreach

KCD encourages public education through demonstration projects. Demonstration projects are used to educate other landowners about innovative ways to address natural resource concerns. A demonstration project may be showcased in a guided tour, or featured in presentations or written fact sheets.

- Will you consider becoming a demonstration project? Yes No

## Section 6. Maintenance and Monitoring Expectations

The applicant is responsible to maintain the Best Management Practice (BMP) to standard as detailed in the attached Job Sheet for the lifetime of the BMP.

- A. I understand the lifetime of the BMP is \_\_\_\_ years.
- B. I understand KCD will work with me to verify proper maintenance of the installed BMP, which will include a combination of site visits with KCD staff and/or annual photo documentation submitted by me for the lifetime listed in Section 7A.
- C. I understand I am obligated to maintain and monitor the BMP **for the lifetime listed in Section 6A.**

## Section 7. Application and Agreement

I request financial assistance (cost-share) under the KCD LIP to install the Best Management Practice (BMP) described in this application and detailed in the attached *Job Sheet and Map*. This practice is needed to solve the natural resource problems described in Section 2 of this application. This Agreement expires if the project is not completed by the specified completion date in Section 2 or in an approved timeline revision request. \_\_\_\_\_ (Initial Here)

I agree to ensure that all applicable local, state, and federal permits are obtained for installation of the BMP for which funds are requested. Furthermore, I understand that KCD must receive a copy of any applicable permit to process my cost-share reimbursement. \_\_\_\_\_ (Initial Here)

I agree to work cooperatively with KCD to ensure the funded BMP is maintained consistent with the design life identified in the attached Job Sheet and in Section 6 of this application. \_\_\_\_\_ (Initial Here)

I agree to indemnify, defend, and hold harmless KCD, its elected or appointed officials, employees and agents, from all claims, alleged liability, damages, losses to or death of person or damage to property allegedly resulting from the negligent or intentional acts of the applicant or any of its employees, agents, contractors or subcontractors in connection with this Agreement. \_\_\_\_\_ (Initial Here)

I represent that the information provided in Section 3 of this application is a full disclosure of all other natural resource financial cost-share relationships in which I have or am participating. Furthermore, I agree to disclose if I am applying for or receive funding (cost-share or grants) for the BMP described in this application through other agencies or programs and to provide KCD with written documentation detailing this funding support. This may include copies of reimbursement checks or letters showing value of provided contribution. I understand that I must provide proof of reimbursement for alternate funding prior to receiving reimbursement through the KCD LIP. I acknowledge that KCD LIP funds cannot be used in combination with other funding sources to exceed 100% of project costs. I agree to allow communication between KCD and any other agency regarding the details of the project as well as funding details. \_\_\_\_\_ (Initial Here)

I understand that LIP cost-share reimbursement is contingent upon installing the BMP to the minimum standard provided by KCD, and that KCD will verify standard compliance. Furthermore, I understand that changes to the installation details (attached *Job Sheet and Map*) must be approved through a *Scope of Work Revision Process*. Unapproved changes will not be eligible for reimbursement. \_\_\_\_\_ (Initial Here)

I understand that there may be federal tax liability associated with a LIP cost-share reimbursement, and that KCD will issue a 1099-G for reimbursements made through the LIP. Furthermore, I understand that KCD cannot provide advice with respect to the tax liability associated with LIP cost-share reimbursements and that I have been advised to consult with my own tax professional.  
\_\_\_\_\_ (Initial Here)

I understand that I am applying for public funding and am responsible for notifying a buyer upon sale or loss of the property of the installed BMP. If I sell or lose control of the property covered by this Agreement and the new owner or transferee does not assume responsibility for maintaining the installed BMP as required by this Agreement, I may be required to refund all or a portion of the cost-share received through this Agreement. In the event of litigation arising from or related to this Agreement, attorney’s fees and costs incurred by the prevailing party shall be paid by the non-prevailing party. \_\_\_\_\_ (Initial Here)

I give permission to KCD to photograph my property to document the site conditions and/or the implementation and maintenance of the funded practice. In the event that I or any of my family members or dependents choose to be photographed in a setting that reflects the assistance provided by KCD, I give KCD permission to publish such photographs in KCD promotional literature, advertising, social media, and other public displays. The photographs will be the property of KCD and may be used by KCD at any time, in the manner described above, without my additional consent. \_\_\_\_\_ (Initial Here)

I understand that this Agreement is subject to disclosure under the Public Records Act, Chapter 42.56 RCW. \_\_\_\_\_ (Initial Here)

- I understand that I will no longer be eligible for KCD cost-share funds if one or more of the following occurs: \_\_\_\_\_ (Initial Here)
- a. The KCD funded BMP fails within its design life due to circumstances within my control (e.g., neglect, failure to maintain the BMP, destruction of the BMP before expiration of the design life, or other actions which cause the KCD funded BMP to become non-viable). *Note: Landowners are not responsible for BMP failure caused by circumstances beyond their control (e.g. fire, flood, storm damage, etc.).*
  - b. I relinquish or lose ownership of equipment purchased with KCD cost-share.
  - c. The KCD funded BMP is not being used for the intended purpose (e.g. cross fencing purchased with KCD funding, but no animals on property).
  - d. I cancel 2 cost-share contracts awarded through the KCD Landowner Incentive Program.
  - e. I deny KCD staff access to my property to verify BMP installation and maintenance.

- I understand KCD will provide a sign free of charge after completion of a project, and I agree that: \_\_\_\_\_ (Initial Here)
- a. I will select a visible location on my property for display of the sign and will install it.
  - b. I will maintain the sign and keep it free of visual barriers for at least five years after installation.
  - c. I am not responsible for damage to the sign that is beyond my control (e.g. auto accident, storm damage, vandalism, etc.)

Signature of applicant	Date	Signature of Landowner (if applicant if Lessee)	Date
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FOR KCD OFFICE USE

Approved for Award (KCD LIP Coordinator)	Date	
Approved for Funding (KCD Management)	Date	LIP ID:



# Landowner Incentive Program

## Applicant Budget

Cooperator: \_\_\_\_\_ lyer

Budget Items	Units	Cost
Stream Crossing Farm Bridge	40.00	\$53,000.00
20 foot bridge with approximatly 20 ft grading (10 each side)		
Machinery Rental (not personally owned equipment)		\$0.00
	<b>Subtotal</b>	<b>\$53,000.00</b>

In-Kind Labor/Machinery	# hours	Cost
Manual labor		\$ -
Person with power equipment (i.e. chainsaw)		\$ -
Small Tractor (up to 40 hp)		\$ -
Medium Tractor (40-70 hp)		\$ -
Large Tractor (71 or above hp)		\$ -
Excavator (up to 100 hp)		\$ -
Excavator (over 100 hp)		\$ -
D-4 Cat or equivalent		\$ -
D-6 Cat or equivalent		\$ -
D-7 Cat or equivalent		\$ -
Backhoe		\$ -
Truck (under 2 tons)		\$ -
Truck (2 tons or over)		\$ -
Bobcat		\$ -
4-wheeler or side-by-side		\$ -
<b>Subtotal</b>	<b>0.00</b>	<b>\$ -</b>

Project Totals		
<b>Total Cost</b> (Budget Items + In Kind Labor/Machinery)		<b>\$ 48,000.00</b>
Units	Linear Feet	26.67
Cost/Unit		\$ 1,350.00

Conservation Practice	select BMP (x)	Cost Share Am
Animal Trails & Walkways		
Aquatic Area Buffer		
Aquatic Area Buffer (WCC)		
Buffer Fencing		
Building Relocation for Aquatic Area/Buffer		
Bulkhead Removal (Freshwater, Marine)		
Cover Crops		
Cross Fencing		
Forest Health Management		
Heavy Use Area Protection		
Pasture & Hay Planting		
Roof Runoff Management		
Stream Crossing	x	\$ 36,000.00
Subsurface Drain		
Upland Wildlife Habitat Management		
Waste Storage Facility		
Watering Facility		

**Amount eligible for reimbursement**  
(based on 2015 rates)

**\$36,000.00**



Local Food  
Healthy Forests  
Clean Water  
Better Ground

# Job Sheet

## Stream Crossing

Cooperator: Deepa & Victor Iyer	Lifetime of Practice: 10 years
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Purpose (check all that apply)	
<input checked="" type="checkbox"/> Reduce streambank and streambed erosion.	<input checked="" type="checkbox"/> Provide crossing for access to another land unit.
<input checked="" type="checkbox"/> Improve water quality by reducing sediment, nutrient, organic, and inorganic loading of the stream.	<input checked="" type="checkbox"/> Remove a fish passage barrier in combination with installing fish passable crossing structure.

**Summarize the Project Proposal.** *Provide the following: 1) describe project activities, including permitting, site prep, installation, and maintenance and monitoring; 2) describe the anticipated project outcome (e.g. fish and wildlife benefits, other environmental benefits); and 3) outline the project implementation timeline.*

1) This is a project to remove and replace a fish passage barrier on a modified agricultural ditch on a 21.3 acre farm in the Enumclaw area. Currently, a 24" concrete pipe is clogged and blocking the ag ditch from conveying water in both north/south directions. Surface water has been spreading across the pasture during high rainfall events as a result of the blocked culvert. There are seven horses and two bulls that currently use this crossing and have increased compaction and sediment runoff into the watercourse. The WDFW HPA has been verbally approved during a site visit in March 2022. This crossing will be installed as part of an ADAP project. All ADAP BMP's will be followed including placing coffer dams in watercourse, creating temporary stream diversion, dewatering, and safely removing and relocating all aquatic life to Newuakum creek that is approx. 500' to the west. The bridge installation will consist of digging footings and filling with crushed rock, concrete 'Kelly block' abutments and then precast concrete slabs (decking) will be mounted to the footings. The farm bridge will be 10.33' x 20'. There will be a livestock guardrail attached to the decking. All measures will be taken to control erosion and all areas disturbed by heavy equipment will be reseeded. A buffer planting of at least 12' is planned and fencing will be installed to ensure livestock are not consuming any new plants. The contracted bridge engineer will inspect all materials prior to install and will ensure all steps have been completed according to his plans. The Iyer family will be responsible for maintaining the bridge and inspecting for any issues. This will be in there MOU.

2) The anticipated outcome is that the watercourse will flow freely north/south under the new farm bridge and livestock can cross over safely. The watercourse will have better water quality, less sediment, and will be less likely to spill out into the pasture and strand salmonids during high rainfall events. Ultimately, there will be a buffer planting along approx. 1600' of the ag ditch with a livestock fence. The completed project will help to rehabilitate the pasture, reduce reed canary grass, and open up salmonid passage dispersing from nearby Newaukum creek. The Iyer's will be able to access the lower pasture safely with farm machinery after a new crossing is installed.

3) This project will be HPA permitted by may 20, 2022. There is a pre-bid site set for April 13<sup>th</sup>, 2022. A contractor will be selected by may 10<sup>th</sup>, 2022. The HPA window is from July 1<sup>st</sup> thru Sept 30<sup>th</sup>, 2022. Anticipated start time will be in the driest time within this window to hopefully have the least amount of

water present in ditch as possible. This time is usually between August 1<sup>st</sup>-20<sup>th</sup>. The bridge install will be completed first and the ag ditch will be dredged last. The buffer planting will be installed either in the fall of 2022 or winter 2023. The fencing will be installed soon after plantings are in the ground.

**Describe Project Area.** *Provide the following: 1) extent of project area above and below ordinary high water mark; 2) dimensions of site; and 3) briefly describe the existing vegetation and habitat conditions.*

- 1) The removal of the 24" culvert will occur below OHWM. Digging the bridge footings will occur outside of the OHWM. Placing the bridge decking will occur outside of the OHWM.
- 2) The existing crossing connects approx. 13 acres of the upland portion of the farm to the lower 7 acres of pasture. The proposed farm bridge is 10.33' x 20'. The total area where work will take place to replace the stream crossing is approx. 50' x 50'.
- 3) The existing vegetation around the current crossing is mostly reed canary grass with a mix of fescues. There are clusters of alder trees within 100' of the crossing in the upland farm area. Current habitat conditions are not ideal for aquatic animals, native vegetation, or healthy livestock forage. There are invasive weeds, many areas with soil compaction, and much of the pasture is too wet for too long to support healthy livestock forage.

**Name and type (S, F or N, wetland I, II, or III) of waterway to be crossed.**

The proposed new crossing will be placed over a modified agricultural watercourse. This has been defined by King County as a 'High' modified ag watercourse that means there is a high likelihood of finding salmonids. On the state level, this would be defined as a type F waterway.

**Land Uses and Associated Impacts.** *Provide the following: 1) describe how the property is used (e.g., residential, commercial, recreational); 2) describe adjacent properties, including land uses and any potential adverse impacts to adjacent properties associated with the proposed project.*

- 1) This is a private residence. The Iyer family operates a small hobby farm. Currently, the lower pasture area is used for grazing by seven horse and two bulls.
- 2) Adjacent properties are all residential properties with some agricultural use occurring. The proposed project will not cause any harm to neighboring properties. This project will likely improve seasonal flooding impacts for neighboring properties.
- 3)

**List the intended use (people, livestock, equipment, or vehicles).** *Also include the stream crossing dimensions and project materials. Please attach an engineer approved design.*

The intended use for this crossing is for livestock and farm machinery including front loaders and haying equipment. The bridge is rated at HS-20 loading capacity. HS-20 is the truck live loadings of the AASHTO specification, where H stands for highway, S stands for semi-trailer, 20 stands for 20-ton weight of the tractor (first two axles). Each axle will carry the loads as follow, the first axle carries 8,000 pounds, the second axle, 14

feet away carries 32,000 pounds and a single-axle semitrailer 14-30 ft away from the second axle carries 32,000 pounds. This load capacity is more than enough to handle large farming machinery.

The farm bridge is 10.33' x 20' and is made with precast concrete slabs (decking) and concrete footings (Kelly Blocks). The engineer's design is attached.

**Grading and Demolition Activities.** *Describe the plan to remove structures (failing culvert, etc.) and grade project areas, including specific construction methods and equipment to be used.*

The existing 24" concrete culvert will be excavated for removal. The approaches to enter and exit the bridge will match existing farm road grade elevations. Engineer will be on site to ensure elevations are correct. Heavy equipment will need to be a shovel excavator. Please see engineers plan for further details.

**Habitat Restoration Activities.** *Provide the following that apply: 1) describe site preparation activities (e.g. weed control, substrate to be applied, soil amendment to used); 2) identify the type and source of plant materials (e.g. potted, bareroot, ball and burlap and native plant nurseries providing plant material; 3) describe the care and temporary storage of plant materials; 4) describe installation plan (e.g. planting plan, installation techniques, sheet mulching, etc.); 5) describe maintenance and monitoring plan (e.g. number of years to be conducted, survival data collection, etc.).*

- 1) Weed control will consist of spraying RCG and possibly using weed fabric in some areas.
- 2) Native plants will be installed consistent with site conditions.
- 3) Plants will be delivered to site and installed in cooler months to reduce drying out potential.
- 4) The 12' buffer will consist of 3 rows of plantings with each plant installed at 3' off center. There will be a mix of bare root and potted plants.
- 5) There will be three years of maintenance and monitoring provided for the native buffer.

**Permits.** *Provide the following: 1) a list of all permits necessary for approval of project; 2) copies of all permits secured to date.*

- 1.) A WDFW HPA has been verbally approved and expect to have a hard copy by May 20<sup>th</sup> 2022.

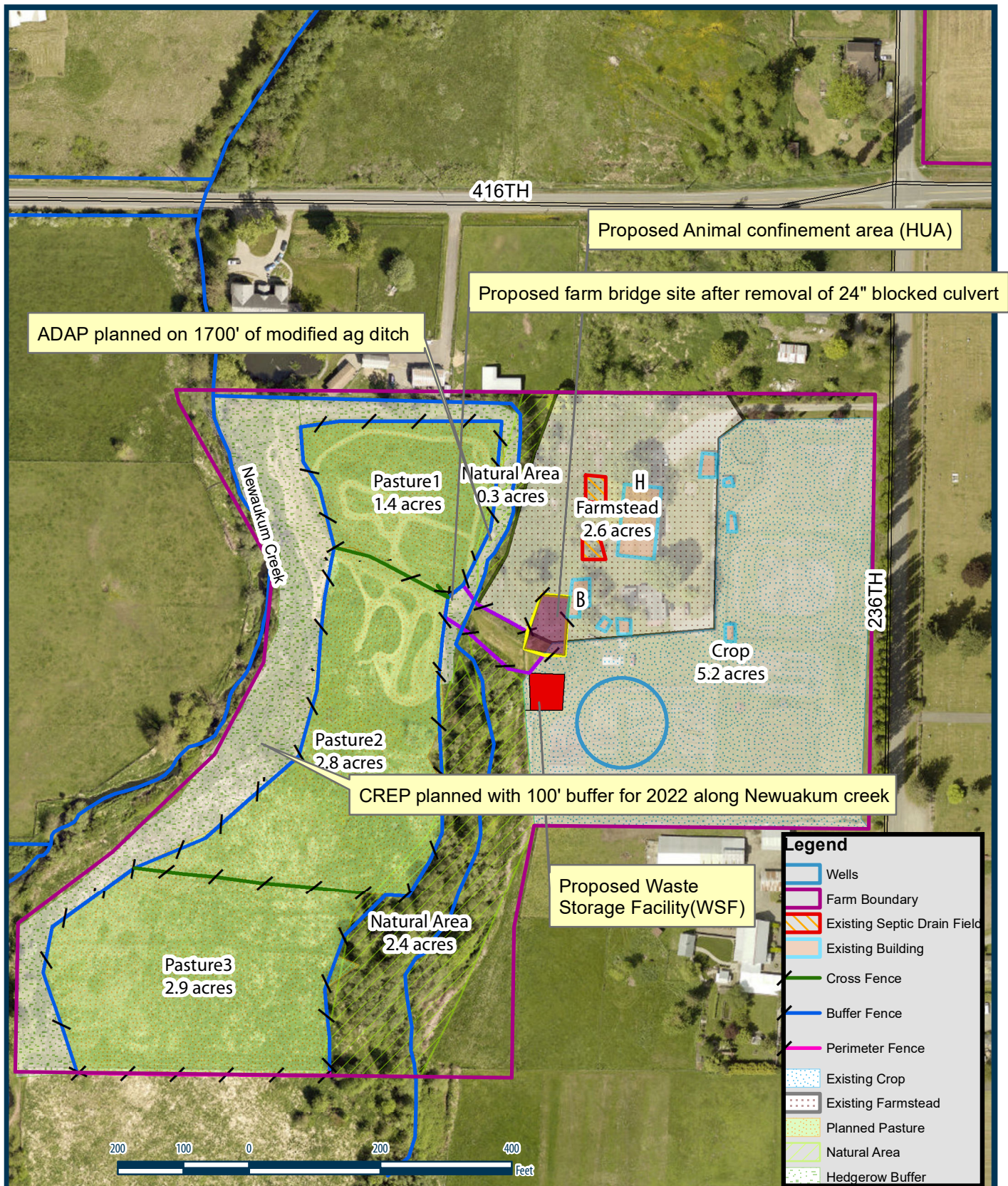
**Operation and Maintenance.** *According to the following Washington State laws, WAC 220-110-070 and RCW 77.55.060, the owner of a road culvert, or ford that is a fish passage facility is responsible for maintaining its fish passage functions as well as maintenance of the structure. For example, The stream crossing, appurtenances, and associated fence should be inspected after each major storm event, with repairs made as needed.*

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<b>Additional Specifications and Notes:</b>
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Landowner Name: <b>Iyer Farm</b>		Map Type: <b>Planned Conditions Map</b>	Directional: <b>NW</b>
Address: <b>41633 236th Ave SE</b>		KCD Staff Name: <b>Liz Stockton</b>	Section: <b>15</b>
<b>Enumclaw, WA 98022</b>		Map Date: <b>March 23, 2022</b>	Township: <b>20</b>
Acres: <b>21.3</b>	Parcel #(s): <b>152006-9036</b>		Range: <b>6</b>

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1:2,500



# King Conservation District - Iyer Bridge Project

## Install 12' x 20' Slab Bridge

Cost Estimate 1/13/21 (Standard Wages)

Item	Units	Qty	Rate	Cost
<b>Materials</b>				
12' x 20' Modular Slabs (CTC)	Each	3	\$3,850	\$ 11,550
Kelly Blocks (4x2x2 standard)	Each	22	\$90	\$ 1,980
2x2x2 ½-block	Each	4	\$75	\$ 300
4x2x2 Flat top (cap block)	Each	6	\$90	\$ 540
4000 psi concrete	Each	26	\$50	\$ 1,300
Freight	Each	2	\$700	\$ 1,400
Timber curbs (4x10 x 20')	Each	2	\$80	\$ 160
Conc (3000 psi)	CY	1.5	\$400.00	\$ 600
Hi-strength Grout (4± cf)	sack	15	\$15.00	\$ 225
Ballast/pit-run (delivered)	CY	180	\$35.00	\$ 6,300
Abutment Bedding (5/8" delivered)	CY	10	\$50.00	\$ 500
Base Reinforcement (light rip-rap)	CY	15	\$40.00	\$ 600
Surfacing (1¼" delivered)	CY	20	\$50.00	\$ 1,000
Rip-Rap	CY	0	\$0.00	\$ -
Materials Sub-Total				<b>\$ 26,455</b>
WSST		8.6%		<b>\$ 2,275</b>
<b>Total Estimated Material Cost</b>				<b>\$ 28,730</b>
<b>Installation</b>				
Clear & Grub (inc waste area)	ac	0.1	\$2,000	\$ 200
Sediment Control & Water Bypass	LS			\$ 500
Bridge Installation				
Labor	2 days x 2 men	4	\$440	\$ 1,760
Excavator (300 size)	1 @ 2 days	2	\$1,376	\$ 2,752
Excavator (200 size)	1 @ 1 days	1	\$1,376	\$ 1,376
Waste truck (85 cy)	1 x 1 days	1	\$920	\$ 920
Spread Cat	½ days	0.5	\$920	\$ 460
Grout & Conc labor	2 days x 2 men	4	\$440	\$ 1,760
<b>Misc</b>				
Misc. Equipment (compactors, etc)	LS			\$ 1,000
Hydroseeding (Seed & Mulch)	LS			\$ 500
Mobilization & Travel	LS			\$ 3,500
Misc Materials (rebar, fasteners, etc.)	LS			\$ 250
Contractor Materials Mark-up		12%		\$ 1,223
Labor Sub-Total				<b>\$ 16,201</b>
WSST		8.6%		<b>\$ 1,393</b>
<b>Estimated Installation Cost</b>				<b>\$ 17,594</b>
<b>Total Estimated Project Cost (non-prevailing wages)</b>				<b>\$ 46,324</b>
<b>KCD Supplied Materials</b>				<b>\$ 18,538</b>
<b>Contractor Est Bid</b>				<b>\$ 27,786</b>

IYER/236TH FARM CROSSING PROJECT  
KING CONSERVATION DISTRICT (ADAP)

PLAN VIEW

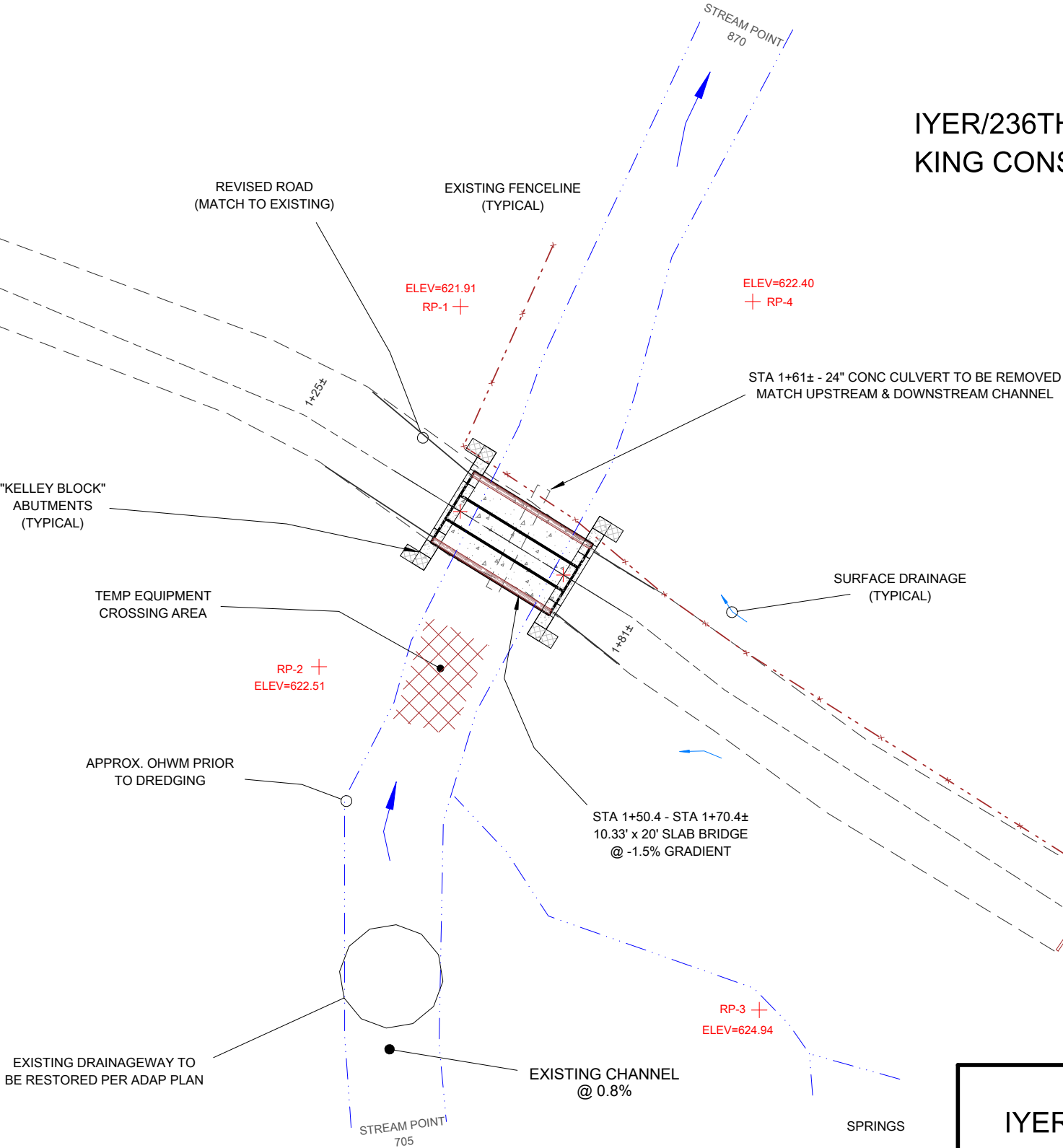
INDEX TO SHEETS	
PLAN VIEW	1
PROFILE VIEWS	2
BLOCK DETAIL	3
STAKING DETAIL	4



PROJECT AREA

LATITUDE: N 47.226422°  
LONGITUDE: W 122.029142°

GENERAL NOTES:  
SURVEY INFORMATION BASED ON COMPASS AND LASER SURVEY; MERIDIAN  
AND ELEVATION PROVIDED BY KING COUNTY ADAP.  
CHANNEL DESIGN BY KING COUNTY ADAP.



IYER / 236th FARM BRIDGE PROJECT

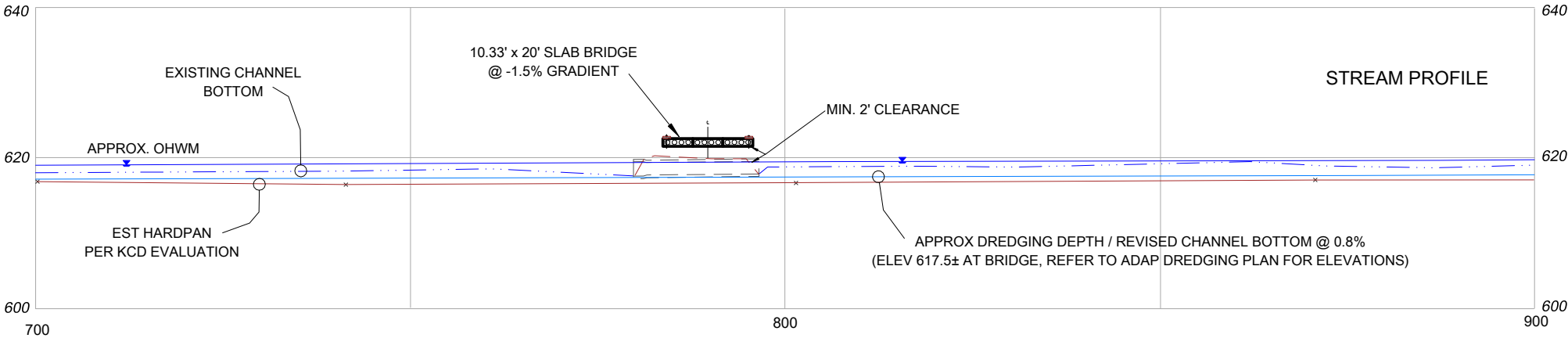
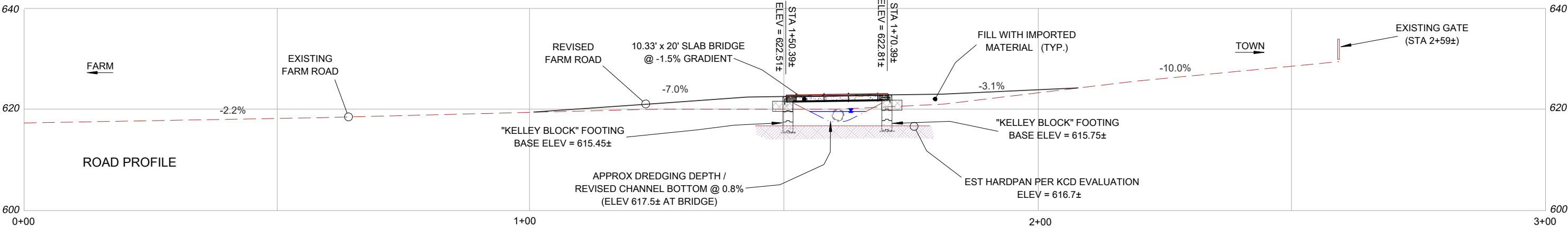
KING CONSERVATION DISTRICT  
AGRICULTURAL DRAINAGE ASSISTANCE PROGRAM (ADAP)

DATE APRIL 29, 2021	DRAWN PACIFIC FOREST RESOURCES ENUMCLAW, WA	REV 2/9/2022
SCALE 1" = 20'	41633 236th SE ENUMCLAW, WASHINGTON 98022	SHEET 1 of 4



IYER/236TH FARM CROSSING PROJECT  
KING CONSERVATION DISTRICT (ADAP)

PROFILE VIEWS



12-20-21

GENERAL CONSTRUCTION NOTES

- 1) THE PROPOSED 10.33' WIDE x 20' LONG BRIDGE IS LOAD-RATED FOR HS-20 VEHICLES AND SHALL HAVE A CONCRETE SURFACE, TRACKED VEHICLES OVER 40,000 LBS. SHALL UTILIZE A TEMPORARY STREAM CROSSING SIMILAR TO AS SHOWN. THE BRIDGE IS TO BE FOUNDED ON "KELLEY-BLOCK" CONCRETE BLOCK ABUTMENTS SIMILAR TO AS SHOWN. REFER TO SHEET 3 FOR ADDITIONAL INSTALLATION AND ASSEMBLY DETAILS.
- 2) BRIDGE STRUCTURE CONSISTS OF 3 PRECAST CONCRETE PANELS MANUFACTURED BY CONCRETE TECHNOLOGY CORP, EACH 4' X 20', WEIGHING 6800± LBS. REFER TO SHEET 3 AND MANUFACTURER'S PLANS (SHEET H-1) FOR CONNECTION DETAILS.
- 3) WHERE AN EQUIPMENT CROSSING IS REQUIRED OVER STREAM, LOGS (12"+) OR OTHER SUITABLE DUNNAGE SHALL BE USED FOR EQUIPMENT CROSSING TO PROTECT CHANNEL BED.
- 4) STREAM CHANNEL TO BE MODIFIED PER ADAP'S DRAINAGEWAY RESTORATION PLAN (REFER TO PLAN FOR STREAM ELEVATIONS/DETAILS). STREAMFLOW DIVERSION, DEWATERING AND DE-FISHING TO BE BASED ON BMP'S OUTLINED IN THE ADAP RESTORATION PLAN.
- 5) REVISED ROAD WIDTH THROUGH PROJECT AREA SHALL TAPER TO MATCH EXISTING ROAD SIMILAR TO AS SHOWN; FILLSLOPES SHALL NOT EXCEED 2:1; ROAD TO BE CROWNED AT 2%.
- 6) ALL WORK SHALL BE IN ACCORDANCE WITH APPROVED HPA FOR THE PROJECT.
- 7) MATERIAL SELECTED FOR ROAD FILL SHALL BE APPROVED BY ENGINEER PRIOR TO PLACEMENT. ROAD FILL MATERIAL SHALL BE COMPACTED WITH CONSTRUCTION EQUIPMENT.
- 8) ALL DISTURBED SOILS (INCLUDING WASTE AREAS) SHALL BE PROTECTED AS OUTLINED IN THE ADAP PLAN FOR THE DRAINAGEWAY RESTORATION.
- 9) 100-YEAR FLOW (OHWM) ELEVATION PER THE KING COUNTY ADAP PLAN.

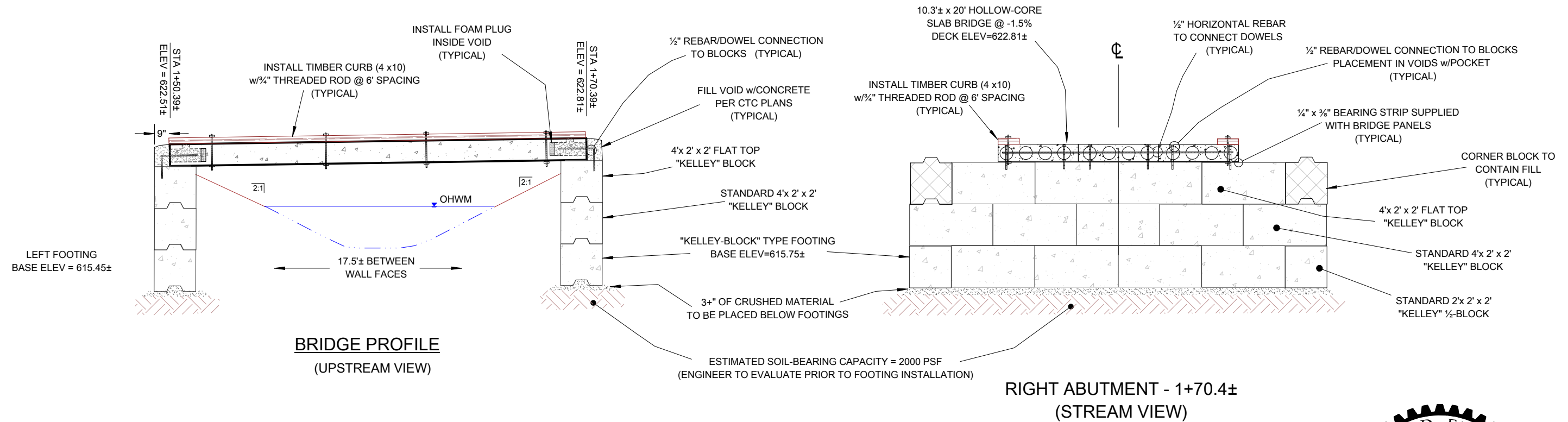


IYER / 236th FARM BRIDGE PROJECT

KING CONSERVATION DISTRICT  
AGRICULTURAL DRAINAGE ASSISTANCE PROGRAM (ADAP)

DATE APRIL 29, 2021	DRAWN PACIFIC FOREST RESOURCES ENUMCLAW, WA	REV 12/20/2021
SCALE 1" = 20'	41633 236th SE ENUMCLAW, WASHINGTON 98022	SHEET 2 of 4

IYER/236TH FARM CROSSING PROJECT  
KING CONSERVATION DISTRICT (ADAP)  
ABUTMENT INSTALLATION DETAIL



DECK & ABUTMENT INSTALLATION NOTES

- 1) LEFT ABUTMENT (STA 1+50.4±) IS SIMILAR TO RIGHT AS SHOWN. BASE ELEVATION OF LEFT ABUTMENT IS 615.45± AND DECK ELEVATION IS 622.51.
- 2) ENGINEER SHALL EVALUATE BASE FOUNDATION MATERIAL PRIOR TO FOOTING INSTALLATION. ADDITIONAL REINFORCEMENT MAY BE REQUIRED BEFORE PLACEMENT OF BASE BLOCKS.
- 3) BOTTOM BLOCK TO BE PLACED ON AT LEAST 3-INCHES OF CRUSHED ROCK (5/8" MINUS RECOMMENDED) PLACED BELOW ABUTMENT FOOTING AS LEVELING COURSE AND COMPACTED TO 90% STANDARD DENSITY (OR AS APPROVED BY ENGINEER).
- 4) DECK IS COMPOSED OF THREE 4-FOOT WIDE x 20-FOOT LONG HOLLOW-CORE PANELS, EACH WEIGHING APPROXIMATELY 6800 LBS. LIFTING APPARATUS MAY BE RENTED FROM CTC, SUCH ARRANGEMENTS SHALL BE MADE BY THE CONTRACTOR.
- 5) HOLES SHALL BE DRILLED INTO TOP BLOCKS TO FACILITATE ATTACHMENT OF REBAR SIMILAR TO AS SHOWN.
- 6) REBAR CONNECTIONS TO BE PLACED IN DECK VOIDS WITH POURS SLOTS (MINIMUM 1 PER PANEL).
- 7) CONCRETE TO FILL VOIDS SHALL BE MINIMUM 3000 PSI.
- 8) REFER TO ATTACHED SHEET H-1 (MANUFACTURER'S PLANS) FOR ADDITIONAL DECK AND GUIDERAIL INSTALLATION DETAILS/GUIDELINES.
- 9) THE 4"x10" CURB AS SHOWN IS INTENDED AS A SEDIMENT CURB FOR SURFACE DRAINAGE. CURB SHALL BE THROUGH-BOLTED TO DECK WITH 3/4-INCH THREADED ROD AND BOLTS. AN ADDITIONAL HANDRAIL/GUIDERAIL SYSTEM MAY BE INSTALLED AT LANDOWNERS DISCRETION.
- 10) STAKING AS SHOWN ON SHEET 4 IS TO CL FACE OF ABUTMENTS.

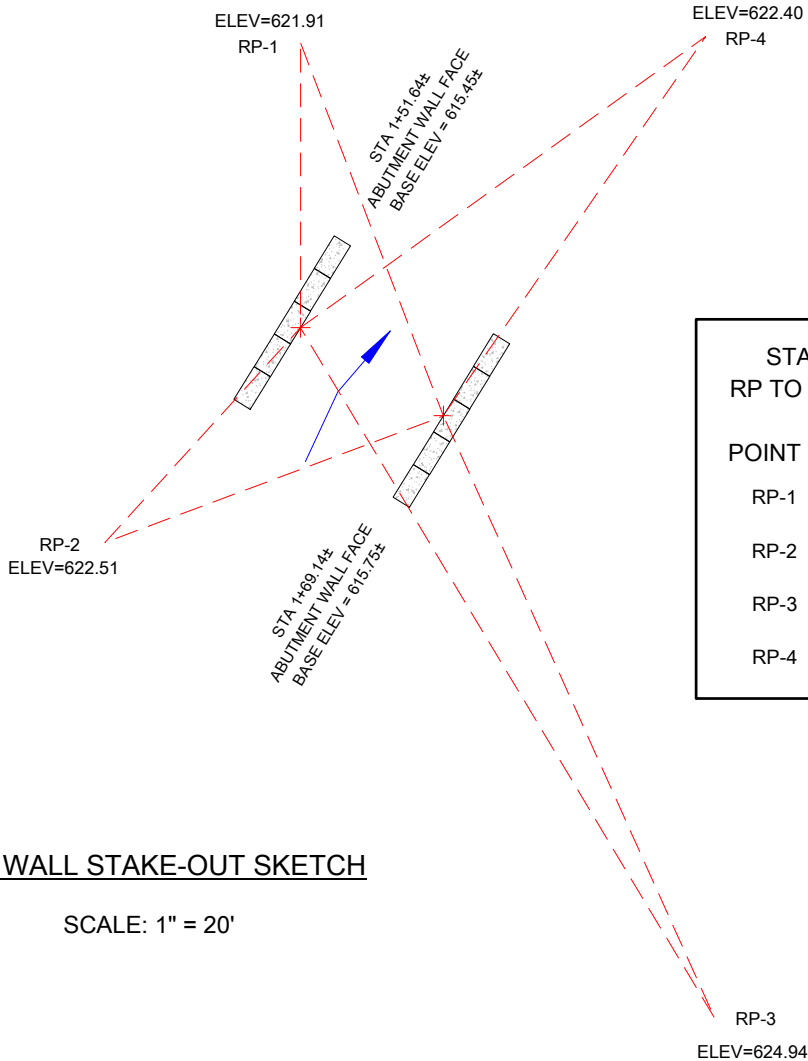


12-20-21

IYER / 236th FARM BRIDGE PROJECT		
KING CONSERVATION DISTRICT AGRICULTURAL DRAINAGE ASSISTANCE PROGRAM (ADAP)		
DATE APRIL 29, 2021	DRAWN PACIFIC FOREST RESOURCES ENUMCLAW, WA	REV 12/20/2021
SCALE 1" = 5'	41633 236th SE ENUMCLAW, WASHINGTON 98022	SHEET 3 of 4

IYER/236TH FARM CROSSING PROJECT  
KING CONSERVATION DISTRICT (ADAP)

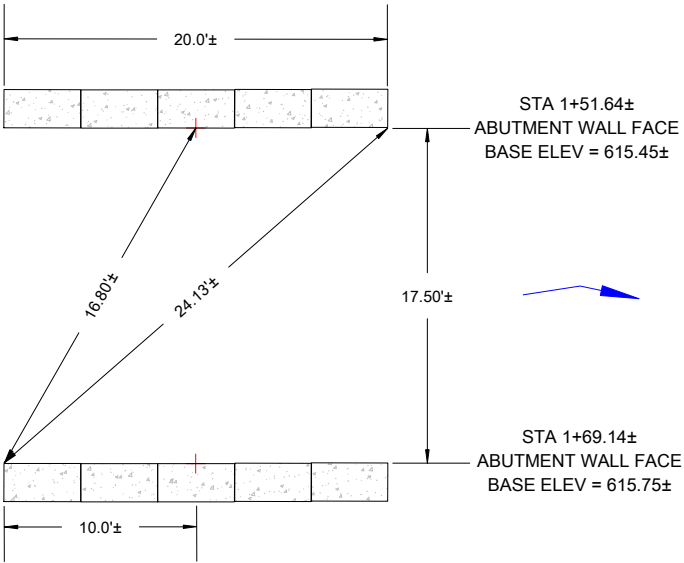
STAKE-OUT DETAIL



ABUT WALL STAKE-OUT SKETCH

SCALE: 1" = 20'

STAKE-OUT TABLE RP TO CL OF WALL FACE		
POINT	1+51.6±	1+69.1±
RP-1	29.62'	41.55'
RP-2	30.33'	37.72'
RP-3	84.00'	68.94'
RP-4	52.02'	48.06'



BASE BLOCK ALIGNMENT

SCALE: 1" = 10'

ESTIMATE OF QUANTITIES:

FILL REMOVAL (BANK-RUN)	85± CY
IMPORTED FILL / BALLAST	180± CY
¾" LEVELING ROCK	10± CY
BASE REINFORCEMENT	15± CY
4x10x20' CURBS	2
TAR PAPER	40± FT²
MISC ½" REBAR	40± FT
TIMBER FASTENERS	8
CONCRETE (3000 PSI)	1.4± CY
HIGH STRENGTH GROUT	4± CF

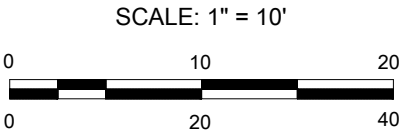
NOTE: THIS QUANTITY LIST IS INTENDED MERELY  
AS A TOOL FOR ESTIMATING PURPOSES AND  
SHOULD NOT BE CONSIDERED EXACT.  
PROSPECTIVE BIDDERS ARE ENCOURAGED  
TO VERIFY QUANTITIES.

MATERIAL HANDLING WEIGHTS

DECK PANELS (3 PIECES)	6800± LBS EACH
TOP BLOCKS (8)	2400± LBS EACH
STANDARD BLOCKS (22)	2400± LBS EACH
½-BLOCKS (4)	1200± LBS EACH



12-20-21



SCALE: 1" = 20'

NOTE: ALL DIMENSIONS ARE HORIZONTAL.

IYER / 236th FARM BRIDGE PROJECT

KING CONSERVATION DISTRICT  
AGRICULTURAL DRAINAGE ASSISTANCE PROGRAM (ADAP)

DATE APRIL 29, 2021	DRAWN PACIFIC FOREST RESOURCES ENUMCLAW, WA	REV 12/20/2021
SCALE AS SHOWN	41633 236th SE ENUMCLAW, WASHINGTON 98022	SHEET 4 of 4



IYER AGRICULTURAL WATERWAY MAINTENANCE PLAN  
KING COUNTY AGRICULTURAL DRAINAGE ASSISTANCE PROGRAM

VICINITY MAP

INDEX



SHEET TITLE

SHEET NUMBER

Cover Page  
Notes  
Plan Map  
Profile View  
Section View  
Planting Plan

1  
2-3  
4  
5  
6  
7

FIELD BOOK: _____		APPROVED: _____		 Know what's below. Call before you dig.	 <b>King County</b> Department of Natural Resources and Parks Water and Land Resources Division Stormwater Services Section <i>Christie True, Director</i>	COVER PAGE  Iyer ADAP 41633 236th Ave SE Enumclaw, WA 98022	SHEET 1 OF 7 SHEETS 2/16/22
SURVEYED: FLB MAR 2021		PROJECT MANAGER: _____					
SURVEY BASE MAP: _____		DESIGNED: _____					
CHECKED: _____		DRAINAGE INVESTIGATION NO.: _____					
NUM.	REVISION	BY	DATE				

Notes:

Total maintenance length to be included in this project is the entire length of the channel from the junction with Newaukum Creek on the Iyer property. The majority of the proposed work for this project will be as follows:

Waterway Classification	Length	Note
Low Modified	1,521	Includes replacment of an existing culvert with a farm bridge at approximately station 7+94.

A Bridge is specified to replace one existing culvert. The bridge design and plan is being provided by Pacific Forest Resources and is refered to as the "Bridge Plan". Work specified in the Bridge Plan is considered to be part of this ADAP maintenance plan.

Follow up spot dredging, vegetation removal and beaver dam removal may need to occur after the dredging and planting is complete. .

Actual length may be more or less than total listed, and will be based on assessments made onsite at the time of excavation. The landowner is under no obligation to perform the work shown in this plan in part or whole, except for that portion of planting that is required once dredging is performed.

1. Estimated dredge volume: approximately 1,050 cubic yards (yd<sup>3</sup>)
2. All work shall be performed in accordance with King County’s agreement for best management practices for maintenance of agricultural waterways (BMPs), the Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval (HPA), and the King Conservation District (KCD) farm plan.
3. In–channel work will occur within the time frame allowed by the HPA.
4. Spoils may be spread on farm fields to a depth no greater than 6 inches or removed from the site and disposed of in a legal manner.
5. Fish relocation may be performed by King County, at the direction of the KC ADAP representative and with coordination by the maintenance contractor or landowner. Staffing shortages, health restrictions and other conditions may extend the timeline the county can reasonably provide resources.
6. A 1–hour pre–construction meeting, including the landowner or landowner’s representative, the maintenance contractor and a King County ADAP employee, is required prior to the start of any maintenance activities.
7. It is the contractor’s responsibility to monitor excavation elevations and ensure that maintenance dredging does not exceed historical–channel extents.
8. Native vegetation should be protected to the extent practicable. Some vegation will be removed to facilitate excavator access along the waterway bank.
9. The landowner is responsible for protecting the installed planting from livestock grazing and all farm activities.
10. No utilities have been located. It is the responsibility of the excavator contractor (or landowner, if no contractor is used) to locate utilities.

Legend

Plan Views

	ADAP Channel Class (CL)
<div></div>	Low Modified
<div></div>	Moderate Modified
<div></div>	Agricultural Waterway (Class not shown)
<div></div>	Farm Road
<div></div>	Proposed Bridge
<div></div>	Overbank Flood Extent
<div></div>	T/DO Sample Site (approx.)
<div></div>	Turbidity Sample Site (approx.)
<div></div>	Turbidity Sample Site Offset to Distance (approx.)
<div></div>	Fish Relocation Release Site (approx.)
<div></div>	Parcel Boundary (KC GIS Data)

Profile and Section Views

<div></div>	Existing Ground
<div></div>	Existing Farm Road
<div></div>	Existing Culvert
<div></div>	Water Surface (3/3/2021)
<div></div>	Approximate Dredge Extent
<div></div>	Proposed Farm Road
<div></div>	Proposed Culvert
NOTE: Items specific to one sheet may not be included on this legend. See sheet specific legend	

FIELD BOOK: _____				APPROVED: _____		<div><p>Know what's below. Call before you dig.</p></div>	<div><p><b>King County</b> Department of Natural Resources and Parks Water and Land Resources Division Stormwater Services Section <i>Christie True, Director</i></p></div>	Notes (1 of 3)	SHEET 2 OF 7 SHEETS	
SURVEYED: <u>FLB</u>		<u>MAR 2021</u>		PROJECT MANAGER: _____						
SURVEY BASE MAP: _____				DESIGNED: _____						
CHECKED: _____				DRAINAGE INVESTIGATION NO.: _____						
NUM.	REVISION	BY	DATE						lyer ADAP 41633 236th Ave SE Enumclaw, WA 98022	2/16/22

Site History: The Agricultural Drainage Assistance Program does not have any prior knowledge of past maintenance activities that have occurred at this site.

Fish Relocation: Fish relocation generally occurs in these locations, listed in order of preference:upstream (of project), adjacent tributary, nearby stream, river, downstream. For this project, it is not expected that the upstream area will be hospitable to fish, as the waterway ends a bit further beyond the property line, nor is there a nearby adjacent tributary and downstream of the project is Newaukum Creek. In consideration of these site characteristics, the proposed release location for all fish captured will be in Newuakum Creek.

FISH RELEASE SITES	
Site	Description
1	Newaukum Creek above Channel Confluence

Excavation Strategy:

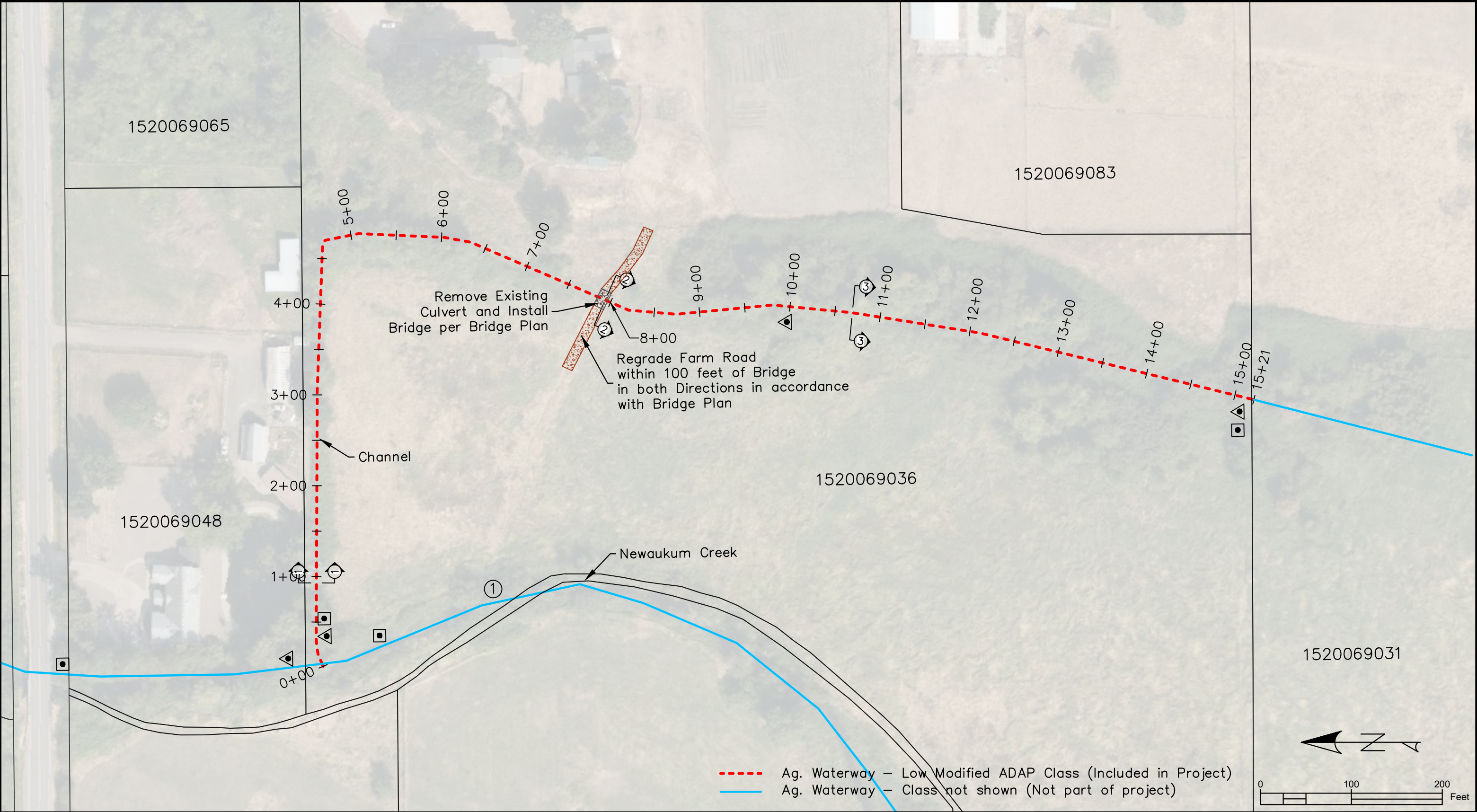
1. The first year of excavation activities will focus on: opening the channel from Newaukum Creek up to the property boundary.
2. Monitor periodically to identify any new beaver activity
3. Remove any beaver dams that are subsequently constructed on the maintained channel for the life of the permit. Mechanized removal of beaver dams, during the allowable work window, removes any anchor wood and the associated mud sill.
4. If a beaver moves into the channel, consider trapping and relocating prior to lethal removal. Dam notching can become a daily task if a beaver remains onsite. Outside of the HPA approved fish window, removal of a dam will be with hand tools only unless otherwise allowed by the WDFW habitat biologist. During the fish window, removal with an excavator using the ADAP excavation bmps is allowable. All additional beaver dam removals still requires giving notice to the WDFW habitat biologist in accordance with the requirements of the HPA.
4. After the initial work, monitor the channel for additional high points and/or vegetation accumulation that impact drainage
5. Maintenance of waterways not explicitly identified for maintenance in this plan can be evaluated for future projects. Contact the King County ADAP program manager for further coordination.

Expected Hydrology

Segment	Length (ft)	DRY?	Hydrology	Mapped Classification	Expected Fish Use
Channel	1,521	no	Flow is low year round. Water source is mostly toe-of-slope seepage.	Low Modified	Fish use is expected to be low, depending on summertime dissolved oxygen and temperature conditions. There is no overland source of water into this channel during the summer which may perpetuate low DO levels.

FIELD BOOK: _____						APPROVED: _____	 Know what's below. Call before you dig.	 <b>King County</b> Department of Natural Resources and Parks Water and Land Resources Division Stormwater Services Section <i>Christie True, Director</i>	Notes (2 of 3)  lyer ADAP 41633 236th Ave SE Enumclaw, WA 98022	SHEET 3 OF 7 SHEETS 2/16/22
SURVEYED: <u>FLB</u>	MAR 2021					PROJECT MANAGER: _____				
SURVEY BASE MAP: _____						DESIGNED: _____				
CHECKED: _____						DRAINAGE INVESTIGATION NO.: _____				
		NUM.	REVISION	BY	DATE					

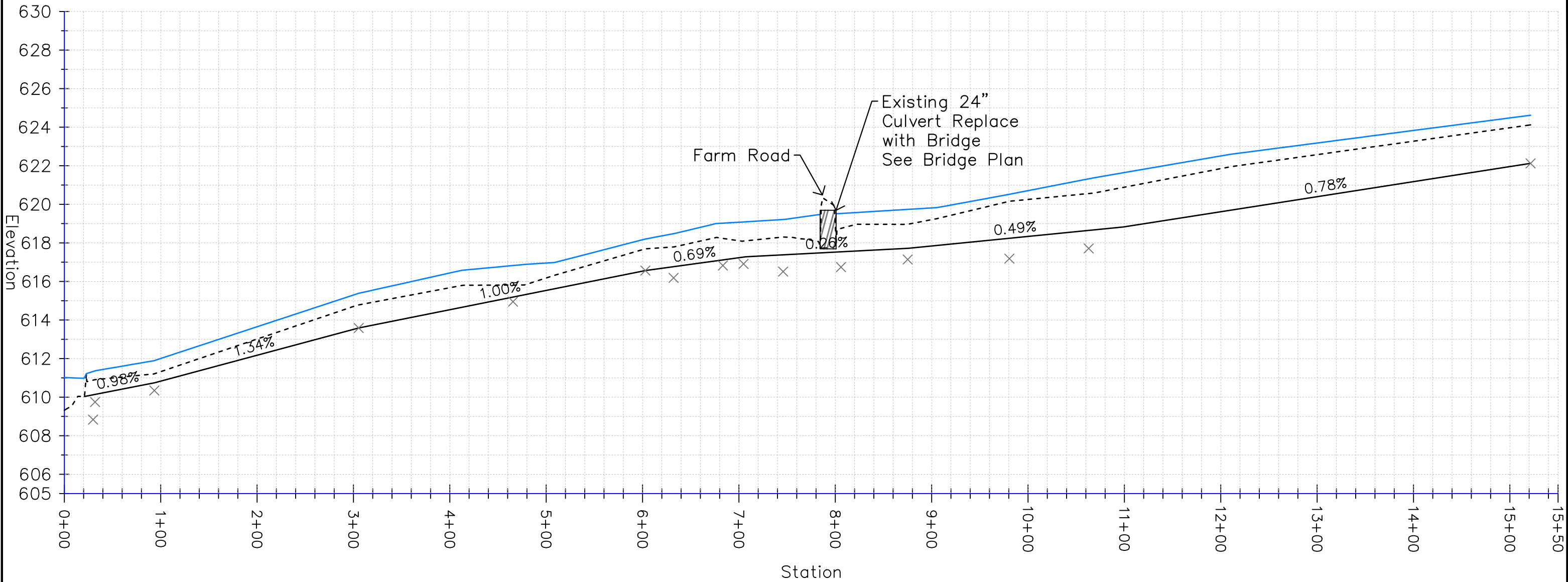




FIELD BOOK: _____		APPROVED: _____		 Know what's below. Call before you dig.	 <b>King County</b> Department of Natural Resources and Parks Water and Land Resources Division Stormwater Services Section <i>Christie True, Director</i>	PLAN MAP	SHEET 4 OF 7 SHEETS	
SURVEYED: <u>FLB</u> <u>MAR 2021</u>		PROJECT MANAGER: _____						Iyer ADAP 41633 236th Ave SE Enumclaw, WA 98022
SURVEY BASE MAP: _____		DESIGNED: _____						
CHECKED: _____		DRAINAGE INVESTIGATION NO.: _____						
NUM.	REVISION	BY	DATE					



## channel Profile



- - - - Existing Channel Bottom  
 ———— Approximate Dredge Extents  
 ———— Water Surface (3/3/2021)  
 X Sediment depth

FIELD BOOK: _____		APPROVED: _____	
SURVEYED: <u>FLB</u> <u>MAR 2021</u>		PROJECT MANAGER: _____	
SURVEY BASE MAP: _____		DESIGNED: _____	
CHECKED: _____		DRAINAGE INVESTIGATION NO.: _____	
NUM.	REVISION	BY	DATE



**Know what's below.  
Call before you dig.**



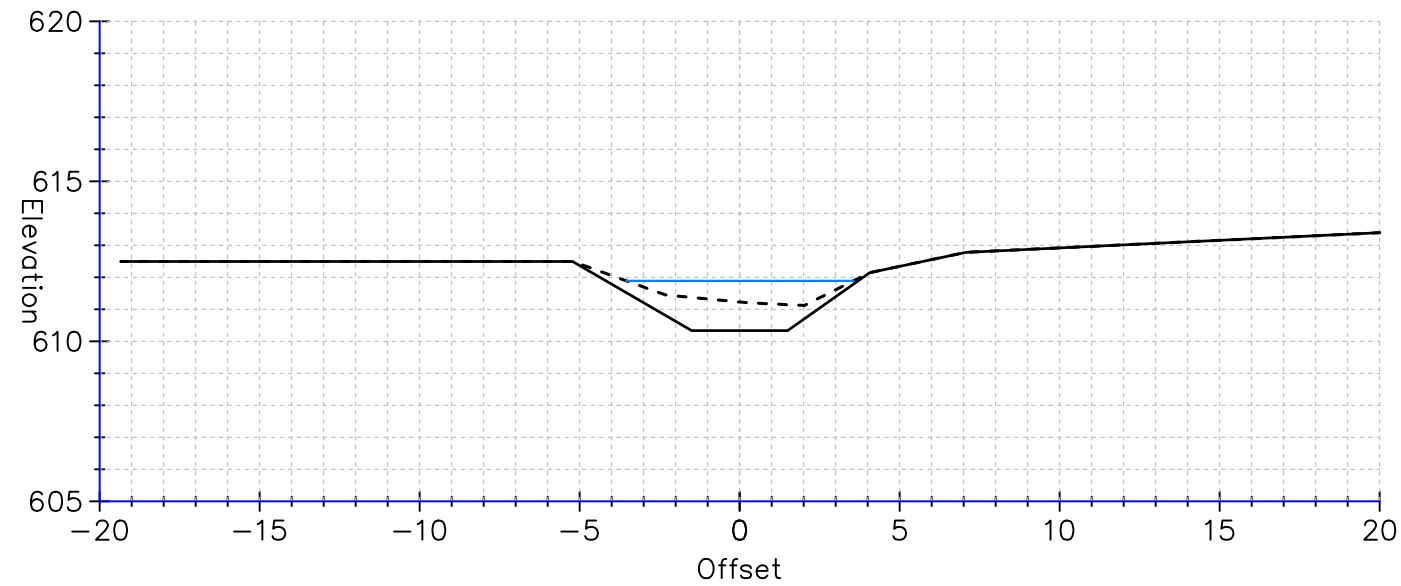
**King County**  
Department of Natural Resources and Parks  
Water and Land Resources Division  
Stormwater Services Section  
*Christie True, Director*

PROFILE VIEW

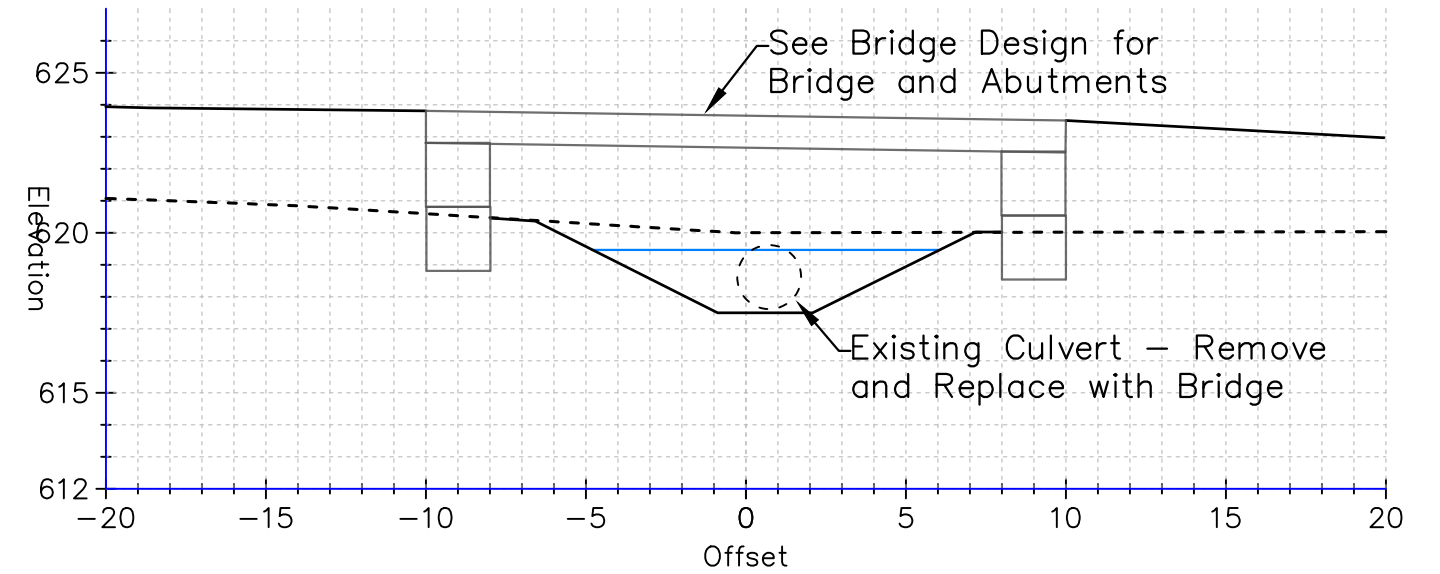
Iyer ADAP  
41633 236th Ave SE  
Enumclaw, WA 98022

SHEET	5
OF	7
SHEETS	2/16/22

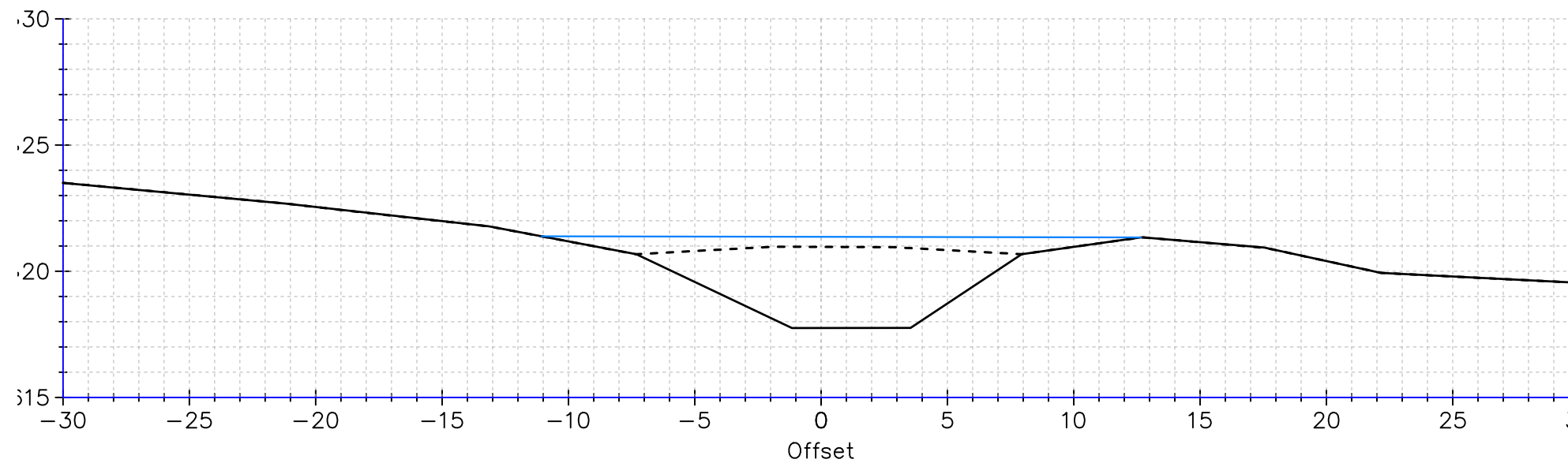
channel Section 1 (0+93)



channel Section 2 (7+94)



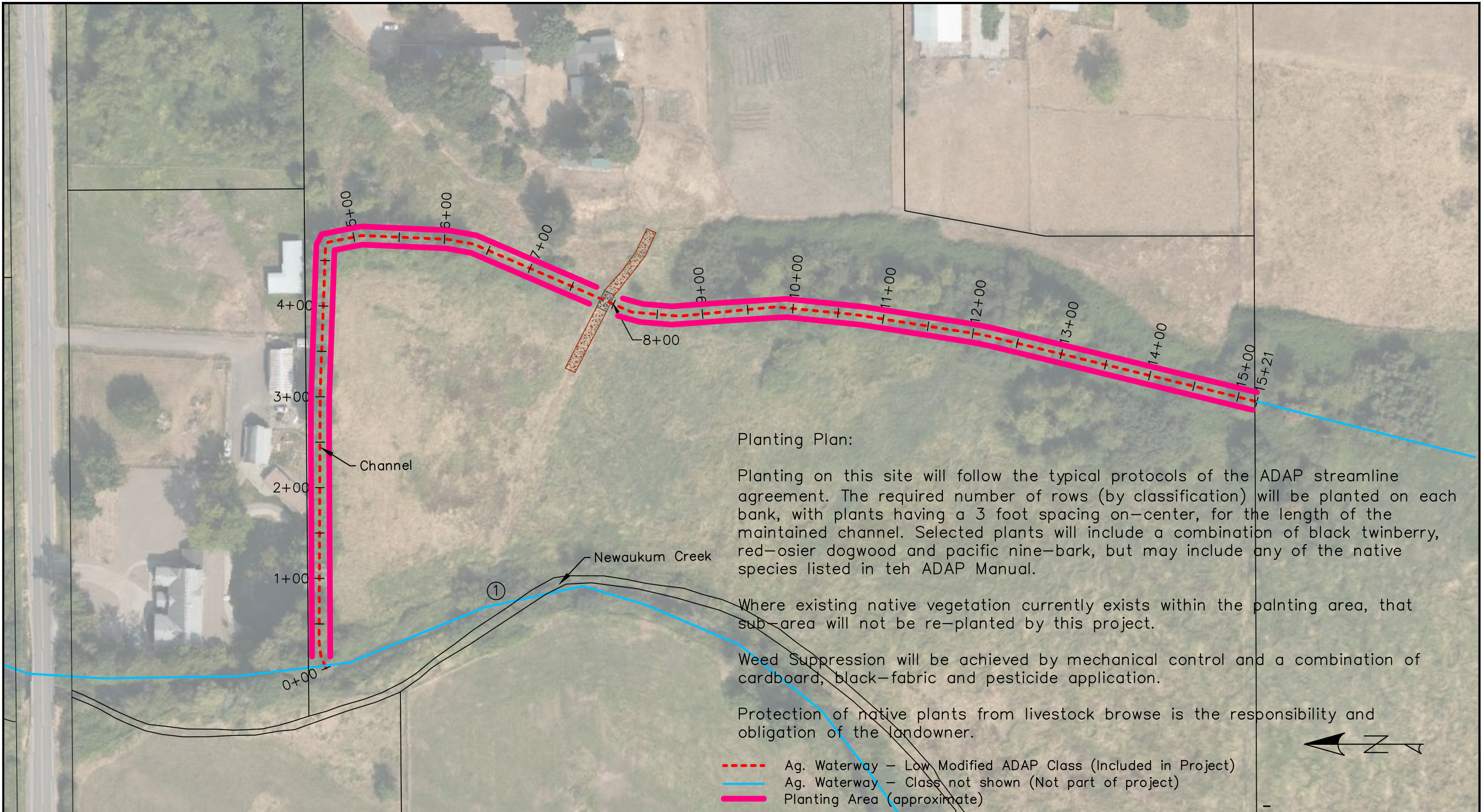
channel Section 3 (10+69)



----- Existing Ground and Channel Bottom  
 ———— Approximate Dredge Extents  
 ———— Water Surface (3/3/2021)

FIELD BOOK: _____		APPROVED: _____		 <b>Know what's below.</b> <b>Call before you dig.</b>	 <b>King County</b> Department of Natural Resources and Parks Water and Land Resources Division Stormwater Services Section <i>Christie True, Director</i>	<b>SECTION VIEW</b>  Iyer ADAP 41633 236th Ave SE Enumclaw, WA 98022	SHEET 6 OF 7 SHEETS 2/16/22
SURVEYED: <u>FLB</u> <u>MAR 2021</u>		PROJECT MANAGER: _____					
SURVEY BASE MAP: _____		DESIGNED: _____					
CHECKED: _____		DRAINAGE INVESTIGATION NO.: _____					
NUM.	REVISION	BY	DATE				





FIELD BOOK: _____						APPROVED: _____	 Know what's below. Call before you dig.	 <b>King County</b> Department of Natural Resources and Parks Water and Land Resources Division Stormwater Services Section <i>Christie True, Director</i>	PLANTING PLAN MAP	SHEET 7 OF 7 SHEETS	
SURVEYED: <u>FLB</u>	<u>MAR 2021</u>					PROJECT MANAGER: _____					Iyer ADAP 41633 236th Ave SE Enumclaw, WA 98022
SURVEY BASE MAP: _____						DESIGNED: _____					
CHECKED: _____						DRAINAGE INVESTIGATION NO.: _____					
NUM.	REVISION	BY	DATE							2/16/22	











**Agenda Action Briefing/Report AI 22- 031****SUBJECT:**

Review for Approval KCD Landowner Incentive Program cost-share application from Rogelio Riojas, for a Waste Storage Facility , in the amount of \$36,000.00.

**FISCAL IMPACT**

The current balance of cost-share funding for KCD LIP 2022 is summarized in the following table:

2022 LIP Cost-share Available	<b>\$424,644.96</b>
Current Request	<b>\$36,000.00</b>
Balance Remaining	<b>\$388,644.96</b>

**POLICY CONSIDERATION**

This proposed cost-share contract has been vetted through a staff approval committee and meets NRCS standards for the applicable best management practice (BMP). The application has been advanced for due pass by the Board of Supervisors.

**STAKEHOLDER INTERESTS**

- District cooperators working with District farm management, forestry and aquatic area enhancement programs
- King CD Board members and staff
- NRCS

**BACKGROUND**

The Riojas have an approximately 35 acre farm located in unincorporated Enumclaw. The Riojas are currently managing roughly 30 livestock consisting of a mixture of horses and cows and are in need of a system to properly store and compost their animals manure. Their current system the manure is piled in is difficult to manage, the pile is often wet and there is potential for it to leache into surface and ground water.

This project proposes to build a 20' x 60' manure storage facility divided into 3 bins on an impermeable concrete pad and is designed to eliminate leaching from the pile. The bin does not have a roof but the cooperator will be able to cost-share on tarps to prevent stormwater runoff and control pile moisture. This project design has been created by KCD Cluster Engineer Ryan Bartelheimer.

**EFFECTIVE DATE**

The cost-share award will become effective upon approval by the Board of Supervisors and the LIP contract will become effective upon signature by a Board representative.

**RECOMMENDATION**

Staff seeks Board approval of Landowner Incentive Program cost-share application from Rogelio Riojas, for a Waste Storage Facility, in the amount of \$36,000.00.

**MOTION**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Passed a motion to Approve KCD Landowner Incentive Program cost-share application from Rogelio Riojas, for a Waste Storage Facility , in the amount of \$36,000.00.

**KING CONSERVATION DISTRICT (KCD) LANDOWNER INCENTIVE PROGRAM APPLICATION****Section 1. Applicant** (If applicant is not the landowner, then landowner must also sign the agreement)

Applicant Name:		Farm/Business Name:	
Mailing Address:		Project Address:	
Phone (home):		Phone (work/mobile):	
Email Address:		KCD Staff:	
Parcel #(s):	<input type="checkbox"/> Incorporated <input type="checkbox"/> Unincorporated	Total Farm/Land Acreage:	<input type="checkbox"/> T.A. <input type="checkbox"/> Farm Plan <input type="checkbox"/> Forest Plan
Is email an acceptable primary form of communication?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to be added to our newsletter list?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 2. Project Information**

<b>Best Management Practice (BMP):</b>
<b>Project Completion Date</b> ( <i>month and year</i> ):
<b>Current Site Conditions</b> ( <i>Provide a brief summary of resource management problem addressed by BMP: also note if streams, wetlands, and steep slopes are near or within the project area</i> ):          
<b>Project Details</b> ( <i>Provide a brief summary of the project. Include acres treated, length of fence, dimensions of compost bin, types and numbers of plants, etc.</i> ):          
<b>Maintenance Plan</b> ( <i>Summarize your plan to maintain the practice. Include frequency and scope of inspections, repairs anticipated, etc.</i> ):          



<b>Permits</b> <i>(List all permits required to complete this project):</i>  
<b>Photos:</b> Before photos must be submitted with this application.

Section 3. Cost-share Programs

A. Have you previously applied for cost-share through the KCD Landowner Incentive Program (LIP)? If yes, please list contract number and BMP below:	Yes	No
B. Are you applying for (or received) funding (cost-share or grants) through other agencies or programs? Please describe below:	Yes	No
1. <b>King County Cost-share</b> Please list practices and date installed below:		
2. <b>NRCS EQIP (Natural Resources Conservation Service’s Environmental Quality Incentive Program</b> Please list practices and date installed below:		
3. <b>Other</b> Please list agency and describe project:		

Other Cost-Share History/Notes:

Section 4. Budget (attached as Exhibit A)

The cost-share application budget is the applicant’s statement for how the KCD cost-share funds will be spent. Use the attached Excel document to detail the budget for the project. Reimbursement values are restricted by unit maximums as well as practice maximums. KCD will be unable to provide a budget that exceeds either maximum. The cost differential for practices installed at a higher standard or cost shall be the responsibility of the applicant. In cases where a budget for a cost-share award needs to be updated, submit a budget revision request for approval. In the absence of an approved budget revision, the cost differential shall be the responsibility of the applicant. Furthermore, receiving financial assistance for an approved Best Management Practices will be subject to inspection by KCD planners. Approval for reimbursement will be based on the satisfactory completion of the project to the minimum specifications detailed in this application.

Partial reimbursements are available on a limited basis and must be requested in advance. They will only be considered when the installation of a project can be phased to achieve the standard described in the attached job sheet when reimbursement is requested.

- Select this box if you intend to request partial reimbursement as the project is installed.

## Section 5. Education and Outreach

KCD encourages public education through demonstration projects. Demonstration projects are used to educate other landowners about innovative ways to address natural resource concerns. A demonstration project may be showcased in a guided tour, or featured in presentations or written fact sheets.

- Will you consider becoming a demonstration project? Yes      No

## Section 6. Maintenance and Monitoring Expectations

The applicant is responsible to maintain the Best Management Practice (BMP) to standard as detailed in the attached Job Sheet for the lifetime of the BMP.

- A. I understand the lifetime of the BMP is \_\_\_\_\_ years.
- B. I understand KCD will work with me to verify proper maintenance of the installed BMP, which will include a combination of site visits with KCD staff and/or annual photo documentation submitted by me for the lifetime listed in Section 7A.
- C. I understand I am obligated to maintain and monitor the BMP **for the lifetime listed in Section 6A.**

## Section 7. Application and Agreement

I request financial assistance (cost-share) under the KCD LIP to install the Best Management Practice (BMP) described in this application and detailed in the attached *Job Sheet and Map*. This practice is needed to solve the natural resource problems described in Section 2 of this application. This Agreement expires if the project is not completed by the specified completion date in Section 2 or in an approved timeline revision request. \_\_\_\_\_ (Initial Here)

I agree to ensure that all applicable local, state, and federal permits are obtained for installation of the BMP for which funds are requested. Furthermore, I understand that KCD must receive a copy of any applicable permit to process my cost-share reimbursement. \_\_\_\_\_ (Initial Here)

I agree to work cooperatively with KCD to ensure the funded BMP is maintained consistent with the design life identified in the attached Job Sheet and in Section 6 of this application. \_\_\_\_\_ (Initial Here)

I agree to indemnify, defend, and hold harmless KCD, its elected or appointed officials, employees and agents, from all claims, alleged liability, damages, losses to or death of person or damage to property allegedly resulting from the negligent or intentional acts of the applicant or any of its employees, agents, contractors or subcontractors in connection with this Agreement. \_\_\_\_\_ (Initial Here)

I represent that the information provided in Section 3 of this application is a full disclosure of all other natural resource financial cost-share relationships in which I have or am participating. Furthermore, I agree to disclose if I am applying for or receive funding (cost-share or grants) for the BMP described in this application through other agencies or programs and to provide KCD with written documentation detailing this funding support. This may include copies of reimbursement checks or letters showing value of provided contribution. I understand that I must provide proof of reimbursement for alternate funding prior to receiving reimbursement through the KCD LIP. I acknowledge that KCD LIP funds cannot be used in combination with other funding sources to exceed 100% of project costs. I agree to allow communication between KCD and any other agency regarding the details of the project as well as funding details. \_\_\_\_\_ (Initial Here)

I understand that LIP cost-share reimbursement is contingent upon installing the BMP to the minimum standard provided by KCD, and that KCD will verify standard compliance. Furthermore, I understand that changes to the installation details (attached *Job Sheet and Map*) must be approved through a *Scope of Work Revision Process*. Unapproved changes will not be eligible for reimbursement. \_\_\_\_\_ (Initial Here)

I understand that there may be federal tax liability associated with a LIP cost-share reimbursement, and that KCD will issue a 1099-G for reimbursements made through the LIP. Furthermore, I understand that KCD cannot provide advice with respect to the tax liability associated with LIP cost-share reimbursements and that I have been advised to consult with my own tax professional.  
\_\_\_\_\_ (Initial Here)

I understand that I am applying for public funding and am responsible for notifying a buyer upon sale or loss of the property of the installed BMP. If I sell or lose control of the property covered by this Agreement and the new owner or transferee does not assume responsibility for maintaining the installed BMP as required by this Agreement, I may be required to refund all or a portion of the cost-share received through this Agreement. In the event of litigation arising from or related to this Agreement, attorney’s fees and costs incurred by the prevailing party shall be paid by the non-prevailing party. \_\_\_\_\_ (Initial Here)

I give permission to KCD to photograph my property to document the site conditions and/or the implementation and maintenance of the funded practice. In the event that I or any of my family members or dependents choose to be photographed in a setting that reflects the assistance provided by KCD, I give KCD permission to publish such photographs in KCD promotional literature, advertising, social media, and other public displays. The photographs will be the property of KCD and may be used by KCD at any time, in the manner described above, without my additional consent. \_\_\_\_\_ (Initial Here)

I understand that this Agreement is subject to disclosure under the Public Records Act, Chapter 42.56 RCW. \_\_\_\_\_ (Initial Here)

- I understand that I will no longer be eligible for KCD cost-share funds if one or more of the following occurs: \_\_\_\_\_ (Initial Here)
- a. The KCD funded BMP fails within its design life due to circumstances within my control (e.g., neglect, failure to maintain the BMP, destruction of the BMP before expiration of the design life, or other actions which cause the KCD funded BMP to become non-viable). *Note: Landowners are not responsible for BMP failure caused by circumstances beyond their control (e.g. fire, flood, storm damage, etc.).*
  - b. I relinquish or lose ownership of equipment purchased with KCD cost-share.
  - c. The KCD funded BMP is not being used for the intended purpose (e.g. cross fencing purchased with KCD funding, but no animals on property).
  - d. I cancel 2 cost-share contracts awarded through the KCD Landowner Incentive Program.
  - e. I deny KCD staff access to my property to verify BMP installation and maintenance.

- I understand KCD will provide a sign free of charge after completion of a project, and I agree that: \_\_\_\_\_ (Initial Here)
- a. I will select a visible location on my property for display of the sign and will install it.
  - b. I will maintain the sign and keep it free of visual barriers for at least five years after installation.
  - c. I am not responsible for damage to the sign that is beyond my control (e.g. auto accident, storm damage, vandalism, etc.)

Signature of applicant	Date	Signature of Landowner (if applicant if Lessee)	Date
------------------------	------	---	------

FOR KCD OFFICE USE

Approved for Award (KCD LIP Coordinator)	Date	
Approved for Funding (KCD Management)	Date	LIP ID:

**\$36,000.00**

BMPs	Units	cost/unit	%	reimbursement rate	
Animal Trails & Walkways	sq ft	\$ 0.75	0.5	\$ 0.38	Ac.
Aquatic Area Buffer	project	\$ 30,000.00	0.9	\$ 27,000.00	AUE
Buffer Fencing	ft	\$ 12.00	0.75	\$ 9.00	Ft.
Building Relocation for Aquatic Area/Buffer	project	\$ 50,000.00	0.5	\$ 25,000.00	Sq. Ft.
Bulkhead Removal (Freshwater, Marine)	project	\$ 40,000.00	0.75	\$ 30,000.00	Project
Cover Crops	acre	\$ 150.00	0.9	\$ 135.00	acre
Cross Fencing	ft	\$ 6.00	0.5	\$ 3.00	
Forest Health Management	project	\$ 30,000.00	0.75	\$ 22,500.00	
Heavy Use Area Protection	AUE	\$ 1,400.00	0.5	\$ 700.00	
Pasture & Hay Planting	acre	\$ 325.00	0.5	\$ 162.50	
Roof Runoff Management	ft	\$ 7.00	0.5	\$ 3.50	
Stream Crossing	ft	\$ 1,100.00	0.75	\$ 825.00	
Subsurface Drain	ft	\$ 20.00	0.5	\$ 10.00	
Upland Wildlife Habitat Management	project	\$ 20,000.00	0.75	\$ 15,000.00	
Waste Storage Facility	AUE	\$ 2,000.00	0.75	\$ 1,500.00	
Watering Facility	project	\$ 50,000.00	0.5	\$ 25,000.00	



Local Food  
Healthy Forests  
Clean Water  
Better Ground

# Job Sheet

## Waste Storage Facility

Cooperator: Riojas	Lifetime of Practice: 15 years
--------------------	--------------------------------

Purpose (check all that apply)	
<input checked="" type="checkbox"/> Temporarily store manure in a dry stack.	<input checked="" type="checkbox"/> Improve soil fertility, tilth and water holding capacity.
<input checked="" type="checkbox"/> Reduce the pollution potential of organic agricultural wastes to surface and ground water.	<input checked="" type="checkbox"/> Reduce odor, fly and other vector problems.
<input checked="" type="checkbox"/> Reduce bulk of organic material to be spread	<input checked="" type="checkbox"/> Destroy weed seed and pathogens.

Proximity of facility to sensitive areas, wells, and property boundary (distance in feet)
Proximity to sensitive areas: 100 ft to roadside ditch. 585 ft to Tributary to White River
Will the manure bins be located in the floodplain? No

Number of AUEs the facility is planned for.
AUEs: 31.73 (Horse and cows)
Waste volume: 169 yards
How many months of storage is this planned for? 7 months

Specifics of facility (number of bins, type of construction material). <i>*Please attach a drawing of an approved design.</i>
Number of bins, bin dimensions: 3 - 19' w x 20' d x 4' t bins
Construction materials: Concrete slab and eco-block walls
Compost bin design: KCD Cluster Engineer Ryan Bartelheimer Eco-block design
How will manure be covered? Tarp.

**Permits.** *Are there permits necessary for the project?*

*If so, please list below. If applying for KCD cost-share include a copy of the permit.*

Common circumstances that trigger a [King County Clearing and Grading Permit](#) include, but are not limited to:

**Grading:** King County code requires that in general, any grading within a sensitive area, or any excavation greater than 5' in depth or over 100 cubic yards, or any fill greater than 3' in depth or greater than 100 cubic yards, or creation of more than 2,000 square feet of new impervious surface, requires a permit.

**Clearing:** King County Code states that in general, a clearing permit is required for any removal of trees or vegetation from a critical area or from properties subject to urban clearing standards or clearing restrictions in a special district overlay defined in [21A.38](#) of the [King County Code](#). Clearing over 7,000 square feet on RA-zoned properties or removal of 5,000 board feet of merchantable timber also requires a permit. A separate Forest Practice Permit may also be required.

**Roof:** If the compost facility is under 200 square feet, it does not need a permit to cover with a roof. Above 200 square feet would require a King County permit to roof the structure. The roof overhang of a 200 square foot structure may not exceed 24", measured horizontally from exterior wall.

**\*\*Landowners must follow all local, state, and federal laws.**

*Contact the Permitting Office with questions.*

**Operation and Maintenance**

Manage the compost piles for temperature, odors, moisture, and oxygen, as appropriate. Appropriate equipment for managing the composting temperature should include a long stem thermometer. Make adjustments throughout the composting period to insure proper composting processes.

Closely monitor temperatures above 165°F. Take immediate action to cool piles that have reached temperatures above 185°F.

Moisture content can be determined by the "squeeze test," a non-quantitative method of estimating moisture. In this test, a handful of the material is squeezed together in the fist. If water actively drips out while the compost is squeezed, the material is too wet. If the material does not release water, and crumbles apart when the fist is opened, the material is too dry. Only if the material does not release water and stays compacted when the fist is opened, is the moisture content "just right." (Mountain Organic Materials)

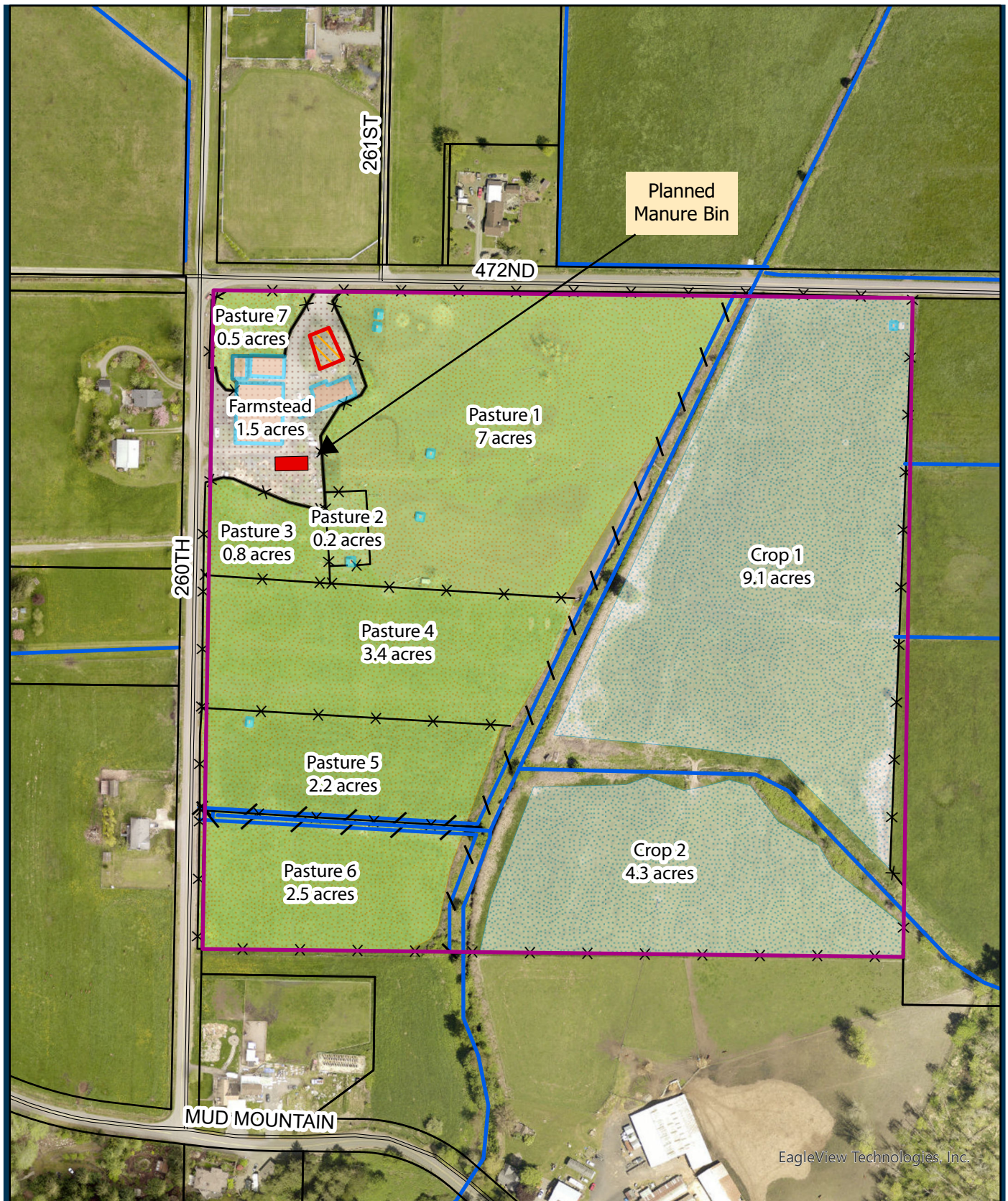
In order to maintain appropriate moisture content, compost piles in western Washington must be covered year-round.

**Additional Specifications and Notes:**

**Pursuant to King County Code, manure storage should be covered, 35' from property boundary, 100' from wells, and 100' from areas of open water.**

If the facility is in a floodplain, a permit must be acquired from King County, mitigation may be required, including providing compensatory storage at the same elevation, equivalent to the volume of the facility that is in the 100-year flood plain.





EagleView Technologies, Inc.

Landowner Name: <b>Rogelio Riojas</b>		Map Type: <b>LIP Cost Share WSF Map</b>	Directional: <b>SW</b>
Address: <b>26025 SE 472nd St</b>		KCD Staff Name: <b>Mirro</b>	Section: <b>36</b>
Enumclaw, WA 98022		Map Date: <b>April 11, 2022</b>	Township: <b>20</b>
Acres: <b>34.8</b>	Parcel #(s): <b>362006-9051</b>		Range: <b>06</b>



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1:3,000



## Waste Storage Bin Sizing Worksheet

**For:** Riogelio Riojas

Current Herd - Goats

### Production

Total Animal Units  
**31.73**

Days Confined  
155

Manure with Bedding  
(Cubic Yards)

Manure Only  
(Cubic Yards)

12 month Storage Requirement

**Storage volume required=**

384.7

285

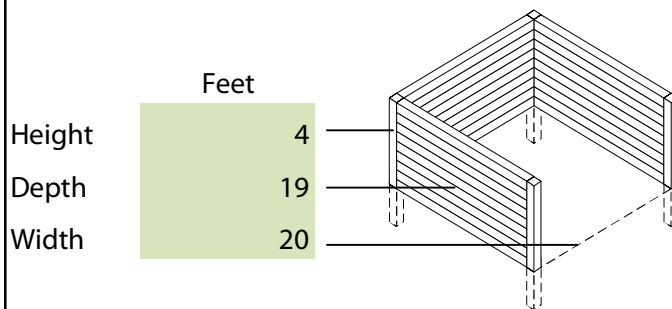
6 month Storage Requirement (NRCS)

**Storage volume required =**

384.7

284.7

### Single Bin Dimensions



**Single Bin Capacity = 56.3 Cubic yards**

**3-Bin System Capacity = 168.9 Cubic yards**

**# Recommended= 5 Bins for full year's storage**

**# Recommended= 3 Bins for 7 month's storage**

Days Confined =

number of days manure is picked from stalls and/or Heavy Use Areas (HUAs) and stored in waste storage structure.

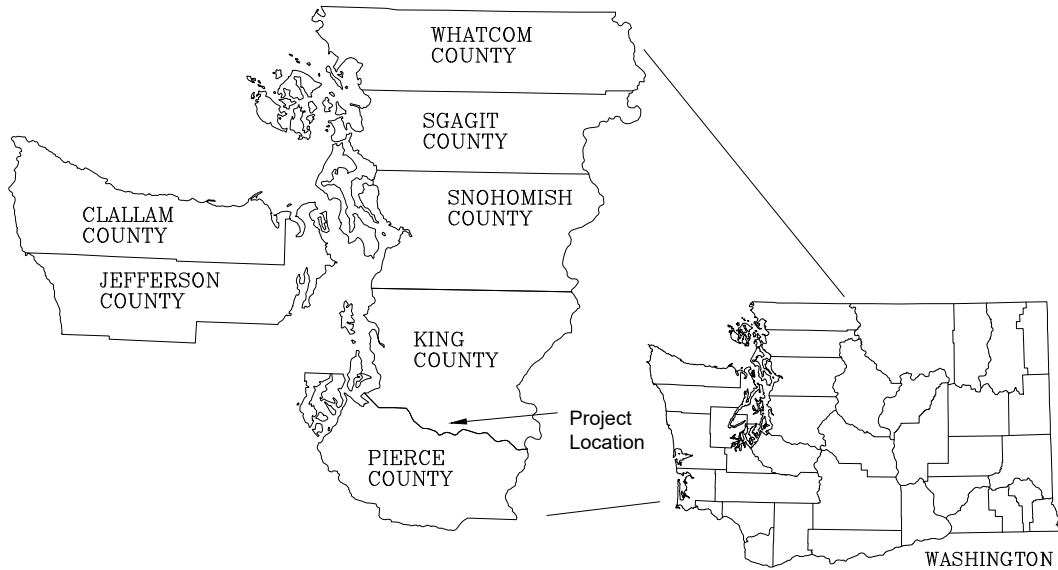










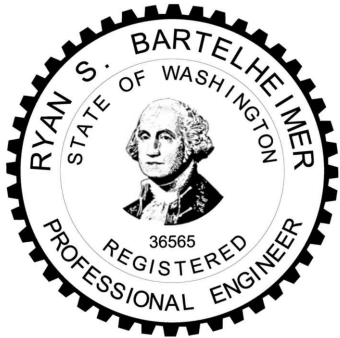


LOCATION MAP

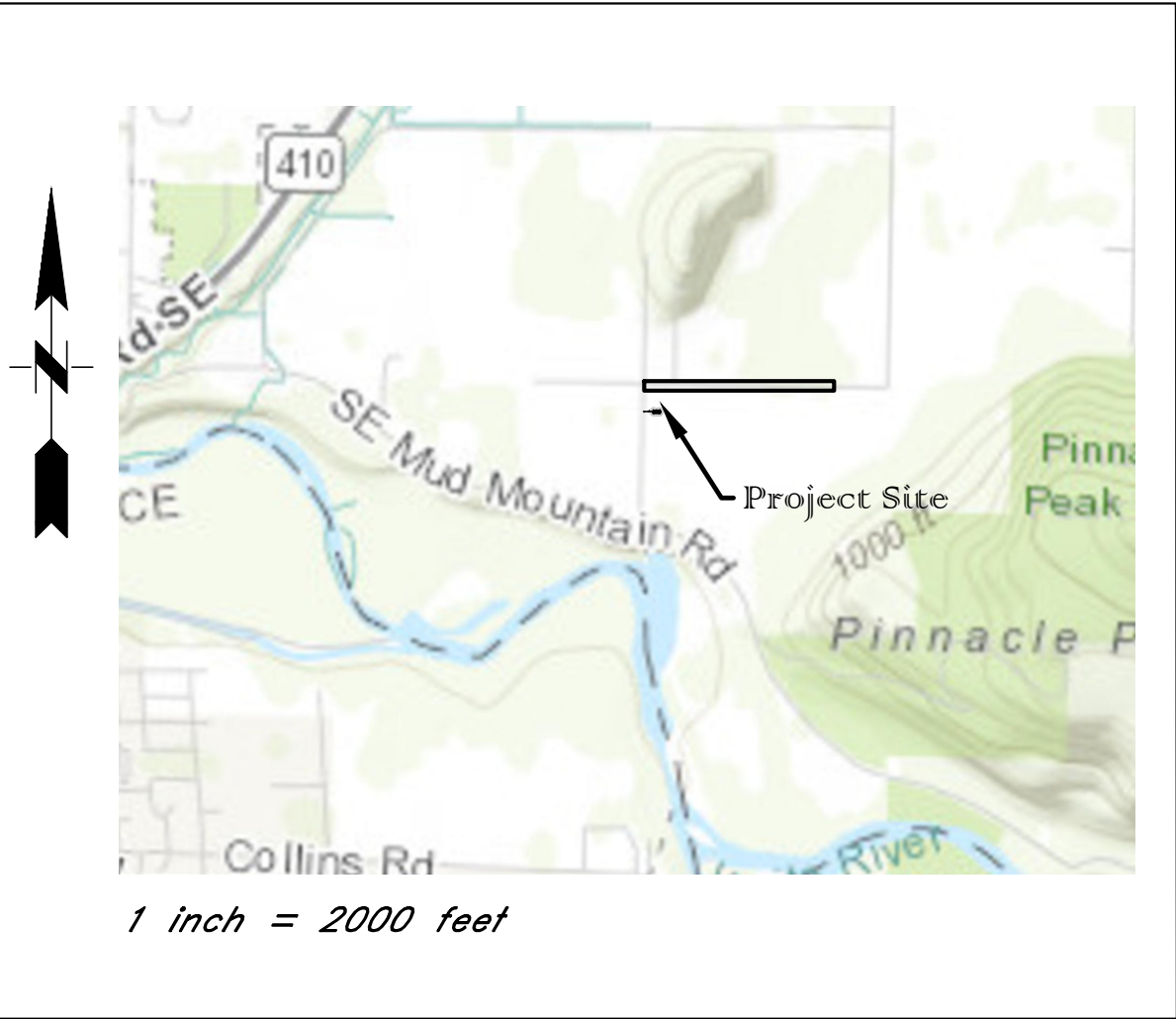
Riojas Waste Storage Facility  
KING COUNTY, WASHINGTON  
26025 SE 472nd St  
Enumclaw WA, 98022

Waste Storage Facility  
[PRACTICE CODE: 313 JOB CLASS: 1]

PREPARED BY  
KING CONSERVATION DISTRICT  
AND  
US DEPARTMENT OF AGRICULTURE  
NATURAL RESOURCES CONSERVATION SERVICE



Preliminary



INDEX OF DRAWINGS	
SHEET NO.	TITLE
1.	Cover Page
2.	Plan View
3.	Structure Layout
4.	Details
5.	Notes

MATERIAL LIST	
ITEM	QUANTITY
WASTE STORAGE	
Reinforced concrete	36 CY
Crushed rock, not to exceed	64 CY
Geotextile	200 SY
ECO-Block, 6 feet long	47 Each
ECO-Block, 2 feet long	4 Each

GENERAL NOTES

1. The attached NRCS Construction and Material Specifications are part of this plan and shall govern the installation of this project.
2. This project shall be constructed to the lines and grades as shown in the drawings and detailed in the construction specifications.
3. The project will be operated and maintained as described in the Operation and Maintenance plan that is attached to this plan.

CONDITIONS AND TERMS

1. The King Conservation District/NRCS does not assume any responsibility in the determination, application and/or securing of any necessary permits for the construction and operation of this project. All permits are the responsibility of the Owner, Operator and/or Contractor.
2. The Drawings, Specifications, and Operation and Maintenance Plans for this project are subject to revision and/or cancellation by KCD/NRCS one year after the date shown below in the review and acceptance.

REVIEW AND ACCEPTANCE OF PLANS

The Drawings, Specifications, and Operations and Maintenance Plans for this project have been reviewed by me and are accepted for installation. I also acknowledge that any modification prior to review by the KCD/NRCS before implementation may result in KCD/NRCS disapproval of this installation. I hereby acknowledge receipt of a copy(ies) of this plan.

REVISION BLOCK

APPROVED BY	DATE
COOPERATOR	DATE

LOCATION OF UTILITIES  
The King Conservation District/NRCS does not make any representation to the existence or non-existence of any public and/or private buried or overhead utilities. Where utilities are shown on the drawing, their location, depth and/or height are approximate. The exact location, depth and/or height shall be determined by the responsible utility. Any construction and/or O&M activities within the utility easement shall be in compliance with the utilities requirements. Call Utility at 1(800) 424-5555 at least two business days before excavating, as required by Washington State Law.

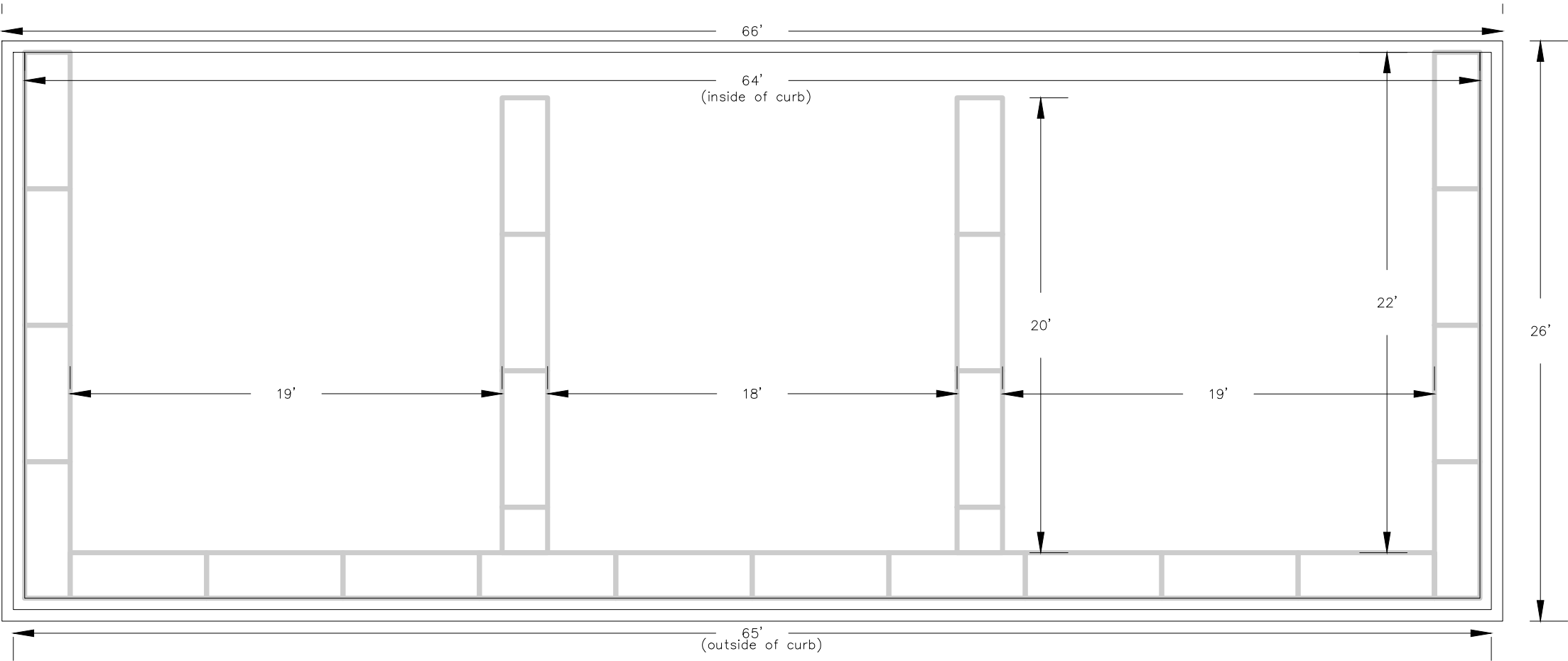
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KING COUNTY	KING CONSERVATION DISTRICT
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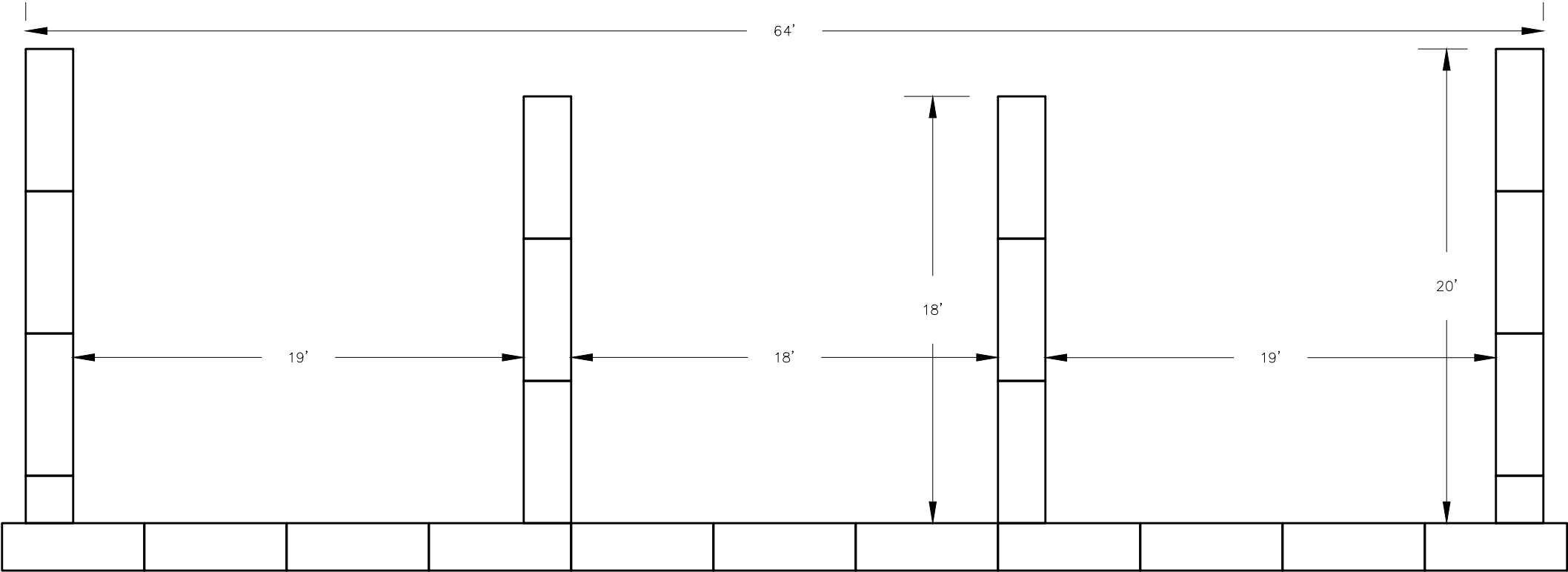


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TRACED _____		TITLE _____	
CHECKED _____		TITLE _____	
KING COUNTY		WA	
KING CONSERVATION DISTRICT		USDA NATURAL RESOURCES CONSERVATION SERVICE	
IN COOPERATION WITH		Plan View	
Riojas Waste Storage Structure			
REVISION NO. 1			
DRAWING NO. RiojasWSS.dwg			
SHEET 2 of 5			

Lower layer of blocks  
24 2x2x6 blocks  
2 2x2x2 blocks



Upper layer of blocks  
23 2x2x6 blocks  
2 2x2x2 blocks



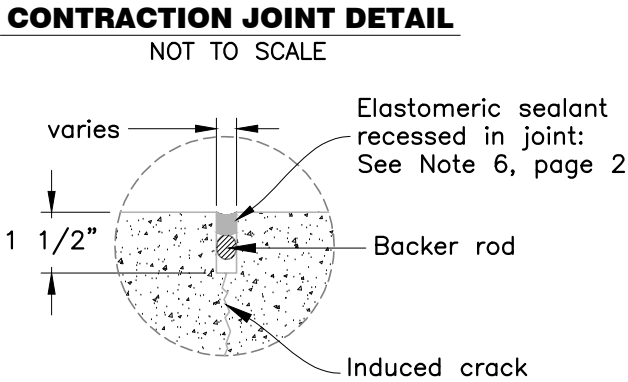
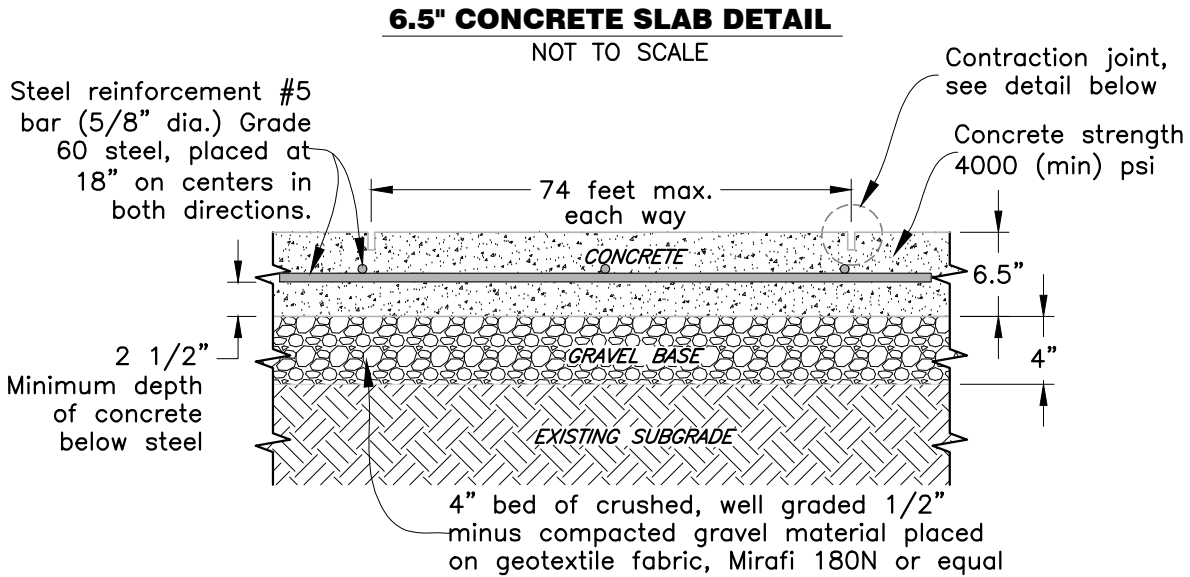
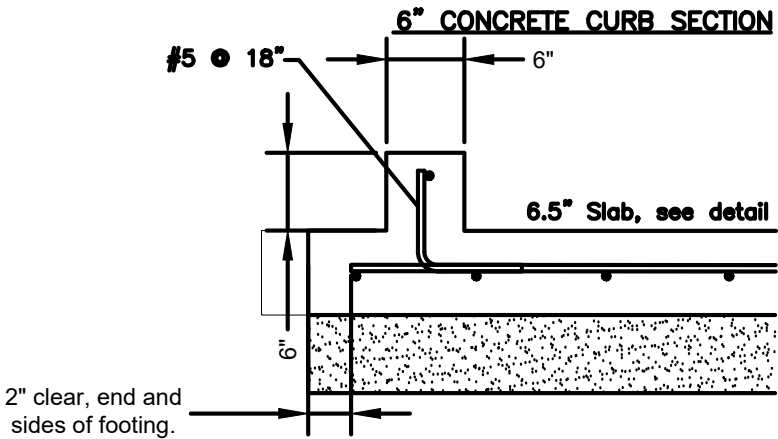
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DRAWN: <u>RSB</u>	DATE: _____
TRACED: _____	DATE: _____
CHECKED: _____	DATE: _____

<b>Riojas Waste Storage Structure</b>	
Structure Layout	
IN COOPERATION WITH	
USDA NATURAL RESOURCES CONSERVATION SERVICE	
KING COUNTY	
KING CONSERVATION DISTRICT	
WA	

REVISION NO.
1

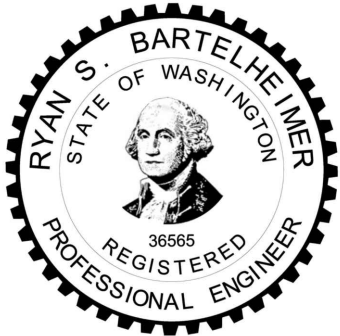
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SHEET
3 of 5



DESIGN CRITERIA:

- Slab loading limits:
  - Maximum Truck Rated Capacity:15,000 lb..
  - Maximum Truck Axle Load: 33,000 lb..
- All slabs shall have a subgrade of uniformly firm soil. Slabs shall be located where it is free draining, water does not pond and soils do not stay saturated from surface or ground water.
- Contraction joints should be placed so that the slab is divided into square or rectangular areas. Ratios of the long to short side should not exceed 1.5.



Preliminary

**Riojas Waste Storage Structure**  
Details  
KING COUNTY  
KING CONSERVATION DISTRICT  
IN COOPERATION WITH  
USDA NATURAL RESOURCES CONSERVATION SERVICE  
WA

DESIGNED	RSB	DATE	03/22	APPROVED BY		TITLE	
DRAWN	RSB	DATE	03/22				
TRACED		DATE					
CHECKED		DATE					

REVISION NO.	1
DRAWING NO.	RiojasWSS.dwg
SHEET	4 OF 5



CONSTRUCTION SPECIFICATIONS AND NOTES

1.

Concrete shall meet the provisions of ASTM C-94, Ready Mix Concrete. Portland cement conforming to ASTM C-150, Type II or IIA shall be used.

• Concrete shall have a minimum 28-day compressive strength of 4000 psi (Class 4000) and the maximum size of course aggregate shall not exceed (1 1/2) inches.

• The slump shall be (4) inches ± (1) inch.

• Air entrainment conforming to ASTM C-260 shall be used at 4%-7% by volume.

OR USE: NRCS (6) sack cement mix per cubic yard of concrete: using (6) gal. water/sack, 180-190 lb. fine aggregate/sack, 330-340 lb (max 1 1/2) inch coarse aggregate/sack.

NOTE: The same slump and air entrainment is required for all mixes.

2.

Gravel base material shall consist of a well-graded material with 100% passing a (3) inch sieve and less than 8% passing a No. 200 sieve. Compaction of each layer of the gravel base course shall be by (2) passes over the entire surface layer with a hand directed mechanically powered vibrating plate compactor or vibratory roller or by an approved equivalent method.

3.

The subgrade shall be well drained and provide firm uniform support for the gravel base material. All sod and other organic matter shall be stripped and removed from the subgrade zone.

4.

Reinforcing steel shall be Grade 60 deformed bars and conform to ASTM A-615. The reinforcing bars shall be securely tied in place and shall be supported with precast concrete bricks (not clay bricks) or metal or plastic chairs spaced at a maximum of (24) inches center-to-center (c-c). Splices of reinforcing bars shall provide a lap of not less than (32) bar diameters or (20) inches. Minimum protective cover shall be (2) inches from formed surfaces and (2 1/2) inches from earth surfaces or from a gravel base.

5.

Isolation joints shall be made with (1/2) inch asphalt treated fiber board placed along existing structures such as buildings, concrete tanks or concrete slabs unless otherwise indicated.

6.

Contraction joints shall be formed in fresh concrete either by hand tooling or saw cutting. Joints shall be formed as soon as practical after concrete finishing, but in no case later than (8) hours after concrete has been placed. Contraction joints shall be formed to a depth of (1 1/2) inches or (1/4) of slab thickness. Contraction joints shall be sealed with an elastomeric joint sealer meeting ASTM C-920. Sealant and Backer Rod shall be installed in accordance with the manufacturer's recommendations.

7.

In areas not subject to cattle or vehicular traffic, the concrete surface shall be provided with a broom finish. In areas subject to cattle or vehicular traffic, concrete shall be provided with a grooved finish. Grooving shall consist of (3-5) inches center-to-center (c-c) spacing of (1/2) inch to (3/4) inch wide by (1/4) inch to (3/8) inch deep grooves.

8.

In all cases concrete shall be cured by keeping the surface cool and moist for (7) days after placement. In lieu of application of moisture, concrete, shall be coated with a curing compound. The compound shall be sprayed on moist concrete surfaces as soon as free water has disappeared. The curing compound shall conform to ASTM C-309 and shall be Type 2. Curing compound shall be applied by pressure sprayer in a uniform layer over all surfaces at a rate of not less than (1) gallon per (150) square feet.

9.

In hot weather, the concrete temperature shall be maintained below 90°F during mixing, conveying and placement. Concrete must then be kept moist at all times for at least (7) days or until curing compound is applied as in previous paragraph.

10.

In cold weather concrete shall not be mixed or placed when daily atmospheric temperature is less than 40°F. The use of accelerators or antifreeze compounds will not be permitted. The temperature of the concrete at the time of placing shall not be less than 50°F and shall be maintained at temperatures not less than 40°F for a period of (3) days. Thermal blankets if used shall have sufficient R-value to protect concrete for the expected temperatures.
- 
- Preliminary
- |                   |                       |                     |             |
|-------------------|-----------------------|---------------------|-------------|
| APPROVED BY _____ | DESIGNED _____<br>RSB | DATE _____<br>03/22 | TITLE _____ |
| _____             | DRAWN _____<br>RSB    | DATE _____<br>03/22 | _____       |
| _____             | TRACED _____          | DATE _____          | _____       |
| _____             | CHECKED _____         | DATE _____          | _____       |

Riojas Waste Storage Structure

Notes

KING COUNTY

IN COOPERATION WITH

USDA NATURAL RESOURCES CONSERVATION SERVICE

WA

REVISION NO. 1
DRAWING NO. RiojasWSS.dwg
SHEET 5 OF 5
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**King Conservation District Board of Supervisors Meeting 05/09/2022**  
**Agenda Action Briefing/Report AI 22- 032**

**AI 22-032**

**SUBJECT:**

Review for Approval KCD Landowner Incentive Program cost-share application from Sophia Shixu, for a Riparian Forest Buffer, in the amount of \$21,000.00.

**FISCAL IMPACT**

The current balance of cost-share funding for KCD LIP 2022 is summarized in the following table:

2022 LIP Cost-share Available	<b>\$388,644.96</b>
Current Request	<b>\$21,000.00</b>
Balance Remaining	<b>\$367,644.96</b>

**POLICY CONSIDERATION**

This proposed cost-share contract has been vetted through a staff approval committee and meets NRCS standards for the applicable best management practice (BMP). The application has been advanced for due pass by the Board of Supervisors.

**STAKEHOLDER INTERESTS**

- District cooperators working with District farm management, forestry and aquatic area enhancement programs
- King CD Board members and staff
- NRCS

**BACKGROUND**

The Shixu property is located on Tate Creek in Snoqualmie. Tate Creek enters their property from the north, travels under SE 79th Street and generally flows to the south where it exits the SHIXU property. Approximately, 2500 ft down stream from their property Tate create creates its confluence with the North Fork of the Snoqualmie River. The riparian area is mostly devoid of native vegetation and is dominated by reed canarygrass in the wetter areas and Himalayan blackberry in the drier areas.

This project proposes to install a 50 foot riparian buffer on both the east and west sides of Tate Creek and include approximately 814 linear feet for a 2 acre project. The area north of the driveway is approximately 461 linear feet for 1.06 acres with the area south of the driveway is approximately 353 linear feet for 0.81 acres. Depending on plant species availability shrubs that would do well at this site include: Douglas spiraea, Indian plum, Nootka rose, oceanspray, Pacific ninebark, red osier dogwood, salmonberry, serviceberry, and snowberry. Trees that would be well adapted for site conditions include: big leaf maple, cascara, Douglas fir, grand fir, Oregon ash, Pacific willow, red alder, Sitka willow, western crab apple and western red cedar.

The parcel to the north of this property is an active KCD riparian buffer project "Little John" which is about 1.2 acres and was planted in 2019, creating continuity in buffer habitat.

**EFFECTIVE DATE**

The cost-share award will become effective upon approval by the Board of Supervisors and the LIP contract will become effective upon signature by a Board representative.

**RECOMMENDATION**

Staff seeks Board approval of Landowner Incentive Program cost-share application from Sophia Shixu, for a Riparian Forest Buffer, in the amount of \$21,000.00.

**MOTION**

AI 22-032

**Agenda Action Briefing/Report AI 22- 032**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Passed a motion to Approve KCD Landowner Incentive Program cost-share application from Sophia Shixu, for a Riparian Forest Buffer, in the amount of \$21,000.00.

## KING CONSERVATION DISTRICT (KCD) LANDOWNER INCENTIVE PROGRAM APPLICATION

### Aquatic Area Enhancement Project

#### Section 1. Applicant (If applicant is not the landowner, then landowner must also sign the agreement)

Applicant Name:		Farm/Business Name:	
Mailing Address:		Project Address:	
Phone (home):		Phone (work/mobile):	
Email Address:		KCD Staff:	
Parcel #(s):	<input type="checkbox"/> Incorporated <input type="checkbox"/> Unincorporated	Total Farm/Land Acreage:	<input type="checkbox"/> T.A. <input type="checkbox"/> Farm Plan <input type="checkbox"/> Forest Plan
Is email an acceptable primary form of communication?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to be added to our newsletter list?	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Section 2. Project Information

Best Management Practice (BMP):
Project Completion Date <i>(month and year)</i> :
Current Site Conditions <i>(Provide a brief summary of resource management problem addressed by BMP: note streams, wetlands, and steep slopes near or within the project area):</i>
Project Details <i>(Provide a brief summary of the project. Include acres treated, linear feet of stream enhanced, length of fence, types and numbers of plants, etc.):</i>
Maintenance Plan:

**Permits** (List all permits required to complete this project):

**Photos:** KCD Resource Planner must submit before photos with this application.

### Section 3. Cost-share Programs

A. Have you previously applied for cost-share through the KCD Landowner Incentive Program (LIP)?

☐ Yes ☐ No

If yes, please list contract number and BMP below:

B. Are you applying for (or received) funding (cost-share or grants) through other agencies or programs?

☐ Yes ☐ No

Please describe below:

**1. King County Cost-share**

Please list practices and date installed below:

**2. NRCS EQIP (Natural Resources Conservation Service's Environmental Quality Incentive Program)**

Please list practices and date installed below:

**3. Other**

Please list agency and describe project:

**Other Cost-Share History/Notes:**

### Section 4. Budget (attached as Exhibit A)

KCD will plan and install the Best Management Practice (BMP) on behalf of the Applicant. A detail of the project budget with line items for planning, installation, maintenance and cost-share ratios are attached as Exhibit A. Upon BMP installation, KCD will invoice the Applicant for the Applicant Cost-share listed in the following table. Applicant cost-share is due 30 days after receipt of a KCD invoice.

Program Cost-share	Cost-share Ratio	Amount
King CD Landowner Incentive Program	__%	
King CD Aquatic Area Enhancement Program	__%	
Washington State Conservation Commission	__%	
Other (specify) -	__%	
Other (specify) -	__%	
Applicant Cost-share	10%	
TOTAL	100%	

## Section 5. Education and Outreach

KCD encourages public education through demonstration projects. Demonstration projects are used to educate other landowners about innovative ways to address natural resource concerns. A demonstration project may be showcased in a guided tour, or featured in presentations or written fact sheets.

A. Will you consider becoming a demonstration project?

☐ Yes ☐ No

## Section 6. Maintenance and Monitoring Expectations

The applicant is responsible to maintain the Best Management Practice (BMP) to standard as detailed in the attached Job Sheet for the lifetime of the BMP.

- ☐ A. I understand the lifetime of the BMP is \_\_\_\_\_ years.
- ☐ B. I understand KCD will coordinate and conduct maintenance and replanting for the first three years of the lifetime of the BMP. After that, KCD will work with the Applicant to verify proper maintenance of the installed BMP. Verification of maintenance includes a combination of site visits with KCD staff members who will take photos of the project, and annual photo documentation submitted by the applicant for the lifetime listed in Section 6A.
- ☐ C. I understand I am obligated to maintain and monitor the BMP **for the lifetime listed in Section 6A.**

## Section 7. Application and Agreement

I request financial assistance (cost-share) under the KCD LIP to install the Best Management Practice (BMP) described in this application and detailed in the attached *Job Sheet and Map*. This practice is needed to solve the natural resource problems described in Section 2 of this application. This Agreement expires if the project is not completed by the specified completion date in Section 2 or in an approved timeline revision request. \_\_\_\_\_(Initial Here)

I authorize KCD to secure the applicable local, state and federal permits and to install the BMP on my behalf, and I agree to work cooperatively with KCD to obtain these permits. \_\_\_\_\_(Initial Here)

I agree to work cooperatively with KCD to ensure the funded BMP is maintained consistent with the design life identified in the attached Job Sheet and in Section 6 of this application. \_\_\_\_\_(Initial Here)

I agree to indemnify, defend, and hold harmless KCD, its elected or appointed officials, employees and agents, from all claims, alleged liability, damages, losses to or death of person or damage to property allegedly resulting from the negligent or intentional acts of the applicant or any of its employees or agents which may occur during the course of KCD's performance of the installation of the BMP provided in connection with this Agreement. \_\_\_\_\_(Initial Here)

I represent that the information provided in Section 3 of this application is a full disclosure of all other natural resource financial cost-share relationships in which I have or am participating. \_\_\_\_\_(Initial Here)

I understand that LIP cost-share is contingent upon installing the BMP to the minimum standard planned by KCD, and that KCD will verify and photo document standard compliance through its coordination of BMP installation. \_\_\_\_\_(Initial Here)

I understand that in cases where I become the recipient of a KCD LIP cost-share reimbursement there may be federal tax liability associated with the reimbursement. When this occurs, KCD will issue a 1099-G for reimbursements made through the LIP. I understand that KCD cannot provide advice with respect to the tax liability associated with LIP cost-share reimbursements. \_\_\_\_\_(Initial Here)

I understand that I am applying for public funding and am responsible for notifying a buyer upon sale or loss of the property of the installed BMP. If I sell or lose control of the property covered by this Agreement and the new owner or transferee does not assume responsibility for maintaining the installed BMP as required by this Agreement, I may be required to refund all or a portion of cost-share reimbursements received through this Agreement. In the event litigation is commenced by KCD to recover a refund of any cost-share reimbursements received through this Agreement, attorney's fees and costs incurred by the prevailing party in such action shall be paid by the non-prevailing party. \_\_\_\_\_(Initial Here)

I give permission to KCD to photograph my property to document the site conditions and/or the implementation and maintenance of the funded practice. In the event that I or any of my family members or dependents choose to be photographed in a setting that reflects the assistance provided by KCD, I give KCD permission to publish such photographs in KCD promotional literature, advertising, social media, and other public displays. The photographs will be the property of KCD and may be used by KCD at any time, in the manner described above, without my additional consent. . \_\_\_\_\_(Initial Here)

I understand that this Agreement is subject to disclosure under the Public Records Act, Chapter 42.56 RCW. \_\_\_\_\_(Initial Here)

I understand that I will no longer be eligible for KCD cost-share funds if one or more of the following occurs: \_\_\_\_\_(Initial Here)

- a. The KCD funded BMP fails within its design life due to circumstances within my control (e.g., neglect, failure to maintain the BMP, destruction of the BMP before expiration of the design life, or other actions which cause the KCD funded BMP to become non-viable).  
*Note: Landowners are not responsible for BMP failure caused by circumstances beyond their control (e.g. fire, flood, storm damage, etc.)*
- b. I relinquish or lose ownership of equipment purchased with KCD cost-share.
- c. The KCD funded BMP is not being used for the intended purpose (e.g. cross fencing purchased with KCD funding, but no animals on property).
- d. I cancel two cost-share contracts awarded through the KCD Landowner Incentive Program.
- e. I deny KCD staff access to my property to verify BMP maintenance.

I understand KCD will provide two signs, an LIP sign and aquatic area buffer sign, free of charge, and I agree that: \_\_\_\_\_(Initial Here)

- a. I will select a visible location on my property for display of the LIP sign and will install it.
- b. KCD will install the aquatic area buffer sign adjacent to the installed aquatic area enhancement project.
- c. I will maintain the signs and keep them free of visual barriers for at least five years after installation.
- d. I am not responsible for damage to the sign that is beyond my control (e.g. auto accident, storm damage, vandalism, etc.)

Signature of applicant

Date

Signature of Landowner *(if applicant if Lessee)*

Date

FOR KCD OFFICE USE

Approved for Award (KCD LIP Coordinator)

Date

Approved for Funding (KCD Management)

Date

LIP ID:





## SHIXU Project Budget

**Project Manager:** Zachary Bergen

**Landowner(s):** Shopia Shixu

**Project Summary:** The potential SHIXU project is located on Tate Creek in the town of Snoqualmie. Tate Creek enters the SHIXU property from the north, travels under SE 79th Street and generally flows to the south where it exits the SHIXU property. Approximately, 2500 ft down stream from the SHIXU property Tate create creates its confluence with the North Fork of the Snoqualmie River. The parcel to the north of the SHIXU is an active KCD riparian buffer project "Little John" which is about 1.2 acres and was planted in 2019.

Contract Services	Year	Units	# of Units	Unit Cost	Extended
Site Prep - Backpack Spot or Area Spray	0	ac	2	\$ 300.00	\$ 600.00
Site Prep - Backpack Spot or Area Spray	0	ac	2	\$ 300.00	\$ 600.00
Site Prep - Hand Mow/ Cut	0	ac	2	\$1,500.00	\$ 3,000.00
					<b>\$ 4,200.00</b>
Planting - Install Bareroot Plants	1	ea	4000	\$ 3.50	\$ 14,000.00
					<b>\$ 14,000.00</b>
Maintenance - Backpack Spot or Area Spray	1	ac	2	\$ 300.00	\$ 600.00
Maintenance - Backpack Spot or Area Spray	1	ac	2	\$ 300.00	\$ 600.00
Maintenance - Backpack Spot or Area Spray	2	ac	2	\$ 300.00	\$ 600.00
Maintenance - Backpack Spot or Area Spray	2	ac	2	\$ 300.00	\$ 600.00
Maintenance - Backpack Spot or Area Spray	3	ac	2	\$ 300.00	\$ 600.00
Maintenance - Backpack Spot or Area Spray	3	ac	2	\$ 300.00	\$ 600.00
Maintenance - Backpack Spot or Area Spray	4	ac	2	\$ 300.00	\$ 600.00
Maintenance - Backpack Spot or Area Spray	4	ac	2	\$ 300.00	\$ 600.00
Maintenance - Backpack Spot or Area Spray	5	ac	2	\$ 300.00	\$ 600.00
					<b>\$ 5,400.00</b>
<b>Installation Total Est.</b>					<b>\$ 23,600.00</b>
<b>Landowner Cost Share Max</b>					<b>\$ 2,360.00</b>
KCD Staff Time (Non Cost Share)	Year	Units	# of Units	Unit Cost	Extended
Planning	1	hr	30	\$ 90.00	\$ 2,700.00
Implementation	1	hr	40	\$ 90.00	\$ 3,600.00
					<b>\$ 6,300.00</b>
<b>Project Total Est.</b>					<b>\$ 29,900.00</b>

### Project Installation

\$ 6,300.00	KCD
\$ 21,240.00	LIP
\$ 2,360.00	Landowner
<b>\$ 29,900.00</b>	<b>Total</b>

KCD LIP (90%)	Landowner funds (10%)
\$ 21,240.00	\$ 2,360.00





# JOB SHEET

## *Aquatic Area Buffer Planting- Riparian Forest Buffer*

Landowner: Sophia Shixu	Lifetime of Practice: 15 Years
-------------------------	--------------------------------

Purpose (check all that apply)	
<input checked="" type="checkbox"/> Create shade to lower or maintain water temperatures to improve habitat for aquatic organisms	<input type="checkbox"/> Improve forest health reducing the potential of damage from pests and moisture stress
<input checked="" type="checkbox"/> Create or improve riparian habitat and provide a source of detritus and large woody debris	<input checked="" type="checkbox"/> Restore natural riparian plant communities
<input type="checkbox"/> Reduce excess amounts of pollutants in surface runoff and reduce excess nutrients and chemicals in shallow groundwater flow	<input checked="" type="checkbox"/> Improve wildlife habitat
<input type="checkbox"/> Reduce pesticide drift entering water body	<input type="checkbox"/> Increase carbon storage in vegetation and soils, and increase biomass in soils

<p><b>Current Site Conditions</b> <i>Provide a summary of the resource management problems addressed by the BMP. Also note any other current conditions pertinent to the project (slopes, erosion, flow, drainage)</i></p> <p>The potential SHIXU project is located on Tate Creek in the town of Snoqualmie. Tate Creek enters the SHIXU property from the north, travels under SE 79th Street and generally flows to the south where it exits the SHIXU property. Approximately, 2500 ft downstream from the SHIXU property Tate create creates its confluence with the North Fork of the Snoqualmie River. The parcel to the north of the SHIXU is an active KCD riparian buffer project "Little John" which is about 1.2 acres and was planted in 2019. The riparian area on the SHIXU property is mostly devoid of native vegetation and is dominated by reed canarygrass (Class C) in the wetter areas and Himalayan blackberry (Class C) in the drier areas. There is very little elevation change across the property and water is being held on the landscape south of the driveway bridge, on the southern end of the parcel. Just north of the driveway bridge there is an area that will not be planted that extends to the other side of a second driveway (150 ft). In this no plant area there is a walking path and a sitting area.</p>
---

<p><b>Riparian Forest Buffer Practice and Details</b> <i>Provide the following:</i></p> <p>1) a basic description of the proposed planting area</p> <p>2) calculate and record the square footage (acreage) of the planting area, the number of trees and shrubs to be planted, the linear footage of stream enhanced, the average and minimum width of the buffer:</p> <p>3) list any native plant species currently existing on site</p> <p>4) list native trees and shrubs selected for the project</p> <p>5) please attach your proposed planting plan</p>
<p>1) The riparian area on the SHIXU property is mostly devoid of native vegetation and is dominated by reed canarygrass (Class C) in the wetter areas and Himalayan blackberry (Class C) in the drier areas. There is very little elevation change across the property and water is being held on the landscape south of the driveway bridge, on the southern end of the parcel.</p> <p>2) If this project was funded, as proposed, the project would be a 50 foot riparian buffer on both the east and west sides of Tate Creek and include approximately 814 linear feet for a 2 acre project. The area north of the driveway is approximately 461 linear feet for 1.06 acres with the area south of the driveway is approximately 353 linear feet for 0.81 acres. Approximately, 4000 plants would be planted throughout the designated riparian areas.</p>

- 3) Native species currently on site include primarily: salmonberry, spiraea, Douglas fir, red alder, and red cedar.
- 4) Depending on plant species availability shrubs that would do well at this site include: Douglas spiraea, Indian plum, Nootka rose, oceanspray, Pacific ninebark, red osier dogwood, salmonberry, serviceberry, and snowberry. Trees that would be well adapted for site conditions include: big leaf maple, cascara, Douglas fir, grand fir, Oregon ash, Pacific willow, red alder, Sitka willow, western crab apple and western red cedar.
- 5) See attached.

**Permits** *Are there any permits necessary for the project? If so, please list below and include a copy of the permit*

**Yes, Aquatic Noxious Weed General Permit has been obtained from the Washington State Department of Ecology and Washington State Department of Agriculture: Permit #WAG993000.**

*Aquatic Areas:*

There may be permits needed to apply herbicide in aquatic areas or their buffers. See the WA State Department of Ecology website for further details: <http://www.ecy.wa.gov/programs/wq/pesticides/>

*King County Jurisdiction:*

Stream and wetland restoration projects that occur on property within the jurisdiction of King County may require a clearing and grading permit. Contact King County Permitting Office ([www.kingcounty.gov/property/permits.aspx](http://www.kingcounty.gov/property/permits.aspx))

**Type and Source of Plant Material** *Will you use potted plants, bareroot plants, b&b plants or a combination? Where will you get the plants from and when?*

Plant material will be native species adapted to the site to minimize maintenance and care.

Timberline Silvics, the contractor, will plant live stakes, and/or bareroot material that have been sourced from the Puget Sound region. If additional plant material is purchased to augment the initial planting, that material can be bareroot, live stake, or potted nursery stock. There are a number of local native plant nurseries where native trees, shrubs and emergents can be purchased. Refer to the attached list of native plant nurseries for local King County sources of native plant material as well as sources in the greater Puget Sound region.

**Site Preparation** *List what method(s) of site preparation will be used, who will be doing the work, when will the work be done.*

Specific weed control prescriptions are detailed below. If brush and debris are removed from the stand, all material will be hauled off-site or masticated /chipped in a staging area. If masticated material is intended for use as mulch on the site, invasive species should not be included in the masticating/chipping process.

*Weed Control Prescriptions:*

Himalayan & Evergreen Blackberry Control –

- *Manual control:* Mow or cut the blackberry canes to less than 1 foot in height, then grub/dig out the roots attached to the cut canes. Thorough removal of blackberry roots in this manner, while labor intensive can reduce the blackberry population and cover in the prepared area by 90 – 95%. Monitor for re-growth in the following growing seasons; dig up any re-growth.
- *Chemical Control:* An alternative control method includes herbicide. One technique involves cutting/mowing the canes and swabbing the freshly cut canes with an approved herbicide. Foliar spray of blackberry is another effective control method. It is recommended that blackberry is mowed

early in the summer and sprayed on the foliar re-growth the next fall (September/October). Do not spray planted seedlings. **Always follow label rates and instructions.**

#### Reed Canary Grass Control –

- *Manual Control:*
  - 1) Mowing reed canary grass depletes carbohydrate root reserves, and if done repeatedly it will result in the thinning or death of the grass. The ideal time to mow is at or near the flowering stage. The grass should be cut as near to the ground as possible (1 inch or lower). Twice yearly mowing (in early-mid June and early October) has shown increased survivorship of native plants planted into reed canary.
  - 2) Shading is highly effective in reducing reed canary grass stands. A dense planting of conifers, once established, is ideal for shading. Faster growing deciduous trees and shrubs, especially those that develop foliage in the early spring, combined with an under-planting of conifers can be effective. Artificial methods of shading can be used in conjunction with native plantings. Sheets of thick cardboard or landscaping fabric placed around each individual plant should be secured to the ground by long staples or stakes and covered with 5-6 inches of mulch. The combination of sheeting and mulch provides temporary suppression of the grass, allowing the desirable vegetation to thrive without competition. *Not recommended for flood prone areas.*
- *Chemical Control:* Herbicide can be effective in elimination of Reed Canary grass when properly applied. Studies show that spraying Glyphosate (the active ingredient in products such as ®Rodeo) after a stand is mown or when the grass has the minimum available carbohydrate reserves (after flowering) is an effective control method. Follow-up spraying the next year may be necessary to eliminate the remaining grass. **Always follow label rates and instructions.**

*Other techniques:*

Brushing –

- Brushing prepares an area for planting. To brush an area, mow competing vegetation in a 4-8 foot diameter of the area to be planted. This will limit competition during years of establishment. Maintain this opening for trees until the leader of the tree surpasses the height of the surrounding shrubs.

#### **Care and Temporary Storage of Purchased Plant Material** *Upon receiving the plant material, where will you store it and how will you care for it?*

All plant material should be stored in a cool location and well-watered prior to planting. In the case of bare root plants, inventory should be held in the source refrigerated facility as long as possible prior to planting. Bare root plants can be stored in the field for up to one to three weeks prior to planting by placing them in a shaded location where they will remain cool. Such a location should prevent freezing as well as exposure to warm temperatures. Additionally, bareroot inventory should be covered with a tarp to prevent drying. Bareroot stock that is expected to emerge from dormancy prior to planting should be “healed” into a soil bed. To heal-in, dig a v-shaped trench to a depth that accommodates covering the seedling roots when back-filled with soil.

#### **Installation** *Provide the following details: 1) Plant Installation Prescription: 2) Plant Protection Prescription: 3) Weed Suppression Prescription: 4) Erosion Control Prescription*

##### *1) Plant Installation Prescription:*

Live Stake Inventory: Live Stakes and whips should be planted using a planting bar. Stakes and whips are to be 3 to 4 feet long, and a minimum of ½ inch in diameter. Stakes should be stored in a bucket of water until planted. Buds should face up in the bucket. Soaking before planting greatly increases the survival of live stakes and whips. Refer also to the attached planting instructions in *Planting Live Hardwood Stakes*.

Potted & Plug Inventory: Potted plant material should be shovel planted to the same depth that they grew in the pot. Plants will be well watered prior to planting. Prior to digging a hole for the plant, prepare the planting location by removing a grass sod within a 1.5 feet diameter circle, being careful to remove roots as well as above ground portions of the plant. Dig a hole for the container in the center of this cleared circle twice the size of the plant's pot. Backfill the hole with soil while using care to avoid leaving air pockets in the soil. Refer also to the attached planting instructions in *Planting Container Trees and Shrubs*.

Bareroot Inventory: Bare root seedlings should be shovel planted to the same depth that they grew in the nursery fields. Roots will remain moist once they are removed from the shipping bundles until they are planted. Roots will be placed in a natural position in the soil without being crowded or turned up. Soil will be packed firmly around the root system, leaving no air pockets. Prior to digging a hole for the plant, prepare the planting location by removing all grass sod within a 1.5-foot diameter circle, being careful to remove roots as well as above ground grass. Dig a hole for the bare root plant in the center of this cleared circle. Refer also to the attached planting instructions in *Planting Bare Root Trees and Shrubs*.

## *2) Plant Protection Prescription:*

Tree Protectors (for sites where deer/elk browse is anticipated): Install fencing, 3 foot diameter and 5 feet high, on newly planted Western Red Cedar to protect trees from deer browsing. Weave 6 foot bamboo stakes fencing and shove at least 8 inches into the ground in order to stabilize.

**Fencing** *Is fencing going to be installed? If so, what type, who will install it and when?*

**Planting Project Maintenance and Monitoring** *The planting must be inspected periodically and protected from damage so proper function is maintained. The goal for the project is to reach 80% survival after 3 years. Please describe the maintenance and monitoring plan.*

**King CD will maintain the project for 3-5 growing seasons. Maintenance activities will include control of invasive species and replanting if survivorship falls below 80%. The landowner is responsible for maintaining the project and providing photo documentation of practice maintenance for the remaining 10-12 years of the practice. Photos must be submitted by 9/1 of each year.**

Treatments must be inspected periodically and protected from damage so proper function is maintained and resource damage is minimized, including assessment of insects, disease and other pests, storm damage, and damage by trespass. The results of inspections shall determine the need for additional treatment under this practice.

Replace dead or dying trees and shrubs and control competing vegetation to support successful establishment. Periodic application of mulch may be needed to maintain plant vigor. Periodic harvest of trees and shrubs (thinning and brushing) may be necessary to maintain the health and vigor of the stand and support its development toward more mature stand conditions. Keep large dead and dying trees for cavity nesting wildlife and bird species and as a source of downed wood in the forest understory and in adjacent or interior aquatic habitats.



If areas were brushed in order to plant trees, maintain these openings until the leader of the tree surpasses the height of the surrounding vegetation.

Where droughty soils and hot growing conditions are anticipated, supplemental watering is recommended. In such cases the District recommends watering planted nursery stock for a minimum of 3 summers following planting. Young bare root, container, and ball/burlap plants have a reduced root system that hampers their ability to survive during the dry summer months (July through October). Watering a minimum of once every two weeks during the dry summer will promote greater rates of survival. Watering once per week is preferable.

All plant protection materials as well as any other non-biodegradable materials installed on-site will be removed within the 3-5 year project maintenance window.







 KCD Project Area  
 Streams

Service Layer Credits: Property\KingCo\Parcels: King county Assessor's Office, King County GIS Center





 KCD Project Area  
 Streams



**Shixu**  
**8100 428th Ave SE**  
**Snoqualmie, WA 98065**  
**Parcel 3424089019**



Scale: 1:2,448

0 112.5 225 450  
Feet

DISCLAIMER: While every precaution was taken in preparing this map, the publisher disclaims any warranty of fitness or accuracy of the data. The map is approximate in nature, based on compilation of data from multiple sources, and should not be relied upon or referenced in legal documents, including property deeds, title reports, and contract documents, nor substituted for appropriate survey and/or engineering analysis. The user of the map acknowledges its limitations, assumes all responsibility for its use, and agrees to hold the publisher harmless for any damages that may result from the use of this map. This map is subject to changes without notice.

Zachary Bergen  
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April 13, 2022

Service Layer Credits: Property\KingCo\Parcels: King county Assessor's Office, King County GIS Center







## Planting Plan - SHIXU

**Project Description:** If this project was funded, as proposed, the project would be a 50 foot riparian buffer on both the east and west sides of Tate Creek and include approximately 814 linear feet for a 2 acre project. The area north of the driveway is approximately 461 linear feet for 1.06 acres with the area south of the driveway is approximately 353 linear feet for 0.81 acres. Depending on plant species availability shrubs that would do well at this site include: Douglas spiraea, Indian plum, Nootka rose, oceanspray, Pacific ninebark, red osier dogwood, salmonberry, serviceberry, and snowberry. Trees that would be well adapted for site conditions include: big leaf maple, cascara, Douglas fir, grand fir, Oregon ash, Pacific willow, red alder, Sitka willow, western crab apple and western red cedar.

Type	Species	Total	Moisture, Sunlight	Source	Notes
<b>Trees - Wetter</b>					4000 Total
	Black Cottonwood ( <i>Populus trichocarpa</i> )		Moist, part shade/full sun	Bareroot	3000 Shrubs
	Cascara ( <i>Rhamnus purshiana</i> )	100	Moist, part shade/full sun	Bareroot	1000 Trees
	Chokecherry ( <i>Prunus virginiana</i> )	100	Wet/moist, part shade/full sun	Bareroot	
	Oregon Ash ( <i>Fraxinus latifolia</i> )	200	Wet/moist, full sun	Bareroot	
	Pacific Crabapple ( <i>Malus fusca</i> )	100	Wet/moist, part shade/full sun	Bareroot	
	Sitka Spruce ( <i>Picea sitchensis</i> )		Wet/moist, part shade/full sun	Bareroot	
	Western Red Cedar ( <i>Thuja plicata</i> )	100	Wet/moist, full shade/part sun	Bareroot	
<b>Trees - Drier</b>					
	Big Leaf Maple ( <i>Acer macrophyllum</i> )	100	Moist, part shade/full sun	Bareroot	
	Bitter Cherry ( <i>Prunus emarginata</i> )		Moist/Dry, part shade/full sun	Bareroot	
	Douglas fir ( <i>Pseudotsuga menziesii</i> )		Moist/dry, sun/shade	Bareroot	
	Garry Oak ( <i>Quercus garryana</i> )		Dry, full sun	Bareroot	
	Grand Fir ( <i>Abies grandis</i> )	100	Moist/Dry, part shade/full sun	Bareroot	
	Madrone ( <i>Arbutus menziesii</i> )		Dry, full sun	Bareroot	
	Pacific Dogwood ( <i>Cornus nutallii</i> )		Moist/dry, part shade	Bareroot	
	Red Alder ( <i>Alnus rubra</i> )	100	Moist, part shade/full sun	Bareroot	
	Shore Pine ( <i>Pinus contorta</i> )	100	Dry, full sun	Bareroot	
	Western Hemlock ( <i>Tsuga heterophylla</i> )		Moist, part shade/full sun	Bareroot	
	Western White Pine ( <i>Pinus monticola</i> )		Moist/Dry, part shade/full sun	Bareroot	
	<b>Trees Total</b>	<b>1000</b>			
<b>Shrubs - Wetter</b>					
	Black Hawthorn ( <i>Crataegus douglasii</i> )		Moist, part shade/full sun	Bareroot	
	Black Twinberry ( <i>Lonicera involucrata</i> )	300	Wet/moist, part shade/part sun	Bareroot	
	Pacific ninebark ( <i>Physocarpus capitatus</i> )	300	Wet/moist, full sun	Bareroot	
	Peafruited Rose ( <i>Rosa pisocarpa</i> )	300	Moist, full sun	Bareroot	
	Red Elderberry ( <i>Sambucus racemosa</i> )		Moist, shade/part sun	Bareroot	
	Red Osier Dogwood ( <i>Cornus sericea</i> )	400	Wet/moist, part shade/full sun	Bareroot	
	Black Gooseberry ( <i>Ribes lacustre</i> )		Moist, part shade/full sun	Bareroot	
	Wild Gooseberry ( <i>Ribes divaricatum</i> )		Moist, part shade/full sun	Bareroot	
	Salmonberry ( <i>Rubus spectabilis</i> )		Wet/moist, part shade/part sun	Bareroot	
	Willow, Hookers ( <i>Salix hookeriana</i> )		Wet/Moist, full sun	Bareroot	
	Willow, Pacific ( <i>Salix lasiandra</i> )		Wet, full sun	Bareroot	
	Willow, Scouler's ( <i>Salix scouleriana</i> )		Moist/Wet, part shade/full sun	Bareroot	
	Willow, Sitka ( <i>Salix sitchensis</i> )		Wet, full sun	Bareroot	
<b>Shrubs - Drier</b>					
	Evergreen Huckleberry ( <i>Vaccinium ovatum</i> )		Dry/Moist, shade/part sun	Bareroot	
	Hazelnut ( <i>Corylus cornuta</i> )		Moist/Dry, part shade/part sun	Bareroot	
	Indian plum ( <i>Oemleria cerasiformis</i> )	100	Moist, shade/part sun	Bareroot	
	Mock Orange ( <i>Philadelphus lewisii</i> )	200	Moist, part shade/part sun	Bareroot	
	Baldhip Rose ( <i>Rosa gymnocarpa</i> )		Dry/Moist, full sun	Bareroot	
	Blue Elderberry ( <i>Sambucus cerulea</i> )		Dry/Moist, full sun	Bareroot	
	Nootka Rose ( <i>Rosa nutkana</i> )		Moist/dry, full sun	Bareroot	
	Oceanspray ( <i>Holodiscus discolor</i> )	200	Dry/Moist, part shade/part sun	Bareroot	
	Red Flowering Current ( <i>Ribes sanguineum</i> )	200	Dry/Moist, part shade/full sun	Bareroot	
	Red huckleberry ( <i>Vaccinium parviflorum</i> )		Moist, shade/part sun	Bareroot	
	Pacific Rhododendron ( <i>Rhododendron Macrophyllum</i> )		Moist, shade/part sun	Bareroot	
	Serviceberry ( <i>Amalanchier alnifolia</i> )	200	Moist/Dry, full sun	Bareroot	
	Snowberry ( <i>Symphoricarpos albus</i> )	400	Moist/dry, part shade/full sun	Bareroot	
	Tall Oregon Grape ( <i>Mahonia aquilifolia</i> )	200	Dry/Moist, part shade/full sun	Bareroot	
	Thimbleberry ( <i>Rubus parviflorus</i> )	200	Moist, full sun, some shade	Bareroot	
	Vine Maple ( <i>Acer circinatum</i> )		Moist, part shade/part sun	Bareroot	
	<b>Shrubs Total</b>	<b>3000</b>			

## Project Implementation Timeline

**Cooperator:** Sophia Shixu  
8100 428th ave SE  
Snoqualmie, WA 98065

**Parcel:** 3424089019

### Landowner and KCD Objectives:

The potential SHIXU project is located on Tate Creek in the town of Snoqualmie. Tate Creek enters the SHIXU property from the north, travels under SE 79th Street and generally flows to the south where it exits the SHIXU property. Approximately, 2500 ft down stream from the SHIXU property Tate create creates its confluence with the North Fork of the Snoqualmie River. The parcel to the north of the SHIXU is an active KCD riparian buffer project "Little John" which is about 1.2 acres and was planted in 2019. The riparian area on the SHIXU property is mostly devoid of native vegetation and is dominated by reed canarygrass (Class C) in the wetter areas and Himalayan blackberry (Class C) in the drier areas. There is very little elevation change across the property and water is being held on the landscape south of the driveway bridge, on the southern end of the parcel. Just north of the driveway bridge there is an area that will not be planted that extends to the other side of a second driveway (150 ft). In this no plant area there is a walking path and a sitting area.

### Other Considerations:

No heavy equipment will be used during the installation of the project. Only hand tools and hand held brushcutters will be used. Washington State Aquatic Herbicide permit will be obtained before any herbicide is sprayed on site.

Land Use: Residential

Management Area/ Acreage	Month/Year	Description of Activities
2 Acres	Summer/ Fall 2022	<b>Site Prep</b> - KCD use a combination of manual and chemical treatment to treat non-native vegetation. Treatments will include 1 mechanical treatment and 1-2 chemical treatmnets. Herbicides will applied by State Licensed applicators using aquatically approved herbicides and surfactants.
2 Acres	Winter 2022	<b>Planting</b> - KCD crews will install 1-2 gallon native trees and shrubs according to the planting plan which will specify species. All plant material will be will be sourced from local stock.
2 Acres	Summer 2023- 2026	<b>Maintenance</b> - KCD crews will maintain the plantings for 3 to 5 seasons following installation. Maintenance will include the control of non-native vegetation. Chemical,mechanicaland manual techniques will be implemented.

# APRIL 22 BUDGET WEBINAR SURVEY

First Name \*

First Name

Last Name

Email \*

I am a: \*

☐ CD District Manager

☐ CD Supervisor

☐ Other:

## Voluntary Stewardship Program

- ☐ This is very important and urgent to us
- ☐ This is important but not urgent at this time
- ☐ Yes, we have data to back this up
- ☐ No, we do not have data

Included in our carryforward/base budget, only need to do a package if we want to increase funding

## Conservation Technical Assistance

- ☐ This is very important and urgent to us
- ☐ This is important but not urgent at this time
- ☐ Yes, we have data to back this up
- ☐ No, we do not have data

Includes: Conservation Education, Targeted Outreach, Livestock TA

## Working Lands

- ☐ This is very important and urgent to us
- ☐ This is important but not urgent at this time
- ☐ Yes, we have data to back this up
- ☐ No, we do not have data

## Natural Disaster Preparedness

- ☐ This is very important and urgent to us
- ☐ This is important but not urgent at this time
- ☐ Yes, we have data to back this up
- ☐ No, we do not have data

## Ag Conservation Science Program

- ☐ This is very important and urgent to us
- ☐ This is important but not urgent at this time
- ☐ Yes, we have data to back this up
- ☐ No, we do not have data

## Forest and Rangeland Health

- ☐ This is very important and urgent to us
- ☐ This is important but not urgent at this time
- ☐ Yes, we have data to back this up
- ☐ No, we do not have data

## Project Engineering

- ☐ This is very important and urgent to us
- ☐ This is important but not urgent at this time
- ☐ Yes, we have data to back this up
- ☐ No, we do not have data



## Rank the Operating Budget Programs

[illegible]

### Conservation Reserve Enhancement Program (CREP) – Cost share & TA

- ☐ This is very important and urgent to us
- ☐ This is important but not urgent at this time
- ☐ Yes, we have data to back this up
- ☐ No, we do not have data

### Shellfish

- ☐ This is very important and urgent to us
- ☐ This is important but not urgent at this time
- ☐ Yes, we have data to back this up
- ☐ No, we do not have data

### Natural Resource Investments (NRI)

- ☐ This is very important and urgent to us
- ☐ This is important but not urgent at this time
- ☐ Yes, we have data to back this up
- ☐ No, we do not have data

### Regional Conservation Partnership Program (RCPP)

- ☐ This is very important and urgent to us
- ☐ This is important but not urgent at this time
- ☐ Yes, we have data to back this up
- ☐ No, we do not have data

### Irrigation Efficiencies

- ☐ This is very important and urgent to us
- ☐ This is important but not urgent at this time
- ☐ Yes, we have data to back this up
- ☐ No, we do not have data

### Conservation Reserve Enhancement Program (CREP) - PIP Loans

- ☐ This is very important and urgent to us
- ☐ This is important but not urgent at this time
- ☐ Yes, we have data to back this up
- ☐ No, we do not have data

## Farmland Preservation

- ☐ This is very important and urgent to us
- ☐ This is important but not urgent at this time
- ☐ Yes, we have data to back this up
- ☐ No, we do not have data

## Ranking Capital Budget Programs

	First Choice	Second Choice	Third Choice	Fourth Choice	Fifth Choice	Sixth Choice	Seventh Choice	Last Choice
Conservation Reserve Enhancement Program (CREP) - Costs here & TA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shellfish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Natural Resource Investments (NRI)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regional Conservation Partnership Program (RCPP)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Irrigation Efficiencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conservation Reserve Enhancement Program (CREP) - PIP Loans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Farmland Preservation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I would like to volunteer to help!

- ☐ Yes
- ☐ No
- ☐ Maybe
- ☐ Other:

- 1- For practices that do not commonly require an engineering stamp, staff will consult with their program managers to determine whether an engineering opinion is desired.
- 2- For practices commonly requiring an engineering stamp, staff will consult with an engineer. Program managers will work with Executive Director to decide whether to obtain a stamp from cluster engineer or contracted engineer. Staff will document feedback received.
- 3- For all other practices, staff will consult with an engineer to determine if the practice requires a stamp. Program managers will work with Executive Director to decide whether to obtain from cluster engineer or contracted engineer. Staff will document feedback received.
- 4- For project close-out, staff will obtain documentation verifying practice was installed as designed.