

**KING CONSERVATION DISTRICT BOARD
OF SUPERVISORS MEETING
September 12th, 2022 at 5:00 PM
Hybrid Meeting
In Person: 800 Southwest 39th Street, Suite 150, Renton
WA 98057
Or Remote Access: <https://zoom.us/j/95893176590>
Call In Number: (253) 215-8782**

Meeting Agenda

Call to Order

- | | |
|---|--------------------------|
| 1. Preliminary Matters | 5:00 PM – 5:05 PM |
| a) Introductions | |
| b) Additions or Corrections to the Agenda | |
| c) Adoption of the Board Agenda | |

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| 2. Consent Agenda | 5:05 PM – 5:10 PM |
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Items listed below will be enacted by one motion. If separate discussion is desired on an item, that may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Board Supervisor.

- a) Board Minutes (pgs. 2-9)
 - 1) 08/08/22 KCD Board of Supervisors Meeting
 - 2) 08/22/22 KCD Combined Grant Subcommittee and Special BOS Meeting

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| 3. Public Comment | 5:10 PM – 5:15 PM |
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| 4. New Hire | 5:15 PM – 5:20 PM |
| a) Emma Atkinson- AmeriCorps Education & Outreach Specialist | |

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| 5. Reports | 5:20 PM – 5:30 PM |
| a) Executive Director – Méndez-Perez (pgs. 10-13) | |
| b) Board of Supervisors | |
| c) Washington Federation of State Employees (WFSE) | |

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| 6. Finance | 5:30 PM – 5:50 PM |
| a) AI 22-077: July 2022 Financial Statements and Check Register – Mendez-Perez (pgs 14-25) | |

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| 7. Presentations | 5:50 PM – 6:05 PM |
| a) Dairy Presentation – Melick-Weldon | |

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| 8. New Business | 6:05 PM – 7:00 PM |
| a) AI 22-078: LIP Application – Diana and Don Gockel-Waste Storage Facility – Redmond (pgs 27-37) | |
| b) AI 22-079: LIP Budget Revision Request – Shawn and Beth Lanning – Waste Storage Facility (pgs-38-56) – Redmond | |
| c) AI 22-080: LIP Budget Revision Request – Bruce Ford – Waste Storage Facility - Redmond (pgs. 57-84) | |
| d) AI 22- 081: Regional Food System 3rd Party Evaluation Contract – Lewis (pgs. 85-96) | |
| e) AI 22-082 : Board Zoning Request For Proposal – Mendez-Perez (pgs. 97-106) | |
| f) AI 22-083 : Lake Sammamish Artificial Lighting at Night Abatement Funding Award – Mendez Perez (pgs. 107-114) | |
| g) 2023 Board Election and Appointment (pg. 115) – Dostal | |
| h) AI 22-084: Advisory Committee Seats – Dostal | |

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| 9. Executive Session | 7:00 PM – 7:30 PM |
| a) Executive Session: RCW 42.30.110 (g) To review the performance of a public employee | |

Consent Agenda

KING CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

August 8, 2022

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

3 **Guests Present:** Carmela Ennis – King County Council, Colleen Donovan –
4 Washington State Farmers Market Association, Eric Beach – King County, Lou
5 Beck – King County, Alan Chapman, Jennifer Santos – Neighborhood Farmers
6 Market

7 **Staff Present:** Lorna Miss, Kathryn Lewis, Jessica Saavedra, Maria Chang-Ward, Carrie
8 King, Liz Stockton, Liz Clark, Erin Reed, Mark Dostal, Rosa Méndez-Perez, Matt Mega,
9 Mary Embleton

10 **Preliminary Matters:**

11 Chair Haugen called the meeting to order at 5:03 PM. All attendees introduced themselves.

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

13 Mendez-Perez added LIP Applications AI 22-053: Zweirs Riparian Forest Buffer, AI 22-
14 054: Tesar Forest Health Management to the agenda under unfinished business.

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

17 **Bush Bollay moved: Porter seconded, passed unanimously a motion to approve the**
18 **consent agenda (5 ayes, 0 nays).**

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

20

21 **New Employee Introduction:**

22

23 Executive Director Méndez-Perez introduced new employee, Matt Mega, Senior Director of
24 Stewardship Programs.

25 **Reports:**

26

27 Executive Director Méndez-Perez provided a monthly report to the Board. A detailed letter
28 was provided in the Board packet, including a compensation study update, strategic planning,
29 program updates, and new hires.

30

31

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Board of Supervisors Meeting Minutes
August 8, 2022

32 **WFSE:**

33 Jessica Saavedra provided a WFSE Report, indicating the union bargaining team is meeting
34 now and setting dates for the bargaining and negotiations process.

35 **Finance:**

36 Erin Reed presented AI 22-062: June 2022 Financial statement and check register.

37 **Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 22-062:**
38 **June 2022 Financial Statement and Check Register (5 ayes, 0 nays).**

39 Reed provided an update on AI 22-051: Reconciliation of Restricted Funds.

40 Reed discussed AI 22-063: Contingency Policy.

41 Kathryn Lewis presented AI 22-064: Resolution # 22-002: Resolution to rescind Resolution
42 18-003.

43 **Porter moved; Knutsen seconded, passed unanimously a motion to approve AI 22-064:**
44 **Resolution # 22-001: Resolution to rescind Resolution 18-003 (5 ayes, 0 nays).**

45 **Presentations:**

46 Mark Dostal gave a presentation on KCD Outreach.

47 **New Business:**

48 Méndez-Perez presented Jennifer Antos and Colleen Donovan to discuss AI 22-065:
49 Amendment to Neighborhood Farmers markets (NFM) – Streamlined Farmers Market
50 Applications and Management Systems.

51 **Porter moved; Knutsen seconded, passed unanimously a motion to approve AI 22-065:**
52 **Amendment to Neighborhood Farmers markets (NFM) – Streamlined Farmers Market**
53 **Applications and Management Systems (4 ayes, 0 nays).**

54 Liz Stockton presented four Small Public Works Contracts : AI 22-066: Pepka Stiles, AI
55 22-067: Griffin Creek, AI 22-068: Von Dolin, and AI 22-069: Wallace.

56 **Mosby moved; Knutsen seconded, passed unanimously a motion to award a small**
57 **public works contract for AI 22-066: Pepka Stiles, AI 22-067: Griffin Creek, AI 22-**
58 **068: Von Dolin, AI 22-069: Wallace (4 ayes, 0 nays).**

59 Laura Redmond presented three LIP applications: AI 22-070: Sullivan Aquatic Area Buffer,
60 AI 22-074: Hightower Forest Health Management, and AI 22-072: Holland Waste Storage
61 Facility.

Mosby moved; Knutsen seconded, passed unanimously a motion to approve AI 22-070: Sullivan Aquatic Area Buffer, AI 22-074: Hightower Forest Health Management, and AI 22-072: Holland Waste Storage Facility (4 ayes, 0 nays).

Chair Haugen presented AI 22-073: Resolution 22-002: Establishing Board Election Zones.

Knutsen moved; Porter seconded, passed unanimously a motion to pass AI 22-073: Resolution 22-002: Establishing Board Election Zones (4 ayes, 0 nays).

Méndez-Perez presented AI 22-074: Federally Owned Parcels.

Mosby moved; Porter seconded, passed unanimously a motion to approve AI 22-074: Federally Owned Parcels (4 ayes, 0 nays).

Unfinished Business:

Liz Stockton discussed AI 22-075: Foster Irrigation Well.

Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 22-075: Foster Irrigation Well (4 ayes, 0 nays).

Laura Redmond presented six LIP applications for consideration – AI 22-053: Zweirs Riparian Forest Buffer, AI 22-054: Tesar Forest Health Management, AI 22-055: Cherry Valley Dairy Waste Storage Facility & Roof Runoff Structure, AI 22-056: Sullivan Buffer Fence, AI 22-057: Pepka Stream Crossing, and AI 22-058: Devaney Cover Crop.

Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 22-053: Zweirs Riparian Forest Buffer, AI 22-054: Tesar Forest Health Management, AI 22-055: Cherry Valley Dairy Waste Storage Facility & Roof Runoff Structure, AI 22-056: Sullivan Buffer Fence, AI 22-057: Pepka Stream Crossing, and AI 22-058: Devaney Cover Crop (4 ayes, 0 nays).

There was no more business before the Board.

Porter moved; Mosby seconded, passed unanimously a motion to adjourn the meeting at 7:32 PM (4 ayes, 0 nays).

Authorized Signature

Date

SUMMARY OF MOTIONS

95 Porter moved; Knutsen seconded, passed unanimously a motion to approve the
96 amended agenda (5 ayes, 0 nays).

97 Bush Bollay moved; Porter seconded, passed unanimously a motion to approve the
98 consent agenda (5 ayes, 0 nays).

99 Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 22-062:
100 June 2022 Financial Statement and Check Register (5 ayes, 0 nays).

101 Porter moved; Knutsen seconded, passed unanimously a motion to approve AI 22-064:
102 Resolution # 22-001: Resolution to rescind Resolution 18-003 (5 ayes, 0 nays).

103 Porter moved; Knutsen seconded, passed unanimously a motion to approve AI 22-065:
104 Amendment to Neighborhood Farmers markets (NFM) – Streamlined Farmers Market
105 Applications and Management Systems (4 ayes, 0 nays).

106 Mosby moved; Knutsen seconded, passed unanimously a motion to award a small
107 public works contract for AI 22-066: Pepka Stiles, AI 22-067: Griffin Creek, AI 22-
108 068: Von Dolin, AI 22-069: Wallace (4 ayes, 0 nays).

109 Mosby moved; Knutsen seconded, passed unanimously a motion to approve AI 22-070:
110 Sullivan Aquatic Area Buffer, AI 22-074: Hightower Forest Health Management, and
111 AI 22-072: Holland Waste Storage Facility (4 ayes, 0 nays).

112 Knutsen moved; Porter seconded, passed unanimously a motion to pass AI 22-073:
113 Resolution 22-002: Establishing Board Election Zones (4 ayes, 0 nays).

114 Mosby moved; Porter seconded, passed unanimously a motion to approve AI 22-074:
115 Federally Owned Parcels (4 ayes, 0 nays).

116 Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 22-075:
117 Foster Irrigation Well (4 ayes, 0 nays).

118 Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 22-053:
119 Zweirs Riparian Forest Buffer, AI 22-054: Tesar Forest Health Management, AI 22-
120 055: Cherry Valley Dairy Waste Storage Facility & Roof Runoff Structure, AI 22-056:
121 Sullivan Buffer Fence, AI 22-057: Pepka Stream Crossing, and AI 22-058: Devaney
122 Cover Crop (4 ayes, 0 nays).

123 Porter moved; Mosby seconded, passed unanimously a motion to adjourn the meeting
124 at 7:32 PM (4 ayes, 0 nays).
125

KING CONSERVATION DISTRICT

Grant Subcommittee and Special Board of Supervisors Meeting Minutes

August 22nd, 2022

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

2
3 **Supervisors Not Present:** Brittney Bush Bollay , Burr Mosby

4
5 **Other Attendees Present:** Tevin Medley – Athena Group, Talia London – The Common Acre.

6 **Staff Present:** Lorna Miss, Rosa Méndez-Perez, Mary Embleton, Mark Dostal.

7 **Preliminary Matters:**

8 Chair Haugen called the meeting to order at 5:02 PM. All attendees introduced themselves.

9 Haugen asked for additions or corrections to the agenda.

10 **Knutsen moved; Porter seconded, passed unanimously a motion to approve the agenda (3**
11 **aves, 0 nays).**

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

13
14 **Member Jurisdiction Grant Program Items/Close Outs:**

15
16 Mendez-Perez discussed the close-out for Young Women Empowered – Nature Connections –
17 Healthy Food Initiative, giving a presentation on what this program has accomplished with the
18 grant funds.

19 **Knutsen moved, Porter seconded, unanimously passed a motion to close the Young Women**
20 **Empowered – Nature Connections – Healthy Food Initiative (3 ayes, 0 nays).**

21
22 Mendez-Perez then talked about the close out for the Villa Comunitaria – Salsa de la Vida project,
23 which grows culturally relevant food.

24
25 **Knutsen moved, Porter seconded, unanimously passed a motion to close the Villa**
26 **Comunitaria – Salsa de la Vida project.(3 ayes, 0 nays).**

27
28 **Regional Food System Grant Program Items:**

29 Mendez- Perez introduced Talia London from The Common Acre, who then gave a presentation
30 on AI 22-065: the Amendment to Neighborhood Farmers Markets (NFM) – Streamlined Farmers
31 Market Applications and Management Systems, which was passed at the August 8th, 2022, Board
32 of Supervisors meeting.

33 **Regional Food System Close outs:**

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Mendez-Perez discussed the close out of the Washington Water Trust, a project on Dry Farming. This was funded through 2020 funds, just shy of \$20,000 was granted to them.

Porter moved, Knutsen seconded, unanimously passed a motion to close the Washington Water Trust, FF00089, Dry Farming (3 ayes, 0 nays).

Mendez-Perez discussed the close out of the South King County Food Coalition/FAACT program. The original grant was for \$100,000. An amendment added additional funds to that. They brought on 20 additional farmers to this Coalition.

Porter moved, Knutsen seconded, unanimously passed a motion to close the South King County Food Coalition/FAACT (3 ayes, 0 nays).

Porter moved; Knutsen seconded, passed unanimously a motion to adjourn the Grant Subcommittee meeting at 5:39. (3 ayes, 0 nays).

Haugen adjourned the meeting at 5:39 PM

Board of Supervisors Special Meeting Agenda

Preliminary Matters:

Chair Haugen called the meeting to order at 5:40 PM. All attendees introduced themselves. Haugen asked for additions or corrections to the agenda.

Knutsen moved; Porter seconded, passed unanimously a motion to approve the Special Board of Supervisors Meeting Agenda (3 ayes, 0 nays).

Unfinished Business:

Tevin Medley from the Athena Group led the Strategic Planning Workshop. He will return in a September Board Meeting with the second round of the revised statements and training.

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

Haugen adjourned the meeting at 6:32 PM.

Authorized Signature

Date

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August 22nd, 2022

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Summary of Motions

Reports

**KING CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING**

TO: BOARD OF SUPERVISORS

FROM: ROSA MENDEZ-PEREZ

SUBJECT: EXECUTIVE DIRECTOR REPORT

DATE: SEPTEMBER 12TH, 2022

CC: LORNA MISS

Please find below highlights of King Conservation District's August and early September actions and updates.

- Hiring
 - We welcomed Emma Atkinson as the AmeriCorps Education & Outreach Specialist through Washington Service Corps. Emma most recently worked as a Restoration Technician for Adopt A Stream Foundation where she implemented habitat restoration projects and created an environmental education summer camp program. She brings years of experience working with students of all ages and we are thrilled to have her join our Education Team. Emma will be focused on recruiting teams of high school students to compete in Envirothon, training those students, and planning an exciting competition in the spring.
 - We are holding the second round of interviews for Chief Administrative Officer and plan to make an offer in the next couple of weeks.
- Finance and Administration
 - Classification and Compensation Study – Compensation Connections provided a preliminary draft of their recommendations and we discussed with managers. The consultant will next provide their final draft of recommendations.
 - Strategic Planning: Diversity, Equity, and Inclusion – The Athena Group held discussions of survey results with the board, staff, and the advisory committee. We will next be holding workshops on Mission, Vision, and Values with the board, staff, and advisory committee. Internal planning will also begin to organize external listening sessions and other engagement with our partners and stakeholders.

- Program Updates
 - The Engagement Team is working on planning for the 2023 Native Plant Sale, 2023 Board Election & Appointment, and the 2022 Orca Recovery Day coming up October 15th. Engagement sent out recruitment materials (social media, newsletter, and word-of-mouth) for filling the vacant Advisory Committee Urban Resident Seats.
 - LIP has almost expended all of its funding for 2022. We are scheduling our third quarterly LIP Policy Subcommittee for sometime in late October.
 - Advisory Committee Working Group for Member Jurisdiction grants has come to a consensus on a draft equity question and an evaluation question to add back into the grant application form. The next step is for SCA representatives to determine how they would like to share the changes with their membership. The new application questions will likely be added to the application in the portal in 2023.
 - Advisory Committee Working Group for Regional Food System reviewed and scored 27 applications that were submitted in June. They have made their final recommendations for funding which will go to the grant subcommittee for consideration on September 26th and to the Board of Supervisors at the October 10th meeting for review and approval. The recommendations will be on the consent agenda. If you'd like more detail about the proposals, plan to attend the September 26th grant subcommittee meeting.
 - This past month, the KCD Education Team hosted three tours on Riparian and Forestry sites. The Riparian Team hosted a tour on an urban project adjacent to Longfellow Creek in West Seattle. Attendees learned about the benefits of riparian restoration and the private/public land partnership was highlighted with SPU. The Forestry Team hosted forest tours in Maple Valley and Vashon, where attendees learned about the specific forest health management practices from the land managers. More information on the tours can be found below.
 - The Rural Forestry team's two forest tours in August promoted KCD's technical and financial assistance programs. The first tour was August 20 in Maple Valley where landowner Jon Matson welcomed 22 people to his property. On August 27, Tom Amorose hosted 16 people at his forest on Vashon.
 - As part of WSU Extension's Vashon Forest Field Day on August 27, KCD offered two workshops on wildfire preparedness and tree pruning. This was a unique opportunity to connect in person with other forestry practitioners (for the first time since 2020!) and meet potential cooperators in Vashon.
 - In the month of August, the Riparian Habitat Team has been continuing to work on maintenance and monitoring of our buffer projects as well as beginning site preparation for new projects planned for the upcoming planting season. We are also saying goodbye to our current WCC crews on Sept 8th and preparing for the incoming crew in October. We held a twilight tour education event one evening at a planting site on Longfellow Creek where attendees learned about the important role that native vegetation plays in protecting water quality and

improving fish and wildlife habitat as well as how to control invasive species and select the right plant for the right place.

- In the marine world, the Shore Friendly Collaborative completed our first round of site visits with our professional consulting Engineer and Geologist. We visited 10 properties on Vashon and Maury Island to do field data collection which will be followed up with assessment reports and recommendations for action for each property. Those properties that are determined to be candidates for bulkhead removal and shoreline restoration will be prioritized for further feasibility studies and potentially moved to design phase, with the goal to take 2 projects to permitting phase by June.
- This month also brought exciting news from the WSCC that we were awarded Salmon Recovery Funding for 2 projects totaling \$100K. This funding will go towards the planting on the Lake Washington shoreline restoration project in Medina as well as an in-stream habitat restoration project on Juanita Creek in Kirkland, in partnership with the Adopt-a-Stream Foundation. Work on both of these projects will begin in September.

Thank you,

Rosa Méndez-Perez

Finance

KING CONSERVATION DISTRICT

JULY FINANCIAL SUMMARY

For the Seven Months Ended July 31, 2022

EXECUTIVE SUMMARY

KCD is holding steady as compares to budget. Current primary focus is on moving projects forward and achieving ILA and grant targets.

FINANCIAL HIGHLIGHTS

- Revenues and expenses are on track to meet budget expectations for the year, with the potential exception of certain Cost Share and Member Jurisdiction funds. Budget estimates may have been high in these areas due to inclusion of all possible funds to be expended. Effort will be made to receive and pay outstanding invoices and get payments out before the year end.
- Salary & Benefits are still a bit behind budget due to delay in hiring as compared to expected timing included in budget. The CAO hiring process is continuing. Finance Contractors have reduced time with KCD as internal finance staff is up to speed.
- Work with State Auditor's office on the 2020-2021 audits will begin soon. YPTC has been contracted to assist with this process.

RECOMMENDATIONS

- The fraudulent check issues previously discussed have inspired research into changing KCD bank accounts and implementing an electronic bill pay system. These items are in process and will be brought to the board.
- It is still recommended that KCD complete the transformation of the Credit Card distribution policy.
- We are accumulating action steps for the new CAO upon arrival:
 - 1) Determine internal reporting requirements and schedules, specifically as it relates to program allocations.
 - 2) Confirm categorization of Restricted Funds carried forward and work with Rosa to propose use of funds in alignment with current ILA Agreement.
 - 3) Review task distribution and internal controls in the finance department.
 - 4) Oversee documentation of finance policies and procedures.

ATTACHMENTS

- Comparative Statements of Financial Position – Modified Cash Basis
- Comparative Statements of Activities vs. Budget – Modified Cash Basis
- Statement of Cash Flows
- Revenue and Expense vs. Budget by Program Category

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

	<u>7/31/2022</u>	<u>12/31/2021</u>	<u>Variance</u>
ASSETS			
CURRENT ASSETS			
Cash and Equivalents	\$ 14,105,224	\$ 12,711,667	\$ 1,393,557
Accounts Receivable	<u>-</u>	<u>-</u>	<u>-</u>
Total Current Assets	14,105,224	12,711,667	1,393,557
 Total Assets	<u>\$ 14,105,224</u>	<u>\$ 12,711,667</u>	<u>\$ 1,393,557</u>
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts Payable	\$ 13,167	\$ 7,978	\$ 5,189
Accrued Leave Payable	129,845	117,474	12,371
Benefits and Taxes Payable	<u>12,322</u>	<u>45,592</u>	<u>(33,270)</u>
Total Current Liabilities	155,334	171,044	(15,710)
 Total Liabilities	<u>155,334</u>	<u>171,044</u>	<u>(15,710)</u>
 NET ASSETS	<u>13,949,890</u>	<u>12,540,623</u>	<u>1,409,267</u>
 Total Liabilities and Net Assets	<u>\$ 14,105,224</u>	<u>\$ 12,711,667</u>	<u>\$ 1,393,557</u>

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

	07/31/2022	2022 Budget	2021	% of Budget	% of Prior Year
REVENUE AND SUPPORT					
Grants and Contract Revenue	\$ 346,423	\$ 415,285	\$ 526,818	83%	66%
Rates and Charges Receipts	4,631,803	7,959,586	7,944,916	58%	58%
Landowner Cost Share Receipts	11,124	-	-	-	-
Plant Sale Revenue	6,324	120,000	129,359	5%	5%
Interest Income	41,019	108,408	11,405	38%	360%
Other Income	3,131	-	9,058	-	35%
Total Revenue and Support	5,039,824	8,603,279	8,621,556	59%	58%
EXPENSES					
Salaries & Wages	1,035,706	3,251,364	2,177,315	32%	48%
Benefits	396,192	-	755,982	-	52%
Professional Services	856,167	2,135,624	2,548,079	40%	34%
Member Jurisdiction Payments	345,170	4,440,477	978,778	8%	35%
Cost Share & LIP	116,794	942,087	256,064	12%	46%
Regional Food System Grants	369,250	3,313,296	595,674	11%	62%
Sponsorships & Awards	1,414	54,980	3,879	3%	36%
Occupancy	242,383	410,000	434,638	59%	56%
Field Supplies	113,684	207,106	151,206	55%	75%
Equipment	50,679	42,800	67,222	118%	75%
Insurance	-	46,500	52,054	0%	0%
Office Expense	11,585	46,663	33,937	25%	34%
Soil Testing	10,548	30,000	26,524	35%	40%
Training	12,137	32,080	24,921	38%	49%
Communications	19,544	29,850	16,430	65%	119%
Travel	5,474	26,171	11,745	21%	47%
Repairs & Maintenance	4,057	17,000	4,974	24%	82%
Advertising	10,684	14,150	6,743	76%	158%
Publications & Subscriptions	10,188	11,500	-	89%	-
Dues & Membership	11,544	8,340	6,217	138%	186%
Fuel	2,885	8,000	6,540	36%	44%
Permits & Fees	951	6,625	15,872	14%	6%
Bank Fees	3,521	-	8,741	-	40%
Interest Expense	-	-	118	-	0%
Total Expenses	3,630,557	15,074,613	8,183,653	24%	44%
Change in Net Assets	1,409,267	(6,471,334)	437,903	-22%	322%
Net Assets, Beginning of Year	12,540,623	12,540,623	12,102,720	100%	104%
Net Assets, End of Year	\$ 13,949,890	\$ 6,069,289	\$ 12,540,623	230%	111%

KING CONSERVATION DISTRICT
STATEMENT OF CASH FLOWS
For the Seven Months Ended July 31, 2022

OPERATING ACTIVITIES	
Change in Net Assets	\$ 1,409,267
To Adjust for Changes In:	
Accounts Receivable	-
Accounts Payable	5,189
Leave Payable	12,371
Benefits Payable	(33,270)
Net Cash Provided by Operating Activities	<u>1,393,557</u>
Cash at Beginning of Period	<u>12,711,667</u>
Cash at End of Period	<u><u>\$ 14,105,224</u></u>

King Conservation District
Check Detail
July 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		07/15/2022			1020 - US Bank - 0152		-28.64
					8200 - Bank Fees	-28.64	28.64
TOTAL						-28.64	28.64
Check	ACH	07/01/2022	Navia Benefit Solutions Client Pay		1000 - Bank of America - 0408		-974.50
			King County		2240 - FSA Payable	-974.50	974.50
TOTAL						-974.50	974.50
Check	ACH	07/01/2022			1020 - US Bank - 0152		-71.00
			King County:Riparian Restoration / Improvement:Plant Sale:2	8200 - Bank Fees		-71.00	71.00
TOTAL						-71.00	71.00
Check	ACH	07/04/2022	UPS		1000 - Bank of America - 0408		-69.54
			King County:Rural Land Stewardship		6100 - Postage	-69.54	69.54
TOTAL						-69.54	69.54
Check	ACH	07/08/2022	Chevron		1000 - Bank of America - 0408		-531.84
			King County		7400 - Fuel	-531.84	531.84
TOTAL						-531.84	531.84
Check	ACH	07/08/2022	PayNorthwest		1000 - Bank of America - 0408		0.00
TOTAL						0.00	0.00
Check	ACH	07/08/2022	PayNorthwest		1000 - Bank of America - 0408		0.00
TOTAL						0.00	0.00
Check	ACH	07/11/2022	PayNorthwest		1000 - Bank of America - 0408		-445.63
			King County		7800 - Professional Services	-445.63	445.63
TOTAL						-445.63	445.63
Check	ACH	07/12/2022	UPS		1000 - Bank of America - 0408		-12.00
			King County:Rural Land Stewardship		6100 - Postage	-12.00	12.00
TOTAL						-12.00	12.00
Check	ACH	07/16/2022	UPS		1000 - Bank of America - 0408		-32.11
			King County:Rural Land Stewardship		6100 - Postage	-32.11	32.11
TOTAL						-32.11	32.11
Check	ACH	07/19/2022	UPS		1000 - Bank of America - 0408		-45.55
			King County:Rural Land Stewardship		6100 - Postage	-45.55	45.55
TOTAL						-45.55	45.55
Check	ACH	07/22/2022	Bank of America		1000 - Bank of America - 0408		-15.00
			King County		8200 - Bank Fees	-15.00	15.00
TOTAL						-15.00	15.00
Check	ACH	07/22/2022	Navia Benefit Solutions Client Pay		1000 - Bank of America - 0408		-259.26
			King County		2240 - FSA Payable	-259.26	259.26
TOTAL						-259.26	259.26
Check	ACH	07/22/2022	PayNorthwest		1000 - Bank of America - 0408		0.00
TOTAL						0.00	0.00
Check	ACH	07/22/2022	PayNorthwest		1000 - Bank of America - 0408		0.00
TOTAL						0.00	0.00
Check	ACH	07/25/2022	PayNorthwest		1000 - Bank of America - 0408		-312.50
			King County		7800 - Professional Services	-312.50	312.50
TOTAL						-312.50	312.50
Check	ACH	07/27/2022	Navia Benefit Solutions Client Pay		1000 - Bank of America - 0408		-105.00

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	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
				King County		2240 - FSA Payable	-105.00	105.00
TOTAL							-105.00	105.00
	Check	ACH	07/29/2022	WA Dept of Retirement System (DRS)		1000 - Bank of America - 0408		-28,856.74
				King County		2220 - PERS Payable	-27,406.74	27,406.74
				King County		2220 - PERS Payable	-1,450.00	1,450.00
TOTAL							-28,856.74	28,856.74
	Bill Pmt -Check	24469	07/05/2022	Alliance 2020, Inc.		1000 - Bank of America - 0408		-201.51
	Bill	5838711	06/30/2022	King County		7800 - Professional Services	-201.51	201.51
TOTAL							-201.51	201.51
	Bill Pmt -Check	24470	07/05/2022	Allan, Ashley		1000 - Bank of America - 0408		-34.80
	Bill	06232022	06/23/2022	King County:Riparian Restoration / Improvement		7700 - Travel	-34.80	34.80
TOTAL							-34.80	34.80
	Bill Pmt -Check	24471	07/05/2022	King, Carrie		1000 - Bank of America - 0408		-402.00
	Bill	06282022	06/28/2022	King County:Rural Land Stewardship		7700 - Travel	-199.49	199.49
	Bill	06292022	06/29/2022	King County:Rural Land Stewardship		7700 - Travel	-202.51	202.51
TOTAL							-402.00	402.00
	Bill Pmt -Check	24472	07/05/2022	Comcast - PA		1000 - Bank of America - 0408		-405.92
	Bill		07/01/2022	King County		6600 - Communications	-405.92	405.92
TOTAL							-405.92	405.92
	Bill Pmt -Check	24473	07/05/2022	Comcast Business		1000 - Bank of America - 0408		-254.10
	Bill	8498340053212140	07/01/2022	King County		6005 - Utilities	-254.10	254.10
TOTAL							-254.10	254.10
	Bill Pmt -Check	24474	07/05/2022	Arnstein, Ellen		1000 - Bank of America - 0408		-19.09
	Bill	06302022	06/30/2022	King County:Small Lot Forest Stewardship		7700 - Travel	-19.09	19.09
TOTAL							-19.09	19.09
	Bill Pmt -Check	24475	07/05/2022	Health Care Authority		1000 - Bank of America - 0408		-24,434.72
	Bill	P202207A	07/01/2022	King County		5200 - Health Insurance	-24,434.72	24,434.72
TOTAL							-24,434.72	24,434.72
	Bill Pmt -Check	24476	07/05/2022	InTWO fka ICS Support Inc		1000 - Bank of America - 0408		-19.30
	Bill	26176	06/28/2022	King County		7800 - Professional Services	-19.30	19.30
TOTAL							-19.30	19.30
	Bill Pmt -Check	24477	07/05/2022	Saura, Jason		1000 - Bank of America - 0408		-122.85
	Bill	06302022	06/30/2022	King County:Small Lot Forest Stewardship		7600 - Conferences & Trainings	-122.85	122.85
TOTAL							-122.85	122.85
	Bill Pmt -Check	24478	07/05/2022	Lewis, Kathryn		1000 - Bank of America - 0408		-4,224.00
	Bill	1034	06/30/2022	King County		7800 - Professional Services	-3,476.00	3,476.00
				King County:Regional Food System		7800 - Professional Services	-748.00	748.00
TOTAL							-4,224.00	4,224.00
	Bill Pmt -Check	24479	07/05/2022	Kelley Blocks		1000 - Bank of America - 0408		-7,222.03
	Bill	10775	06/29/2022	Hammond Settlement - Working Lands:R92 Ag Drainage		6410 - Field Supplies	-7,222.03	7,222.03
TOTAL							-7,222.03	7,222.03
	Bill Pmt -Check	24480	07/05/2022	Kieran O'Donnell		1000 - Bank of America - 0408		-146.25
	Bill	06232022	06/23/2022	King County:Urban Forest Stewardship		7700 - Travel	-146.25	146.25
TOTAL							-146.25	146.25
	Bill Pmt -Check	24481	07/05/2022	King County Finance		1000 - Bank of America - 0408		-2,096.94
	Bill	119913	06/30/2022	King County		7800 - Professional Services	-2,096.94	2,096.94
TOTAL							-2,096.94	2,096.94
	Bill Pmt -Check	24482	07/05/2022	Lorna Miss		1000 - Bank of America - 0408		-145.60
	Bill	06212022	06/21/2022	King County		7700 - Travel	-145.60	145.60

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	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL							-145.60	145.60
	Bill Pmt -Check	24483	07/05/2022	Macy Schmidt		1000 - Bank of America - 0408		-60.48
	Bill	06222022	06/22/2022	King County:Riparian Restoration / Improvement	7700 - Travel		-60.48	60.48
TOTAL							-60.48	60.48
	Bill Pmt -Check	24484	07/05/2022	Melick-Weldon, Megan		1000 - Bank of America - 0408		-155.61
	Bill	06272022	06/27/2022	King County:Rural Land Stewardship	7700 - Travel		-155.61	155.61
TOTAL							-155.61	155.61
	Bill Pmt -Check	24485	07/05/2022	Lasecki, Michael		1000 - Bank of America - 0408		-177.82
	Bill	06302022	06/30/2022	King County:Small Lot Forest Stewardship	7700 - Travel		-53.10	53.10
				King County:Wildfire Preparedness	7700 - Travel		-66.12	66.12
				King County:Wildfire Preparedness	6410 - Field Supplies		-38.70	38.70
				King County:Urban Forest Stewardship	7700 - Travel		-19.90	19.90
TOTAL							-177.82	177.82
	Bill Pmt -Check	24486	07/05/2022	Mountain Mist		1000 - Bank of America - 0408		-70.35
	Bill	004826475	06/29/2022	King County	7000 - Rentals		-70.35	70.35
TOTAL							-70.35	70.35
	Bill Pmt -Check	24487	07/05/2022	National Construction Rentals		1000 - Bank of America - 0408		-162.95
	Bill	6588835	06/09/2022	King County:Riparian Restoration / Improvement	7000 - Rentals		-81.48	81.48
				King County:Riparian Restoration / Improvement	7000 - Rentals		-81.47	81.47
TOTAL							-162.95	162.95
	Bill Pmt -Check	24488	07/05/2022	NATS Nursery Ltd		1000 - Bank of America - 0408		-6,362.38
	Bill	31873	06/22/2022	King County:Riparian Restoration / Improvement:Plant Sale:26410 - Field Supplies			-6,362.38	6,362.38
TOTAL							-6,362.38	6,362.38
	Bill Pmt -Check	24489	07/05/2022	Navia Benefit Solutions Client Pay		1000 - Bank of America - 0408		-136.00
	Bill	10483861	06/29/2022	King County	2240 - FSA Payable		-136.00	136.00
TOTAL							-136.00	136.00
	Bill Pmt -Check	24490	07/05/2022	Pacific Forest Resources, Inc.		1000 - Bank of America - 0408		-4,228.65
	Bill	2022-014	06/29/2022	King County:Agricultural Drainage Assistance	7800 - Professional Services		-4,228.65	4,228.65
TOTAL							-4,228.65	4,228.65
	Bill Pmt -Check	24491	07/05/2022	Proshred Seattle		1000 - Bank of America - 0408		-210.00
	Bill	54272	06/10/2022	King County	7800 - Professional Services		-210.00	210.00
TOTAL							-210.00	210.00
	Bill Pmt -Check	24492	07/05/2022	Renton Office Park LLC		1000 - Bank of America - 0408		-13,574.51
	Bill	002188	06/24/2022	King County	6000 - Occupancy		-13,574.51	13,574.51
TOTAL							-13,574.51	13,574.51
	Bill Pmt -Check	24493	07/05/2022	Soil & Water Cons Society (SWCS)		1000 - Bank of America - 0408		-115.00
	Bill	505754	06/29/2022	King County	6800 - Dues & Memberships		-115.00	115.00
TOTAL							-115.00	115.00
	Bill Pmt -Check	24494	07/05/2022	Summit Law Group PLLC		1000 - Bank of America - 0408		-1,896.00
	Bill	137656	06/23/2022	King County	7800 - Professional Services		-1,896.00	1,896.00
TOTAL							-1,896.00	1,896.00
	Bill Pmt -Check	24495	07/05/2022	T-Mobile		1000 - Bank of America - 0408		-1,268.30
	Bill	964060014	06/21/2022	King County	6600 - Communications		-1,268.30	1,268.30
TOTAL							-1,268.30	1,268.30
	Bill Pmt -Check	24496	07/05/2022	The Seattle Times		1000 - Bank of America - 0408		-263.00
	Bill	20637	05/31/2022	King County:Riparian Restoration / Improvement	7500 - Advertising		-131.50	131.50
				King County:Small Lot Forest Stewardship	7500 - Advertising		-131.50	131.50
TOTAL							-263.00	263.00
	Bill Pmt -Check	24497	07/05/2022	Timberline Silvics Inc		1000 - Bank of America - 0408		-3,487.50

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	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
	Bill	2017-29 Moore	06/27/2022	King County:Small Lot Forest Stewardship		9994 - Cost Share & LIP	-3,487.50	3,487.50
TOTAL							-3,487.50	3,487.50
	Bill Pmt -Check	24498	07/05/2022	US Bank Eq. Finance		1000 - Bank of America - 0408		-3,298.91
	Bill	475270773	06/17/2022	King County		7000 - Rentals	-3,298.91	3,298.91
TOTAL							-3,298.91	3,298.91
	Bill Pmt -Check	24499	07/05/2022	WACD Plant Material Center		1000 - Bank of America - 0408		-3,488.89
	Bill	2022 Dues 017	07/01/2022	King County		6800 - Dues & Memberships	-3,488.89	3,488.89
TOTAL							-3,488.89	3,488.89
	Bill Pmt -Check	24500	07/05/2022	Washington Alarm, Inc.		1000 - Bank of America - 0408		-386.02
	Bill	552359	07/01/2022	King County		6005 - Utilities	-386.02	386.02
TOTAL							-386.02	386.02
	Bill Pmt -Check	24501	07/05/2022	Washington Conservation Society		1000 - Bank of America - 0408		-150.00
	Bill	06282022	06/28/2022	King County		6800 - Dues & Memberships	-150.00	150.00
TOTAL							-150.00	150.00
	Bill Pmt -Check	24502	07/05/2022	WFSE-Union		1000 - Bank of America - 0408		-1,606.54
	Bill	06302022 - WFSE	06/22/2022	King County		2250 - Union Dues Payable	-1,606.54	1,606.54
TOTAL							-1,606.54	1,606.54
	Bill Pmt -Check	24503	07/05/2022	Your Part-Time Controller, LLC		1000 - Bank of America - 0408		-1,917.50
	Bill	22-6-2229	06/20/2022	King County		7800 - Professional Services	-1,762.50	1,762.50
	Bill	22-6-3116	06/27/2022	King County		7800 - Professional Services	-155.00	155.00
TOTAL							-1,917.50	1,917.50
	Bill Pmt -Check	24504	07/11/2022	Concrete Technology Corporation		1000 - Bank of America - 0408		-1,500.00
	Bill	22012C	07/06/2022	Hammond Settlement - Working Lands:R92 Ag Drainage		6410 - Field Supplies	-1,500.00	1,500.00
TOTAL							-1,500.00	1,500.00
	Bill Pmt -Check	24505	07/26/2022	African Community Housing & Development		1000 - Bank of America - 0408		-5,667.93
	Bill	FF00092 #2	07/19/2022	King County:Regional Food System		9992 - Regional Food System Grants	-5,667.93	5,667.93
TOTAL							-5,667.93	5,667.93
	Bill Pmt -Check	24506	07/26/2022	Ally Tree Care		1000 - Bank of America - 0408		-9,946.05
	Bill	2021-46	07/21/2022	King County:Small Lot Forest Stewardship		9994 - Cost Share & LIP	-9,946.05	9,946.05
TOTAL							-9,946.05	9,946.05
	Bill Pmt -Check	24507	07/26/2022	Bayley, Jon		1000 - Bank of America - 0408		-200.00
	Bill	07222022	07/22/2022	King County:Riparian Land Stewardship		8800 - Project Reimbursement	-200.00	200.00
TOTAL							-200.00	200.00
	Bill Pmt -Check	24508	07/26/2022	Chun, Jim		1000 - Bank of America - 0408		-200.00
	Bill	07222022	07/22/2022	King County:Riparian Land Stewardship		8800 - Project Reimbursement	-200.00	200.00
TOTAL							-200.00	200.00
	Bill Pmt -Check	24509	07/26/2022	City of Bellevue		1000 - Bank of America - 0408		-6,811.24
	Bill	07212022	07/21/2022	King County:Member Jurisdiction Grants		9998 - Member Jurisdiction Payments	-6,811.24	6,811.24
TOTAL							-6,811.24	6,811.24
	Bill Pmt -Check	24510	07/26/2022	City of Renton Utility Division		1000 - Bank of America - 0408		-75.71
	Bill	020097-000	06/30/2022	King County:Riparian Restoration / Improvement		6410 - Field Supplies	-75.71	75.71
TOTAL							-75.71	75.71
	Bill Pmt -Check	24511	07/26/2022	City of Shoreline		1000 - Bank of America - 0408		0.00
TOTAL							0.00	0.00
	Bill Pmt -Check	24512	07/26/2022	Compensation Connections LLC		1000 - Bank of America - 0408		-3,540.00
	Bill	2271	07/05/2022	King County		7800 - Professional Services	-3,540.00	3,540.00
TOTAL							-3,540.00	3,540.00
	Bill Pmt -Check	24513	07/26/2022	Concrete Technology Corporation		1000 - Bank of America - 0408		-2,726.74

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	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL	Bill	2301003	07/08/2022	Hammond Settlement - Working Lands:R92 Ag Drainage		6410 - Field Supplies	-2,726.74	2,726.74
							-2,726.74	2,726.74
	Bill Pmt -Check	24514	07/26/2022	Daily Journal of Commerce		1000 - Bank of America - 0408		-266.80
TOTAL	Bill	3379617	06/25/2022	King County:Rural Land Stewardship		7500 - Advertising	-266.80	266.80
							-266.80	266.80
	Bill Pmt -Check	24515	07/26/2022	Dwight, John		1000 - Bank of America - 0408		-200.00
TOTAL	Bill	07222022	07/22/2022	King County:Riparian Land Stewardship		8800 - Project Reimbursement	-200.00	200.00
							-200.00	200.00
	Bill Pmt -Check	24516	07/26/2022	Environmental Science Center		1000 - Bank of America - 0408		-3,514.00
TOTAL	Bill	MJG ESC 07072022	07/07/2022	King County:Member Jurisdiction Grants		9998 - Member Jurisdiction Payments	-178.60	178.60
				King County:Member Jurisdiction Grants		9998 - Member Jurisdiction Payments	-1,160.06	1,160.06
				King County:Member Jurisdiction Grants		9998 - Member Jurisdiction Payments	-624.40	624.40
				King County:Member Jurisdiction Grants		9998 - Member Jurisdiction Payments	-976.66	976.66
				King County:Member Jurisdiction Grants		9998 - Member Jurisdiction Payments	-27.90	27.90
				King County:Member Jurisdiction Grants		9998 - Member Jurisdiction Payments	-358.90	358.90
				King County:Member Jurisdiction Grants		9998 - Member Jurisdiction Payments	-187.48	187.48
							-3,514.00	3,514.00
	Bill Pmt -Check	24517	07/26/2022	Forestry Suppliers		1000 - Bank of America - 0408		-95.75
TOTAL	Bill	132633-01	06/23/2022	King County:Urban Forest Stewardship		6410 - Field Supplies	-95.75	95.75
							-95.75	95.75
	Bill Pmt -Check	24518	07/26/2022	Fritz, Jim		1000 - Bank of America - 0408		-200.00
TOTAL	Bill	07222022	07/22/2022	King County:Riparian Land Stewardship		8800 - Project Reimbursement	-200.00	200.00
							-200.00	200.00
	Bill Pmt -Check	24519	07/26/2022	Goebel, Eileen		1000 - Bank of America - 0408		-200.00
TOTAL	Bill	07222022	07/22/2022	King County:Riparian Land Stewardship		8800 - Project Reimbursement	-200.00	200.00
							-200.00	200.00
	Bill Pmt -Check	24520	07/26/2022	Harstad, Carrie		1000 - Bank of America - 0408		-200.00
TOTAL	Bill	07222022	07/22/2022	King County:Riparian Land Stewardship		8800 - Project Reimbursement	-200.00	200.00
							-200.00	200.00
	Bill Pmt -Check	24521	07/26/2022	Health Care Authority		1000 - Bank of America - 0408		-7,893.65
TOTAL	Bill	P202207B	07/11/2022	King County		5200 - Health Insurance	-7,893.65	7,893.65
							-7,893.65	7,893.65
	Bill Pmt -Check	24522	07/26/2022	Highline College		1000 - Bank of America - 0408		-2,000.00
TOTAL	Bill	#3 Final	07/22/2022	King County:Regional Food System		9992 - Regional Food System Grants	-2,000.00	2,000.00
							-2,000.00	2,000.00
	Bill Pmt -Check	24523	07/26/2022	International Rescue Committee		1000 - Bank of America - 0408		-4,019.02
TOTAL	Bill	FF000101	07/19/2022	King County:Regional Food System		9992 - Regional Food System Grants	-4,019.02	4,019.02
							-4,019.02	4,019.02
	Bill Pmt -Check	24524	07/26/2022	InTWO fka ICS Support Inc		1000 - Bank of America - 0408		-6,450.08
TOTAL	Bill	26191	07/01/2022	King County		7800 - Professional Services	-374.64	374.64
	Bill	26285	07/15/2022	King County		7800 - Professional Services	-6,075.44	6,075.44
							-6,450.08	6,450.08
	Bill Pmt -Check	24525	07/26/2022	Evans, James R		1000 - Bank of America - 0408		0.00
TOTAL							0.00	0.00
	Bill Pmt -Check	24526	07/26/2022	JL Consulting Group LLC		1000 - Bank of America - 0408		-11,962.50
TOTAL	Bill	2022-0018	07/05/2022	King County		7800 - Professional Services	-11,962.50	11,962.50
							-11,962.50	11,962.50
	Bill Pmt -Check	24527	07/26/2022	Kristen Dotson and Bryan Scholnick		1000 - Bank of America - 0408		-4,929.00
TOTAL	Bill	2021-26	07/21/2022	King County:Small Lot Forest Stewardship		9994 - Cost Share & LIP	-4,929.00	4,929.00
							-4,929.00	4,929.00

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	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
	Bill Pmt -Check	24528	07/26/2022	Leaming, William		1000 - Bank of America - 0408		-200.00
	Bill	07222022	07/22/2022	King County:Riparian Land Stewardship	8800 - Project Reimbursement		-200.00	200.00
TOTAL							-200.00	200.00
	Bill Pmt -Check	24529	07/26/2022	Stockton, Liz		1000 - Bank of America - 0408		-560.77
	Bill	07212022	07/21/2022	King County:Agricultural Drainage Assistance	7700 - Travel		-560.77	560.77
TOTAL							-560.77	560.77
	Bill Pmt -Check	24530	07/26/2022	Ward, Maria C		1000 - Bank of America - 0408		-49.00
	Bill	07212022	07/21/2022	King County	7700 - Travel		-49.00	49.00
TOTAL							-49.00	49.00
	Bill Pmt -Check	24531	07/26/2022	McCormick, Dennis		1000 - Bank of America - 0408		-200.00
	Bill	07222022	07/22/2022	King County:Riparian Land Stewardship	8800 - Project Reimbursement		-200.00	200.00
TOTAL							-200.00	200.00
	Bill Pmt -Check	24532	07/26/2022	McGruder, Chris		1000 - Bank of America - 0408		-450.00
	Bill	07222022	07/22/2022	King County:Riparian Land Stewardship	8800 - Project Reimbursement		-450.00	450.00
TOTAL							-450.00	450.00
	Bill Pmt -Check	24533	07/26/2022	National Construction Rentals		1000 - Bank of America - 0408		-93.59
	Bill	6601404	06/21/2022	King County:Riparian Restoration / Improvement	7000 - Rentals		-93.59	93.59
TOTAL							-93.59	93.59
	Bill Pmt -Check	24534	07/26/2022	NEOGOV		1000 - Bank of America - 0408		-600.00
	Bill	29210	07/08/2022	King County	6730 - Publications & Subscriptions		-600.00	600.00
TOTAL							-600.00	600.00
	Bill Pmt -Check	24535	07/26/2022	New Day Cooperative Distribution		1000 - Bank of America - 0408		-2,000.00
	Bill	Invoice #3	07/22/2022	King County:Regional Food System	9992 - Regional Food System Grants		-2,000.00	2,000.00
TOTAL							-2,000.00	2,000.00
	Bill Pmt -Check	24536	07/26/2022	PCC Farmland Trust - WA Farmland Trust		1000 - Bank of America - 0408		-31,571.41
	Bill	FF00076 #1	07/22/2022	King County:Regional Food System	9992 - Regional Food System Grants		-31,571.41	31,571.41
TOTAL							-31,571.41	31,571.41
	Bill Pmt -Check	24537	07/26/2022	Pignataro, Fiore & Marianna		1000 - Bank of America - 0408		-400.00
	Bill	07222022	07/22/2022	King County:Riparian Land Stewardship	8800 - Project Reimbursement		-400.00	400.00
TOTAL							-400.00	400.00
	Bill Pmt -Check	24538	07/26/2022	Pinebrook Meadows HOA		1000 - Bank of America - 0408		-691.05
	Bill	WLI-2020-01;inv 8723	07/21/2022	King County:Small Lot Forest Stewardship	9994 - Cost Share & LIP		-691.05	691.05
TOTAL							-691.05	691.05
	Bill Pmt -Check	24539	07/26/2022	Radeke, Mary		1000 - Bank of America - 0408		-200.00
	Bill	07222022	07/22/2022	King County:Riparian Land Stewardship	8800 - Project Reimbursement		-200.00	200.00
TOTAL							-200.00	200.00
	Bill Pmt -Check	24540	07/26/2022	Renton Office Park LLC		1000 - Bank of America - 0408		-34,168.69
	Bill	002207	07/17/2022	King County	6000 - Occupancy		-34,168.69	34,168.69
TOTAL							-34,168.69	34,168.69
	Bill Pmt -Check	24541	07/26/2022	Roos, Tim		1000 - Bank of America - 0408		-200.00
	Bill	07222022	07/22/2022	King County:Riparian Land Stewardship	8800 - Project Reimbursement		-200.00	200.00
TOTAL							-200.00	200.00
	Bill Pmt -Check	24542	07/26/2022	Salix Advisors LLC		1000 - Bank of America - 0408		-5,250.00
	Bill	22-118	06/30/2022	King County	7800 - Professional Services		-5,250.00	5,250.00
TOTAL							-5,250.00	5,250.00
	Bill Pmt -Check	24543	07/26/2022	Shay, Brian		1000 - Bank of America - 0408		-200.00
	Bill		07/13/2022	King County:Riparian Land Stewardship	8300 - Sponsorships & Awards		-200.00	200.00

King Conservation District
Check Detail
July 2022

	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL							-200.00	200.00
	Bill Pmt -Check	24544	07/26/2022	Susan Sullivan		1000 - Bank of America - 0408		-30,000.00
	Bill	2021-35	07/21/2022	King County:Riparian Restoration / Improvement		9994 - Cost Share & LIP	-30,000.00	30,000.00
TOTAL							-30,000.00	30,000.00
	Bill Pmt -Check	24545	07/26/2022	Sustainable Seattle		1000 - Bank of America - 0408		-8,407.56
	Bill	FF00097	07/21/2022	King County:Regional Food System		9992 - Regional Food System Grants	-8,407.56	8,407.56
TOTAL							-8,407.56	8,407.56
	Bill Pmt -Check	24546	07/26/2022	The Athena Group		1000 - Bank of America - 0408		-3,567.50
	Bill	4708	07/06/2022	King County		7800 - Professional Services	-3,567.50	3,567.50
TOTAL							-3,567.50	3,567.50
	Bill Pmt -Check	24547	07/26/2022	Tree Solutions Inc		1000 - Bank of America - 0408		-293.75
	Bill	34579	07/22/2022	King County:Urban Forest Stewardship		7800 - Professional Services	-293.75	293.75
TOTAL							-293.75	293.75
	Bill Pmt -Check	24548	07/26/2022	Turner, Edgar		1000 - Bank of America - 0408		-200.00
	Bill	07222022	07/22/2022	King County:Riparian Land Stewardship		8800 - Project Reimbursement	-200.00	200.00
TOTAL							-200.00	200.00
	Bill Pmt -Check	24549	07/26/2022	WA Department of Ecology		1000 - Bank of America - 0408		-30,400.83
	Bill	WC000000995	07/08/2022	King County:Riparian Restoration / Improvement		7800 - Professional Services	-8,317.79	8,317.79
				King County:Riparian Restoration / Improvement		7800 - Professional Services	-14,838.17	14,838.17
				King County:Riparian Restoration / Improvement		9994 - Cost Share & LIP	-2,173.46	2,173.46
				King County:Riparian Restoration / Improvement		7800 - Professional Services	-2,173.46	2,173.46
				King County:Riparian Restoration / Improvement		7800 - Professional Services	-2,897.95	2,897.95
TOTAL							-30,400.83	30,400.83
	Bill Pmt -Check	24550	07/26/2022	WACD Plant Material Center		1000 - Bank of America - 0408		-1,631.00
	Bill	23-061-Deposit	07/07/2022	King County:Riparian Restoration / Improvement		6410 - Field Supplies	-1,631.00	1,631.00
TOTAL							-1,631.00	1,631.00
	Bill Pmt -Check	24551	07/26/2022	Weed Warriors		1000 - Bank of America - 0408		-4,839.83
	Bill	#2	07/18/2022	King County:Regional Food System		9992 - Regional Food System Grants	-4,839.83	4,839.83
TOTAL							-4,839.83	4,839.83
	Bill Pmt -Check	24552	07/26/2022	Wilbur-Ellis Company		1000 - Bank of America - 0408		-337.00
	Bill	15212403	07/15/2022	King County:Riparian Restoration / Improvement		6410 - Field Supplies	-337.00	337.00
TOTAL							-337.00	337.00
	Bill Pmt -Check	24553	07/26/2022	Your Part-Time Controller, LLC		1000 - Bank of America - 0408		-6,072.50
	Bill	22-7-462	07/04/2022	King County		7800 - Professional Services	-3,832.50	3,832.50
	Bill	22-7-1368	07/11/2022	King County		7800 - Professional Services	-1,680.00	1,680.00
	Bill	22-7-2287	07/18/2022	King County		7800 - Professional Services	-560.00	560.00
TOTAL							-6,072.50	6,072.50
	Bill Pmt -Check	24554	07/26/2022	YouthCare		1000 - Bank of America - 0408		-2,492.51
	Bill	07212022	07/21/2022	King County:Member Jurisdiction Grants		9998 - Member Jurisdiction Payments	-2,492.51	2,492.51
TOTAL							-2,492.51	2,492.51
	Bill Pmt -Check	24555	07/26/2022	Sustainable Seattle		1000 - Bank of America - 0408		-1,732.50
	Bill	07222022	07/22/2022	King County:Member Jurisdiction Grants		9998 - Member Jurisdiction Payments	-1,732.50	1,732.50
TOTAL							-1,732.50	1,732.50
	Check	FRAUD-24653	07/05/2022			1000 - Bank of America - 0408		-775.00
						8600 - Miscellaneous	-775.00	775.00
TOTAL							-775.00	775.00
	Check	1000002	07/25/2022	Smith, Miranda		1000 - Bank of America - 0408		-1,703.58
				King County		24000 - Payroll Liabilities	-1,703.58	1,703.58
TOTAL							-1,703.58	1,703.58

New Business

King Conservation District Board of Supervisors Meeting 09/12/2022

Agenda Action Briefing/Report AI 22- 078

SUBJECT:

Review for Approval KCD Landowner Incentive Program cost-share application from Diana and Don Gockel, for a Waste Storage Facility, in the amount of \$15,270.00.

FISCAL IMPACT

These projects are being proposed as a first touch for Board Review. 2022 funding availability for these projects is contingent on the outcome of the budget revision proposal at the upcoming BOS meeting. If funding does not become available through this budget revision proposal process, LIP applications will be considered for funding in the 2023 award cycle.

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 Gockel's owned a 5.4 acre property in Renton on which they operate an animal sanctuary for horses, mini-cows, donkeys, ponies, goats, sheep and alpacas. May Creek flows through the center of their property dividing the north and south areas. May Creek is a salmon bearing stream that feeds into Lake Washington.

The Gockel's currently do not have an adequate place to safely store and compost the manure produced by the animals in their sanctuary. This manure presents a resource concern which can contribute harmful levels of nutrients and pathogens to surface and ground water resources.

This project proposes to build a manure bin approximately 260 feet away from May Creek. The bin will have a roof and a concrete pad.

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 Diana and Don Gockel, for a Waste Storage Facility, in the amount of \$15,270.00.

MOTION

_____ Moved, _____ Seconded; Passed a motion to Approve KCD Landowner Incentive Program cost-share application from Diana and Don Gockel, for a Waste Storage Facility, in the amount of \$15,270.00.

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: Diana & Don Gockel		Farm/Business Name: Sammamish Animal Sanctuary	
Mailing Address: 16515 SE May Valley RD Renton, WA 98059		Project Address: 16515 SE May Valley RD Renton, WA 98059	
Phone (home):		Phone (work/mobile): Don: 425-652-6681	
Email Address: don@odegardgockel.com		KCD Staff: Mirro	
Parcel #(s): 522930-0140 & 52293	<input type="checkbox"/> Incorporated <input checked="" type="checkbox"/> Unincorporated	Total Farm/Land Acreage: 5.4	<input type="checkbox"/> T.A. <input checked="" type="checkbox"/> Farm Plan <input type="checkbox"/> Forest Plan
Is email an acceptable primary form of communication?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to be added to our newsletter list?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Section 2. Project Information

Best Management Practice (BMP): Waste Storage Facility
Project Completion Date (month and year): 8/2023
<p>Current Site Conditions (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):</p> <p>The site a flat area. A 10' x 20' shed was recently removed from the project location. May Creek, a salmon bearing stream, is 290 south of the project location. Un-composted and poorly managed manure has the potential to contribute nutrients & pathogens to surface and groundwater.</p>
<p>Project Details (Provide a brief summary of the project. Include acres treated, length of fence, dimensions of compost bin, types and numbers of plants, etc.):</p> <p>Plans are to build a O2 composting "Benchmark" manure bin for the animal sanctuary's horses, mini-cows, donkeys, ponies, goats, sheep, minis & alpacas. There will be three 8' w x 8' d x 4' t bins. There will be a roof. The entire bin will be designed and stamped by Washington State Civil Engineer, Peter Moon.</p> <p>Bin plans will be purchased after KCD cost share is award and will be attached to the LIP file. Attached design is a not-for-construction plan. See: https://barnpros.com/product/three-bay-paragon-compost-system/ . Manure will be composted, then stored in existing eco-block bunker, and then given away.</p>
<p>Maintenance Plan (Summarize your plan to maintain the practice. Include frequency and scope of inspections, repairs anticipated, etc.):</p> <p>Structure will be monitored monthly and repaired as needed.</p>

Permits <i>(List all permits required to complete this project):</i> None
Photos: 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)? ☒ Yes ☐ No
If yes, please list contract number and BMP below:
2022-?? Buffer Fencing

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)

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 15 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.)

Diana & Don Gockel

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: Gockel

Budget Items	Units	Cost
Waste Storage Facility	10.18	\$20,360.00
Machinery Rental (not personally owned equipment)		\$0.00
Subtotal		\$20,360.00

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		\$ -
Subtotal	0.00	\$ -

Project Totals		
Total Cost (Budget Items + In Kind Labor/Machinery)		\$ 20,360.00
Units	AUE	10.18
Cost/Unit		\$ 2,000.00

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		
Subsurface Drain		
Upland Wildlife Habitat Management		
Waste Storage Facility	X	\$ 15,270.00
Watering Facility		

Amount eligible for reimbursement
(based on 2015 rates)

\$15,270.00



Local Food
Healthy Forests
Clean Water
Better Ground

Job Sheet

Waste Storage Facility

Cooperator: Gockel	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: 290 feet to nearby May Creek & 35 feet from property lines.
Will the manure bins be located in the floodplain? No

Number of AUEs the facility is planned for.
AUEs: 10.18 – Horses, mini-cows, donkeys, ponies, goats, sheep, minis & alpacas.
Waste volume: 136 yards
How many months of storage is this planned for? 2 months. There is an existing concrete eco block bunker to hold excess material. Bunker is about 18' x 16' x 6'. Material will be transferred to the bunker and then given away.

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 - 8' x 8' x 4' bins
Construction materials: Concrete floor and walls with roof.
Compost bin design: O2 compost bin design, the Benchmark. Bin design is engineered for site.

How will manure be covered? Roof

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.

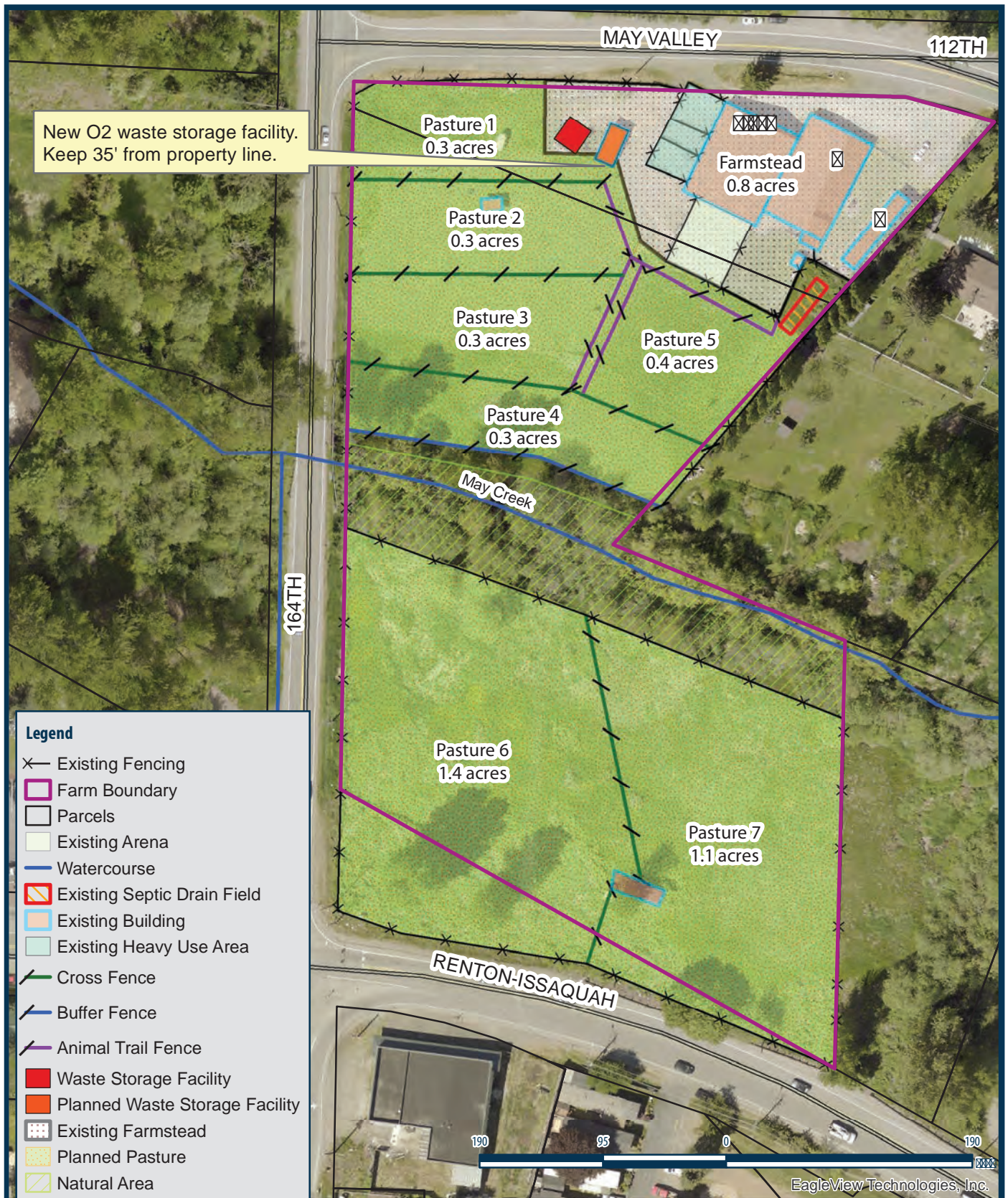
Moisture content can be determined by the "squeeze test," a non-quantitative method of estimating moisture. In this test, a handful of the material is squeezed together in the fist. If water actively drips out while the compost is squeezed, the material is too wet. If the material does not release water, 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.



Sammamish Animal Sanctuary		WSF LIP Map	NW
16515 SE May Valley Rd		Enter KCD Staff Name Here	12
Renton, WA 98059		May 25, 2022	23
5.4	522930-0140 & -0141		05

Waste Storage Bin Sizing Worksheet			
For: Gockel - SAS		Large Herd	
Production			
Total Animal Units 10.18		Days Confined 345	
	Manure with Bedding (Cubic Yards)	Manure Only (Cubic Yards)	
12 month Storage Requirement			
Storage volume required=	193.8	97	
6 month Storage Requirement (NRCS)			
Storage volume required =	102.5	51.2	
Single Bin Dimensions			
			Additional bin
Height	4		
Depth	8		
Width	8		
Single Bin Capacity =		9.5 Cubic yards	
3-Bin System Capacity =		28.4 Cubic yards	
# Recommended=	15 Bins for full year's storage		
# Recommended=	3 Bins for 2 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.			

King Conservation District Board of Supervisors Meeting 09/12/2022

Agenda Action Briefing/Report AI 22- 079

SUBJECT:

Review for Approval KCD Landowner Incentive Program Budget Revision Request and Scope of Work Revision from Shawn and Beth Lanning, for a Waste Storage Facility, in the amount of \$24,225.00.

FISCAL IMPACT

These projects are being proposed as a first touch for Board Review. 2022 funding availability for these projects is contingent on the outcome of the budget revision proposal at the upcoming BOS meeting. If funding does not become available through this budget revision proposal process, LIP applications will be considered for funding in the 2023 award cycle.

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

Shawn and Beth Lanning were approved in 2020 for an LIP cost-share award to install a manure bin on their fiber farm in Enumclaw. The Lanning's are participating in the Discovery Farms project to research the effectiveness of different commonly prescribed dry manure storage practices. The Lanning's built two bins with grant funding for the project in 2020. Their award was intended to cover any remaining costs associated with finishing the bins, as well as to help them install another bin to meet the level of manure produced by their farm as the bins installed for research only met a portion of their needs.

The Lanning's had to wait for KCD to provide a new engineered bin design for their second bin to begin their project, which has taken several years for KCD to produce due to limitations in access to engineer services. During this time the cost of installing manure bins increased significantly, the Lanning's added more animal units increasing their eligible amount for cost-share, and KCD increased our reimbursement rates.

These designs were recently produced and the project is ready to move forward. The research bins will be completed at the end of the project in two years. The increase in the Lanning's award is for \$24,225.00, and will bring the total project cost to \$36,000.00

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 Budget Revision Request from Shawn and Beth Lanning, for a Waste Storage Facility, in the amount of \$24,225.00.

AI 22-

King Conservation District Board of Supervisors Meeting 09/12/2022

Agenda Action Briefing/Report AI 22- 079

MOTION

_____ Moved, _____ Seconded; *Passed a motion to Approve KCD Landowner Incentive Program Budget Revision Request from Shawn and Beth Lanning, for a Waste Storage Facility, in the amount of \$24,225.00.*



Landowner Incentive Program

Request for Budget Revision

Name:	Shawn & Beth Lanning
Address:	40316 278th Way SE Enumclaw, WA 98022
Phone:	425-749-9267
Funded Practice:	Waste Storage Facility
LIP ID:	2020-18
Revision Request No:	1

Why will your project require a budget revision?

The design for the manure bin has been updated and an increased budget is requested. to reflect the increase complexity and increased cost of installation. The AUM numbers have also been more correctly reflected in the budget. Bin will be the second WSF built (to the east). The first was built using Discovery Farms funding.

What was the original approved budget and what is your new proposed budget? Please provide the project total and the amount eligible for reimbursement for the original and new proposed budget.

Original Budget: \$15,700 / \$11,775

New Proposed Budget: \$48,000 / \$36,000

Please attach the Excel files of your approved budget and new proposed budget

Signature of Applicant

Date

FOR OFFICE USE

Approval Signature

Date

LIP ID



Landowner Incentive Program

Request for Scope of Work Revision

Name:	Shawn & Beth Lanning
Address:	40316 278th Way SE Enumclaw, WA 98022
City/State/Zip:	Enumclaw, WA 98022
Phone:	425-749-9267
Email:	beth@bluemistfarm.com, shawnlanning@outlook.com
Funded Practice:	
LIP ID:	2020-18

Describe the changes in scope of work proposed (Please attach appropriate maps or project design changes):
<p>The design for the manure bin has been updated and an increased budget is requested. to reflect the increase complexity and increased cost of installation. The AUM numbers have also been more correctly reflected in the budget. Bin will be the second WSF built (to the east). The first was built using Discovery Farms funding. .</p>

Will this scope of work revision require a budget revision?	
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Applicant Signature:	Date:
<hr/>	

FOR OFFICE USE:

Committee Approval:	Date:	LIP ID:
<hr/>		2020-18



Landowner Incentive Program

Applicant Budget

Cooperator: Lanning

Budget Items	Units	Cost
WSF	30.00	\$48,000.00
Machinery Rental (not personally owned equipment)		\$0.00
Subtotal		\$48,000.00

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		\$ -
Subtotal	0.00	\$ -

Project Totals		
Total Cost (Budget Items + In Kind Labor/Machinery)		\$ 48,000.00
Units	AUE	30.00
Cost/Unit		\$ 1,600.00

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		
Subsurface Drain		
Upland Wildlife Habitat Management		
Waste Storage Facility	X	\$ 36,000.00
Watering Facility		

Amount eligible for reimbursement
(based on 2015 rates)

\$36,000.00



King Conservation District

Local Food | Healthy Forests | Clean Water | Better Ground

July 13th 2020

Shawn and Beth Lanning
403156 278th Way SE
Enumclaw, WA 98022

Dear Shawn and Beth Lanning,

On behalf of the King CD, I am pleased to notify you that your request for cost-share assistance through the *King Conservation District Landowner Incentive Program* has been approved. Your approved application will serve as your cost-share contract with the District. A summary of your award follows.

☒ Approved Practice: Waste Storage Facility (*All work must meet the approved practice standards to receive cost-share reimbursement.*)

☒ Project Completion Date: 07/13/2021 (*You may request an extension if you are unable to complete your work by this date.*)

☒ Project Budget:

Project Total	\$15,700.00
Maximum Approved Practice Reimbursement	\$11,775.00

☒ LIP Contract ID: 2020 - 18 (Lanning, S)

You may begin installation of your practice as outlined in your application. Please keep in mind that it is your responsibility to obtain all permits needed to complete your project. Also, note that the District must receive copies of all applicable permits as well as inspect your installed project prior to releasing cost-share reimbursement. Once you have completed your project, simply submit a request for reimbursement with copies of all receipts. At that time, we will schedule a site visit to inspect your project.

The District has been advised that the money received through LIP is considered reportable income by the IRS. For the District to prepare a 1099 to use in association with the taxes of the year you are reimbursed, you need to fill out and return the enclosed W-9. We will not reimburse without receiving this completed document. This policy is recent and will apply to current and future projects.

Should you have follow-up questions or if you intend to make changes to your approved practice, please contact me at (425) 282-1908 or laura.redmond@kingcd.org; or Jason Mirro, your farm planner, at (425) 282-1902 or jason.mirro@kingcd.org.

Sincerely,

800 SW 39th St, Suite 150 | Renton, WA, 98057
425-282-1900
www.kingcd.org



King Conservation District

Local Food | Healthy Forests | Clean Water | Better Ground

Laura Redmond

Landowner Incentive Program (LIP) Coordinator

Enclosures (4) Approved Application, Request for Reimbursement, In-kind Tracking Forms,
W-9

800 SW 39th St, Suite 150 | Renton, WA, 98057

425-282-1900

www.kingcd.org

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: Shawn & Beth Lanning		Farm/Business Name:	
Mailing Address: 40316 278th Way SE Enumclaw, WA 98022		Project Address: Same	
Phone (home): 360-625-8753		Phone (work/mobile): 425-749-9267	
Email Address: shawnlanning@outlook.com, bethlan		KCD Staff: Jay Mirro	
Parcel #(s): 312007-9064	<input type="checkbox"/> Incorporated <input checked="" type="checkbox"/> Unincorporated	Total Farm/Land Acreage: 6.2	<input type="checkbox"/> T.A. <input checked="" type="checkbox"/> Farm Plan <input type="checkbox"/> Forest Plan
Is email an acceptable primary form of communication?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to be added to our newsletter list?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Section 2. Project Information

Best Management Practice (BMP): Waste Storage Facility
Project Completion Date (month and year): 3/2021
<p>Current Site Conditions (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):</p> <p>Area is flat and slightly muddy. Bins will be located 35 feet south of the property line and 77 feet northwest of a seasonal drainage. Currently manure is stockpiled with no cover within close proximity of the seasonal drainage.</p>
<p>Project Details (Provide a brief summary of the project. Include acres treated, length of fence, dimensions of compost bin, types and numbers of plants, etc.):</p> <p>The plan is to build two waste storage facility structures as part of the Discovery Farms project. Each structure will have two bins, with each bin measuring approximately 10ft.(l) x 10 ft.(w) x 4ft.(h) . The location of the waste storage facility is within 100' of a seasonal drainage, which requires the bin to have a roof, a concrete pad (that is sloped toward the back of the bin), and concrete walls on the exterior sides of the bin. This is for leachate containment, per the King County code. The bins will be placed on a concrete slab with apron in front. See attached sheets for details.</p> <p>The bins will be have enough capacity for 32 sheep, 14 goats, 14 alpaca, & 150 poultry.</p>
<p>Maintenance Plan (Summarize your plan to maintain the practice. Include frequency and scope of inspections, repairs anticipated, etc.):</p> <p>Bins will be inspected by annually and repaired as needed.</p>

Permits <i>(List all permits required to complete this project):</i> None.
Photos: 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)? ☒ Yes ☐ No
If yes, please list contract number and BMP below:
HUA (not yet installed.) 2017-42, a riparian forest buffer as also installed in 2017 using KCD cost share.

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)

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 15 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. ML (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. ML (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. ML (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. ML (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. ML (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. ML (Initial Here)

ML 1/10/20

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.

ALH (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. ALH (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. ALH (Initial Here)

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

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

- 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.).*
- I relinquish or lose ownership of equipment purchased with KCD cost-share.
- 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).
- I cancel 2 cost-share contracts awarded through the KCD Landowner Incentive Program.
- 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: ALH (Initial Here)

- I will select a visible location on my property for display of the sign and will install it.
- I will maintain the sign and keep it free of visual barriers for at least five years after installation.
- I am not responsible for damage to the sign that is beyond my control (e.g. auto accident, storm damage, vandalism, etc.)

Shawn & Beth Lanning

Signature of applicant

Date

Signature of Landowner (If applicant is Lessee)

Date

FOR KCD OFFICE USE

Approved for Award (KCD LIP Coordinator)

Date

Approved for Funding (KCD Management)

Date

LIP ID:

I understand that if my property is approved as a study site for the Discovery Farms Waste Storage Treatment project, the installation of this Waste Storage Facility BMP will be coordinated by KCD staff. I understand that if I am not approved as a study site for the Discovery Farms Project this contract will be put on hold until completion of the open LIP contract for a Heavy Use Area 2017-42 (Lanning, S)

(Initial Here)

Shawn & Beth Lanning

Page 4 of 4

Landowner Incentive Program Applicant Budget

Cooperator: Lanning

Budget Items	Units	Cost
Waste Storage Facility	15.7 AUE	\$15,700.00
Machinery Rental (not personally owned equipment)		\$0.00
	Subtotal	\$15,700.00

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		\$ -
Subtotal	0.00	\$ -

Project Totals		
Total Cost (Budget Items + In Kind Labor/Machinery)		\$ 15,700.00
Units	AUE	15.70
Cost/Unit		\$ 1,000.00

Conservation Practice	select BMP (x)	Cost Share Amount
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		
Subsurface Drain		
Upland Wildlife Habitat Management		
Waste Storage Facility	X	\$ 11,775.00
Watering Facility		

Amount eligible for reimbursement
(based on 2015 rates)

\$11,775.00

**Please attach the waste calculation worksheet to this application*

Landowner: Lanning	Lifetime of Practice: 15 years
--------------------	--------------------------------

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

Proximity of facility to sensitive areas, wells, and property boundary (distance in feet)
Proximity to sensitive areas: Bins will be located 35 feet south of the property line and 77 feet northwest of a seasonal drainage.
Will the manure bins be located in the floodplain?: No

Number of AUEs the facility is planned for. Include volume of waste.
AUEs: 15.7 AUE (32 sheep, 14 goats, 14 alpaca, & 150 poultry)
Waste volume: Up to 106 yards
How many months of storage is this planned for?: Three bins would accommodate manure from all animals for 6 months.

Specifics of facility (number of bins, type of construction material) *Please attach a drawing of an approved design.
Number of bins, bin dimensions: 3 bins- 12ft.(l) x 10 ft.(w) x 4ft.(h)
Construction materials: Location of the waste storage facility is within 100' of a seasonal drainage so it requires that the bin to has a roof, a concrete pad (that is sloped toward the back of the bin), and a minimum six-inch concrete curb on the three exterior sides of the bin. This is for leachate containment. Bin will be placed on a concrete slab with apron in front. .
Compost bin design: KCD approved manure bin design. See attached sheet.
How will manure be covered?: Bin will have a roof constructed over the three bins..

Permits

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

Yes as the roof is over 200 sq ft.

A permit is not required for bins this size without a roof. A permit may be required if bins are installed with a roof. Total square footage for bins with eco-block walls is 220sq. ft. See permit references below.

Common circumstances that trigger a KC permit include, but are not limited to:

Contact the Permitting Office with questions.

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 (PDF*, 344KB) 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.

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

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

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

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 action immediately 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 KC Code, manure storage should be covered, 35' from property boundary, 100' from wells, and 100 ft from areas of open water.

If the facility is in a floodplain, compensatory storage must be provided at the same elevation, equivalent to the volume of the facility that is in the 100-year flood plain.



Landowner Name: Shawn & Beth Lanning	Map Type: WSF Cost Share Map-Close	KCD Staff Name: Jay Mirro	Acres: 6.2
Address: 40316 278th Way SE Enumclaw, WA 98022	Map Date: February 05, 2020	Parcel #(s): 072007-9047 & -9048	Directional: NW
©Copyright 2020 • King Conservation District • 800 SW 39th St, Suite 150 • Renton, WA 98057 • 425-282-1900 • www.kingcd.org <small>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 change without notice.</small> Document Path: X:\GIS_Data\KCD_GIS_Data\Farm\MXDs\Projects\Farm_Plan_Maps\Lanning_4676\KCD_FRM_Lanning_4676_Planned_Disclosure_52			Section: 07
1:429			Township: 20
			Range: 07



Landowner Name: **Shawn & Beth Lanning**

Map Type: **WSF Cost Share Map**

KCD Staff Name: **Jay Mirro**

Acres: **6.2**

Address: **40316 278th Way SE Enumclaw, WA 98022**

Map Date: **February 06, 2020**

Directional: **NW**



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Document Path: X:\GIS_Data\KCD_GIS_Data\Farm\MXDs\Projects\Farm_Plan_Maps\Lanning_4676\KCD_FRM_Lanning_4676_Planned_Disc_53



1:1,858

Parcel #(s): **072007-9047 & -9048**

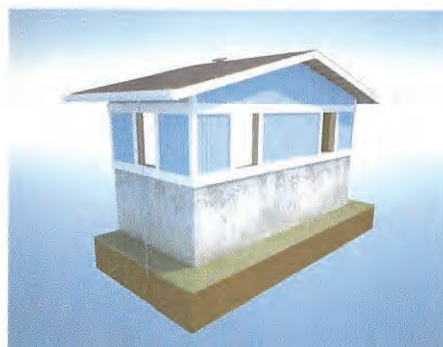
Section: **07**

Township: **20**

Range: **07**

AGRICULTURAL STORAGE SHED

Plan 'A' 9'-6" x 20'-0"



PROJECT DATA

BUILDING AREA:

GARAGE: 190 SF
COVERED AREA: 253.5 SF

CONSTRUCTION SUMMARY:

CONSTRUCTION TYPE: 0 OCCUPANCY/WOOD FRAMED
OCCUPANCY GROUP: S - GARAGE

APPLICABLE CODES: IBC 2018
USDA NRCS Conservation Practice
Standard:
WASTE STORAGE FACILITY CODE 313

STRUCTURAL DATA

VERTICAL DESIGN LOADS (ROOF):

ROOF DEAD LOAD: 15 PSF
ROOF LIVE LOAD: 20 PSF

VERTICAL DESIGN LOADS (WALLS):

EXTERIOR WALL DEAD LOAD: 10 PSF
EXTERIOR WALL DEAD LOAD (STONE): 55 PSF
INTERIOR WALL DEAD LOAD: 10 PSF

LATERAL DESIGN LOADS (WIND):

WIND SPEED (3) SEC GUST: 130 MPH
BASIC WIND SPEED: 101 MPH
EXPOSURE: C
RISK CATEGORY: II
IMPORTANCE FACTOR (I): 1.0
TOPOGRAPHIC FACTOR (Kzt): 1.0

LATERAL DESIGN LOADS (SEISMIC):

SEISMIC DESIGN CATEGORY (IBC 1613.5.6): 2b or 3
RISK CATEGORY: II
IMPORTANCE FACTOR (I): 1.0
Ss: 1.306g
S1: 0.4370g
Fa: 1.0
Fv: 1.56
SDS: 0.871g
Cs (N-S): 0.1339
Cs (E-W): 0.2488

SOILS DESIGN CRITERIA:

SOIL BEARING PRESSURE: 2000 PSF
SOIL BEARING PRESSURE (SHORT TERM): 3200 PSF
FROST DEPTH: 24 INCHES
PASSIVE EARTH PRESSURE: 350 PCF
SOIL FRICTION FACTOR: 0.30
CONCRETE COMPRESSIVE STRENGTH (F_c): 2500 PSI AT 28 DAYS

SHEET INDEX

ARCHITECTURAL DRAWINGS:

C0.0	COVER SHEET
C1.0	CODE SUMMARY
A1.1	PLANS
A2.1	ELEVATIONS
A3.1	WALL SECTION and DETAILS
A3.2	DETAILS
A3.3	BUILDING SECTION and DETAILS
A4.1	INSTRUCTIONS (Fasteners)
A4.2	INSTRUCTIONS (Fasteners)
A4.3	INSTRUCTIONS (Connectors)
A4.4	INSTRUCTIONS (Connectors)
A4.5	INSTRUCTIONS (Rafter)
A4.6	INSTRUCTIONS (Roof Vent)
A4.7	INSTRUCTIONS (Roof Underlayment)
A4.8	INSTRUCTIONS (Roof Flashing)
A4.9	INSTRUCTIONS (Asphalt Shingle)
A4.10	INSTRUCTIONS (Asphalt Shingle)



ARCHITECT
Hansen Design, PLLC
2311 N. 45th Street #256
Seattle, WA 98103
(206) 403-8801

OWNER
King Conservation District
800 SW 39th Street
Renton, WA 98057

PROJECT
Agricultural Shed

PROJECT NO.
201012.1

DRAWN BY
SG, DH

ISSUE
May 15, 2020

DESCRIPTION
Cover

C0.0
DRAFT





King Conservation District Board of Supervisors Meeting 09/12/2022

Agenda Action Briefing/Report AI 22- 080

SUBJECT:

Review for Approval KCD Landowner Incentive Program Budget Revision Request and Scope of Work Revision from Bruce Ford, for a Waste Storage Facility, in the amount of \$5,310.00.

FISCAL IMPACT

These projects are being proposed as a first touch for Board Review. 2022 funding availability for these projects is contingent on the outcome of the budget revision proposal at the upcoming BOS meeting. If funding does not become available through this budget revision proposal process, LIP applications will be considered for funding in the 2023 award cycle.

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

Bruce Ford was awarded a cost-share contract in 2018 to implement a Waste Storage Facility on his 20 acre farm in Carnation, which is adjacent to an unnamed tributary to Harris Creek. Mr. Ford operates a sheep farm, and has 15 acres of established pastures on which the sheep are rotationally grazed throughout the year. The original contract was awarded to Mr. Ford to store the sheep manure collected from his confinement area.

After his award Mr. Ford determined that a more suitable location for the manure bin would be on the south side of the barn, instead of on the north side. This location change required a modification to the bin design as the north side location involved partially digging into a slope and installing a subsurface drain, while the south side location did not. To be considered eligible for reimbursement, Mr. Ford is required to install bins in accordance with an engineered design, which took several years for KCD to procure due to limitations in access to engineer services. During this time the cost of installing manure bins increased significantly, and KCD increased our reimbursement rates.

The LIP Review Committee voted to allow Mr. Ford to be eligible to apply for the increased cost-share rate as he was unable to install his bins in prior years while waiting for KCD to provide updated manure bin designs. These designs were recently produced and the project is ready to move forward.

The increase in Mr. Ford's award is for \$5,310, and will bring the total project cost to \$10,620.00, requiring Board Approval.

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.

King Conservation District Board of Supervisors Meeting 09/12/2022

Agenda Action Briefing/Report AI 22- 080

RECOMMENDATION

Staff seeks Board approval of Landowner Incentive Program Budget Revision Request from Bruce Ford, for a Waste Storage Facility, in the amount of \$5,310.00.

MOTION

_____ Moved, _____ Seconded; *Passed a motion to Approve KCD Landowner Incentive Program Budget Revision Request from Bruce Ford, for a Waste Storage Facility, in the amount of \$5,310.00.*



Landowner Incentive Program

Request for Budget Revision

Name:	Bruce Ford
Address:	7833 Tolt Highlands Rd NE. Carnation, WA 98014
Phone:	253-405-4694
Funded Practice:	Waste Storage Facility
LIP ID:	2018-15
Revision Request No:	

Why will your project require a budget revision?

Bruce was requested to wait to install manure bins until KCD could provide him with an updated engineer-stamped design. Since his original approval the cost of building materials has greatly increased and KCD increased our reimbursement maximum.

What was the original approved budget and what is your new proposed budget? Please provide the project total and the amount eligible for reimbursement for the original and new proposed budget.

Original Budget: Total = \$7,080, Eligible = \$5,310

New Proposed Budget: Total = \$14,160, Eligible = \$10,620

Please attach the Excel files of your approved budget and new proposed budget

Signature of Applicant

Date

FOR OFFICE USE

Approval Signature

Date

LIP ID



Landowner Incentive Program

Request for Scope of Work Revision

Name:	Bruce Ford
Address:	7833 Tolt Highlands Rd NE. Carnation, WA 98014
City/State/Zip:	Carnation, WA 98014
Phone:	253-405-4694
Email:	bruce.ford@ferguson.com
Funded Practice:	
LIP ID:	2018-15

Describe the changes in scope of work proposed (Please attach appropriate maps or project design changes):
<p>The waste storage facility will no longer be installed into a partial slope north of the barn, and it will now be located south of the barn. It will now be installed using an updated wood 3-bin design (see attached) that was developed specifically for this property by Basri & Basri (KCD's consulting engineers).</p>

Will this scope of work revision require a budget revision?	
YES <input checked="checked" type="checkbox"/>	NO <input type="checkbox"/>

Applicant Signature:	Date:
_____	_____

FOR OFFICE USE:

Committee Approval:	Date:	LIP ID:
_____	_____	2018-15

**Please attach the waste calculation worksheet to this application*

Landowner: Bruce Ford	Lifetime of Practice: 15 years
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Purpose (check all that apply)	
<input checked="" type="checkbox"/> To temporarily store manure in a dry stack	<input type="checkbox"/> To improve soil fertility, tilth and water holding capacity
<input checked="" type="checkbox"/> To reduce the pollution potential of organic agricultural wastes to surface and ground water	<input type="checkbox"/> To reduce odor, fly and other vector problems
<input checked="" type="checkbox"/> To reduce bulk of organic material to be spread	<input type="checkbox"/> To destroy weed seed and pathogens

Proximity of facility to sensitive areas, wells, and property boundary (distance in feet)
Proximity to sensitive areas: Site is roughly 200 ft. from an unnamed tributary of Harris Creek, more than 35 ft. from property boundary, and more than 100 ft. from the private well.
Will the manure bins be located in the floodplain?: No

Number of AUEs the facility is planned for. Include volume of waste.
AUEs: 7.08 (sheep)
Waste volume: 56 cu. yds before reduction factor, 28 cu. yds after
How many months of storage is this planned for?: 12 mo.

Specifics of facility (number of bins, type of construction material) *Please attach a drawing of an approved design.
Number of bins, bin dimensions, construction materials: Construct three 4 ft.(h) x 8 ft.(w) x 8 ft.(d) bins using pressure-treated wood lumber for walls and support beams. Install side boards on insides of posts.
Compost bin design: Build bins with pressure-treated lumber creating side walls/bins. Grade land slightly to create a flat area, lay at least 4 in. of angular gravel and fill with a cement pad at least 4 in. thick. Optionally, install a cement or gravel apron at entrance of bins according to design.
How will manure be covered?: Metal roof

Permits

Are there permits necessary for the project? If so, please list below and include a copy of the permit.
No, not as the project is currently designed. If roof exceeds 200 sq. ft., a permit will be required.

Common circumstances that trigger a KC permit include, but are not limited to:

Contact the Permitting Office with questions.

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 (PDF*, 344KB) 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.

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

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

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

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 action immediately to cool piles that have reached temperatures above 185°F.

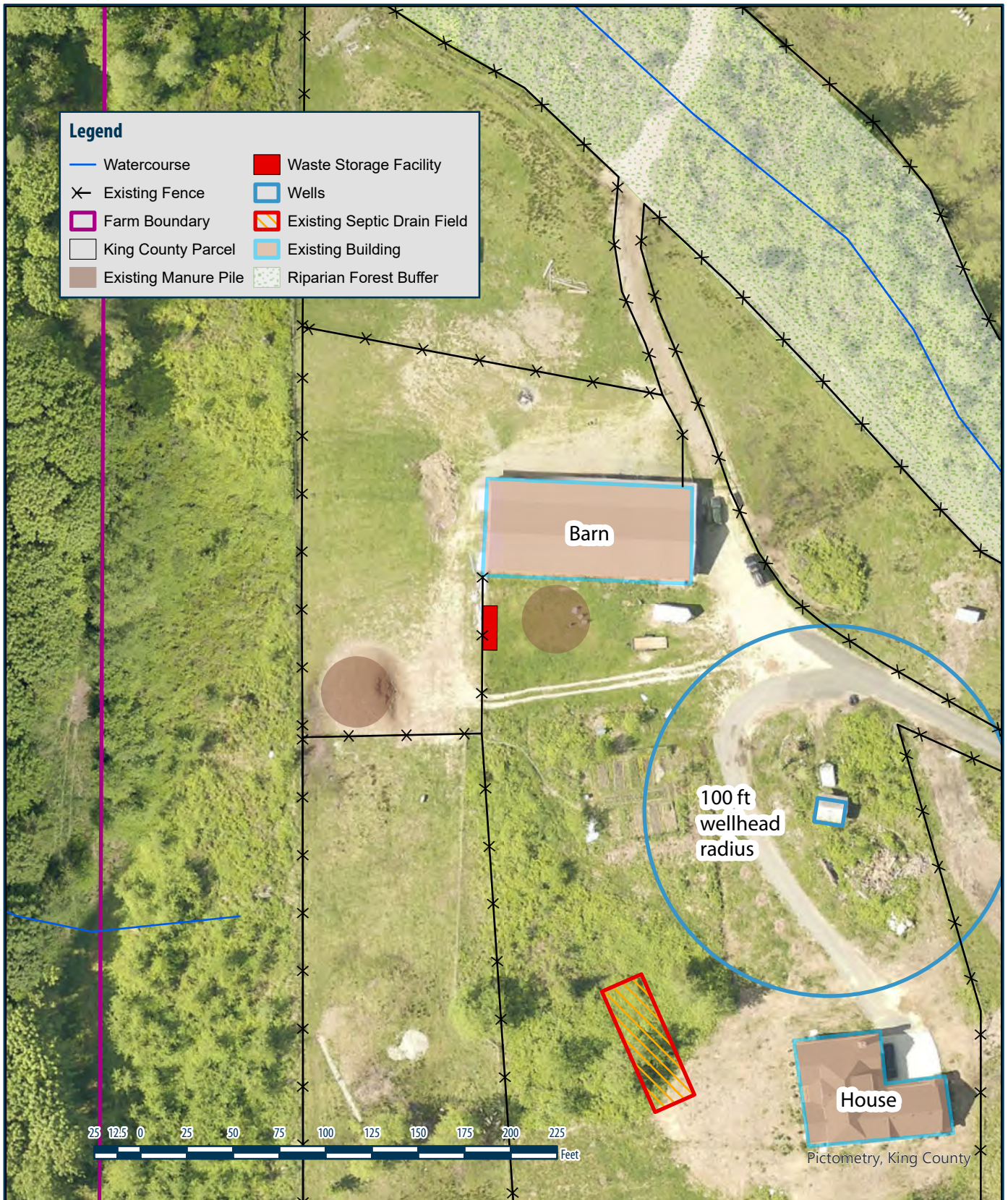
Moisture content can be determined by the “squeeze test,” a non-quantitative method of estimating moisture. In this test, a handful of the material is squeezed together in the fist. If water actively drips out while the compost is squeezed, the material is too wet. If the material does not release water, 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 KC Code, manure storage should be covered, 35' from property boundary, 100' from wells supplying drinking water, and 100 ft upslope from areas of open water.

If the facility is in a floodplain, compensatory storage must be provided at the same elevation, equivalent to the volume of the facility that is in the 100-year flood plain.



Landowner Name: Bruce Ford		Map Type: Waste Storage Facility	Directional: NW
Address: 7833 Tolt Highlands Rd NE		KCD Staff Name: Matt Maria	Section: 11
Carnation, WA 98014		Map Date: August 03, 2022	Township: 25
Acres: 20	Parcel #(s): 112507-9103		Range: 07







King Conservation District

1107 SW Grady Way, Suite 130 • Renton, WA 98057 • Phone (425) 282-1900 • Fax (425) 282-1898 • www.kingcd.org

March 27, 2018

Bruce Ford
7833 Tolt Highlands Rd NE
Carnation, WA 98014

Dear Bruce,

On behalf of the King CD, I am pleased to notify you that your request for cost-share assistance through the *King Conservation District Landowner Incentive Program* has been approved. Your approved application will serve as your cost-share contract with the District. A summary of your award follows.

☒ Approved Practice: Waste Storage Facility (*All work must meet the approved practice standards to receive cost-share reimbursement.*)

☒ Project Completion Date: 4/1/2019 (*You may request an extension if you are unable to complete your work by this date.*)

☒ Project Budget:

Project Total	\$7,080.00
Maximum Approved Practice Reimbursement	\$5,310.00

☒ LIP Contract ID: 2018 - 15 (Ford, B.)

☒ Approved Practice: Waste Storage Facility (*All work must meet the approved practice standards to receive cost-share reimbursement.*)

☒ Project Completion Date: 4/1/2019 (*You may request an extension if you are unable to complete your work by this date.*)

☒ Project Budget:

Project Total	\$900.00
Maximum Approved Practice Reimbursement	\$450.00

☒ LIP Contract ID: 2018 - 16 (Ford, B.)

You may begin installation of your practice as outlined in your application. Please keep in mind that it is your responsibility to obtain all permits needed to complete your project. Also, note that the District must receive copies of all applicable permits as well as inspect your installed project prior to releasing cost-share reimbursement. Once you have completed your project, simply submit a request for reimbursement with copies of all receipts. At that time, we will schedule a site visit to inspect your project.

The District has been advised that the money received through LIP is considered reportable income by the IRS. The District will prepare a 1099 to use in association with the taxes of the year you are reimbursed. Your W-9 is filled under Donald. If you would like to change this information, please contact our office.

KCD Ref: 18-104_Bruce Ford LIP Award Letter

Should you have follow-up questions or if you intend to make changes to your approved practice, please contact me at (425) 282-1951 or alex.martinsons@kingcd.org; or Courtney Naumann, your farm planner, at (425) 282-1954 or courtney.naumann@kingcd.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Martinsons".

Alex Martinsons,
Landowner Incentive Program (LIP)
Enclosures (3) Approved Application, Request for Reimbursement, In-kind Tracking Forms

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: Cameron Garrison (Bruce Ford)		Farm/Business Name: Mollie Bear Farms	
Mailing Address: 7833 Tolt Highlands Rd NE. Carnation, WA 98014		Project Address:	
Phone (home): 253-405-4694		Phone (work/mobile):	
Email Address: bruce.ford@ferguson.com; cmrngarrison@gmail.com		KCD Staff: Courtney Naumann	
Parcel #(s): 1125079103	<input type="checkbox"/> Incorporated <input checked="" type="checkbox"/> Unincorporated	Total Farm/Land Acreage: 20 acres	<input type="checkbox"/> T.A. <input checked="" type="checkbox"/> Farm Plan <input type="checkbox"/> Forest Plan
Is email an acceptable primary form of communication?	<input checked="" 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): Waste Storage Facility, Subsurface Drain
Project Completion Date (month and year): 04/2019
<p>Current Site Conditions (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):</p> <p>Property is a Suffolk sheep operation comprised of 15 acres of establishing pastures, three forested acres, and two acres as the farmstead. Roughly 20 sheep are rotationally grazed yearly through pasture areas. Total animal numbers include 17 ewes, two rams, and about 30 seasonal lambs (7.08 AUE.) Manure is currently collected from the heavy use area and stored in a very large pile to the west of the barn which as become unwieldy and would benefit from a composting system. The HUA exists on a higher flat spot which slopes down to pasture; bins will be built into the grassy hillside. Soils are Tokul gravelly loam. Site is roughly 200 ft. from an unnamed tributary of Harris Creek and more than 100 ft. from the private well.</p>
<p>Project Details (Provide a brief summary of the project. Include acres treated, length of fence, dimensions of compost bin, types and numbers of plants, etc.):</p> <p>Construct three 4 ft.(h) x 8 ft.(w) x 8 ft.(d) bins using pressure-treated wood lumber for walls/support beams and ecoblocks for back wall. Install side boards on insides of posts. These bins are designed for 12 mo. of storage.</p> <p>Build bins into sloped hillside; work with contractor for specifics and KCD engineer if needed. Ecoblocks to be used for back wall, wood-walled bin design for the bins. Then grade land slightly to create a flat area, lay at least 4 in. of angular gravel and fill with a cement pad at least 4 in. thick. Install subsurface drain alongside back end of manure bins using 4 in. perforated-PVC drain pipe and filter fabric. Install cement or gravel apron at entrance of bins according to design. See King County-approved plan and attached job sheets/KCD engineer design for additional specifications on manure bins and subsurface drain.</p>
<p>Maintenance Plan (Summarize your plan to maintain the practice. Include frequency and scope of inspections, repairs anticipated, etc.):</p> <p>Inspect bins annually for damage and structural integrity. Regularly turn manure piles and check moisture content to allow proper airflow and facilitate effective composting. Cover manure piles using a metal roof or tarp. Maintain the function of the subsurface drain with annual inspections and repairs.</p>

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

If bins exceed 200 sq. ft., a roof will require a permit. Bins are currently designed under the permit threshold.

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:

Cross Fencing (2015-40), Buffer Fencing (2015-41), Hedgerow (2015-61), HUA (2015-96), ATW (2015-97)

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)

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.

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 15 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 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. BF (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. BF (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. BF (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. BF (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. BF (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. BF (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. BF (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. BF (Initial Here)

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

I give permission to KCD to photograph me or my dependents in a setting that reflects the assistance that KCD has provided me. I also give KCD permission to publish one or more photographs of me 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. BF (Initial Here)

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

- 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.)*
- I relinquish or lose ownership of equipment purchased with KCD cost-share.
- 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).
- I cancel 2 cost-share contracts awarded through the KCD Landowner Incentive Program.
- 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: BF (Initial Here)

- I will select a visible location on my property for display of the sign and will install it.
- I will maintain the sign and keep it free of visual barriers for at least five years after installation.
- I am not responsible for damage to the sign that is beyond my control (e.g. auto accident, storm damage, vandalism, etc.)

Cameron Garrison (Bruce Ford)

R. Bruce Ford
Signature of applicant

3/20/18
Date

Signature of Landowner (if applicant is Lessee)

Date

FOR KCD OFFICE USE

Dan Kordy
Approved for Award (KCD LIP Coordinator)

3/20/18
Date

Deandy R.
Approved for Funding (KCD Management)

4/2/18
Date

LIP ID: 2018-15916 (F20, B)

**Please attach the waste calculation worksheet to this application*

Landowner: Bruce Ford	Lifetime of Practice: 15 years
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Purpose (check all that apply)	
<input checked="" type="checkbox"/> To temporarily store manure in a dry stack	<input type="checkbox"/> To improve soil fertility, tilth and water holding capacity
<input checked="" type="checkbox"/> To reduce the pollution potential of organic agricultural wastes to surface and ground water	<input type="checkbox"/> To reduce odor, fly and other vector problems
<input checked="" type="checkbox"/> To reduce bulk of organic material to be spread	<input type="checkbox"/> To destroy weed seed and pathogens

Proximity of facility to sensitive areas, wells, and property boundary (distance in feet)
Proximity to sensitive areas: Site is roughly 200 ft. from an unnamed tributary of Harris Creek, more than 35 ft. from property boundary, and more than 100 ft. from the private well.
Will the manure bins be located in the floodplain?: No

Number of AUEs the facility is planned for. Include volume of waste.
AUEs: 7.08 (sheep)
Waste volume: 56 cu. yds before reduction factor, 28 cu. yds after
How many months of storage is this planned for?: 12 mo.

Specifics of facility (number of bins, type of construction material) *Please attach a drawing of an approved design.
Number of bins, bin dimensions, construction materials: Construct three 4 ft.(h) x 8 ft.(w) x 8 ft.(d) bins using pressure-treated wood lumber for walls and support beams; ecoblocks used for back wall. Install side boards on insides of posts.
Compost bin design: Build bins into slightly sloped hillside, with ecoblocks creating the back wall and pressure-treated lumber creating side walls/bins. Work with KCD engineer and contractor for specifics. Then grade land slightly to create a flat area, lay at least 4 in. of angular gravel and fill with a cement pad at least 4 in. thick. Install a cement or gravel apron at entrance of bins according to design. See King County-approved plan/KCD design for manure bins.
How will manure be covered?: Metal roof (Tarp is also acceptable.)

Permits

Are there permits necessary for the project? If so, please list below and include a copy of the permit.
No, not as the project is currently designed. If roof exceeds 200 sq. ft., a permit will be required.

Common circumstances that trigger a KC permit include, but are not limited to:
Contact the Permitting Office with questions.

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 (PDF*, 344KB) 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.

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

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

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

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 action immediately 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 KC Code, manure storage should be covered, 35' from property boundary, 100' from wells supplying drinking water, and 100 ft upslope from areas of open water.

If the facility is in a floodplain, compensatory storage must be provided at the same elevation, equivalent to the volume of the facility that is in the 100-year flood plain.

Landowner: Bruce Ford	Lifetime of Practice: 20 years
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Purpose (check all that apply)	
<input type="checkbox"/> Improve the soil environment for vegetative growth, reduce erosion, and improve water quality.	<input type="checkbox"/> Regulate water to control health hazards caused by pests.
<input type="checkbox"/> Improve/collect ground water for beneficial uses.	<input checked="" type="checkbox"/> Remove water from around heavy use areas, such as around buildings, roads, and play areas; and accomplish other physical improvements related to water removal.

Length of subsurface drain
Roughly 35 ft. behind bins, roughly 10 ft. for outlet.

Details of subsurface drain (type & size of pipe, type & size of rock, and depth below surface)
<p>Install 4 in. perforated PVC drain pipe above at least 6 in. of 1 ½- ¾" in. drain rock (washed), covered by a minimum of 2 ft. drain rock at the back of the ecology blocks. Install filter fabric to retain and divert water around subsurface drain according to attached design. Outlet to splash block until vegetated.</p>

Permits

Are there clearing or grading permits necessary for the project? If so, please list below and include a copy of the permit.

No.

Common circumstances that trigger a KC permit include, but are not limited to:

Contact the Permitting Office with questions.

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 (PDF*, 344KB) 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.

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

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

Operation and Maintenance

Maintain the function of the subsurface drain with annual inspections and repairs.

Additional Specifications and Notes:

Waste Storage Bin Sizing Worksheet

For: Bruce Ford

Planned as of 3.19

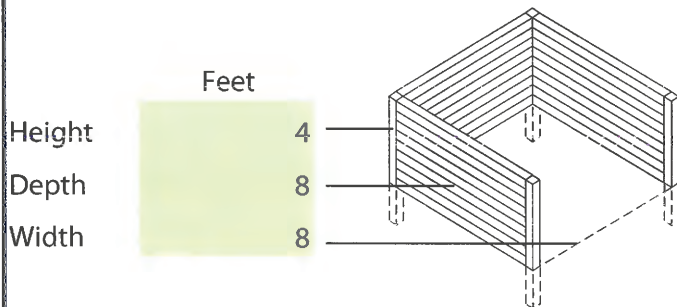
Production

Total Animal Units
7.08

Days Confined
185

	Manure with Bedding (Cubic Yards)	Manure Only (Cubic Yards)
12 month Storage Requirement Storage volume required=	28.0	13
6 month Storage Requirement (NRCS) Storage volume required =	27.7	12.9

Single Bin Dimensions



Single Bin Capacity = 9.5 Cubic yards
3-Bin System Capacity = 28.4 Cubic yards

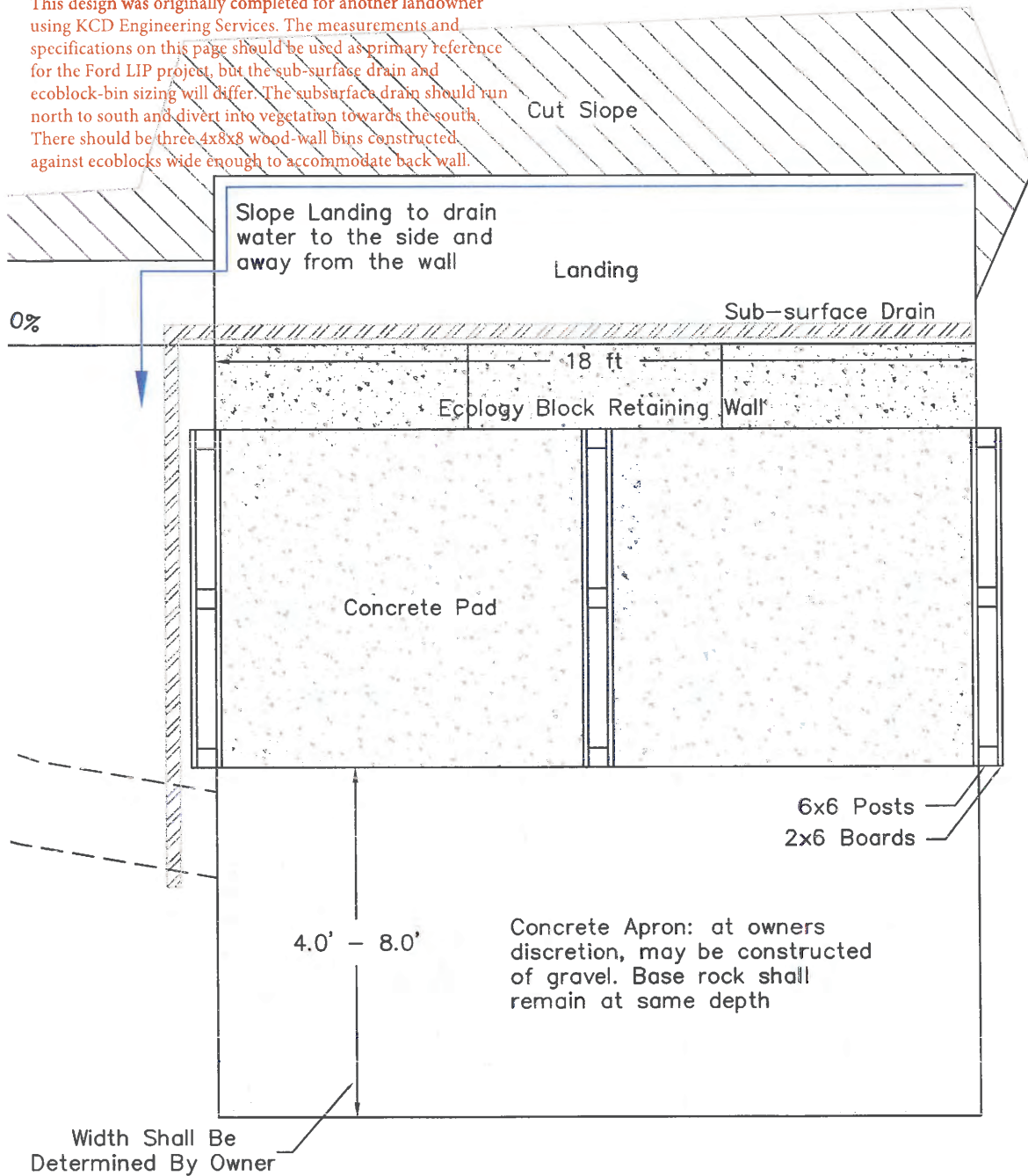
Recommended= 3 Bins for full year's storage

Recommended= 2 Bins for 6 month's storage

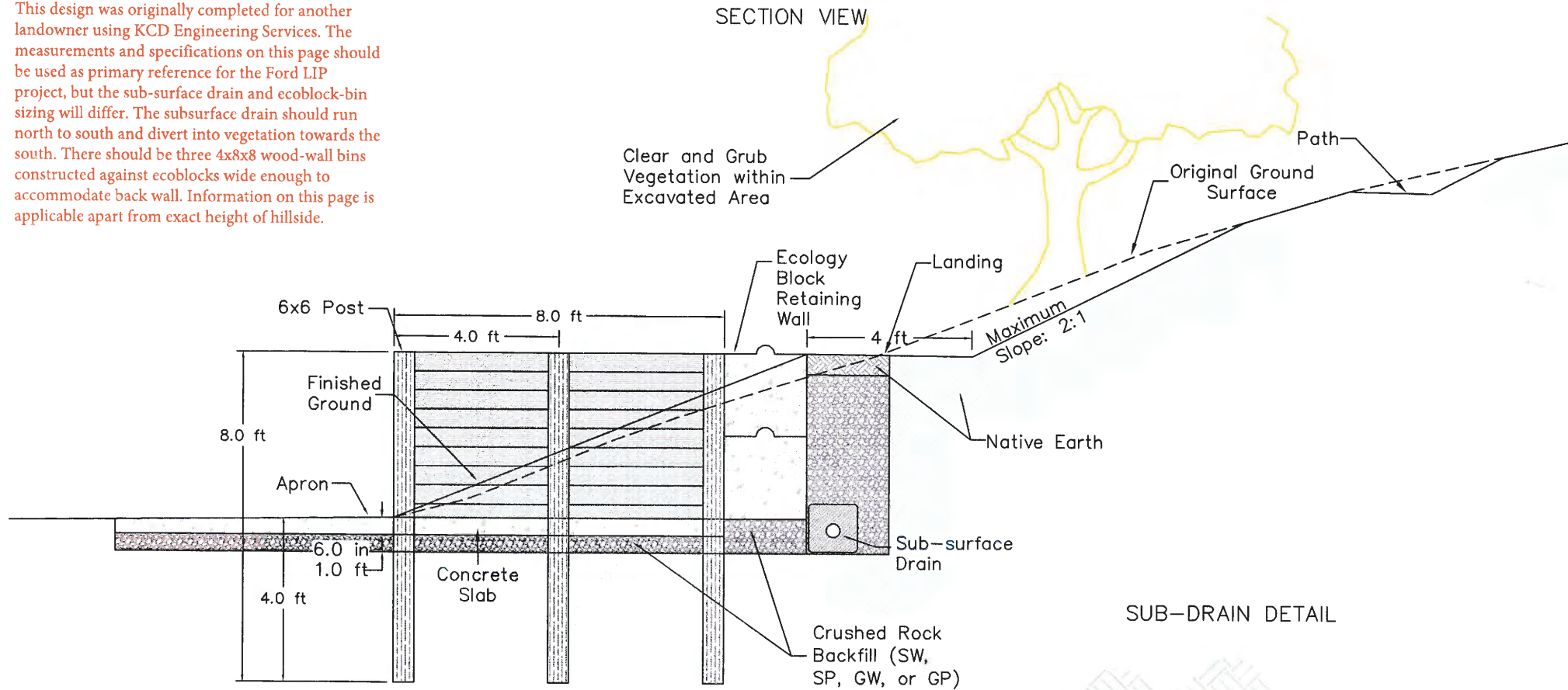
Days Confined =

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

This design was originally completed for another landowner using KCD Engineering Services. The measurements and specifications on this page should be used as primary reference for the Ford LIP project, but the sub-surface drain and ecoblock-bin sizing will differ. The subsurface drain should run north to south and divert into vegetation towards the south. There should be three 4x8x8 wood-wall bins constructed against ecoblocks wide enough to accommodate back wall.



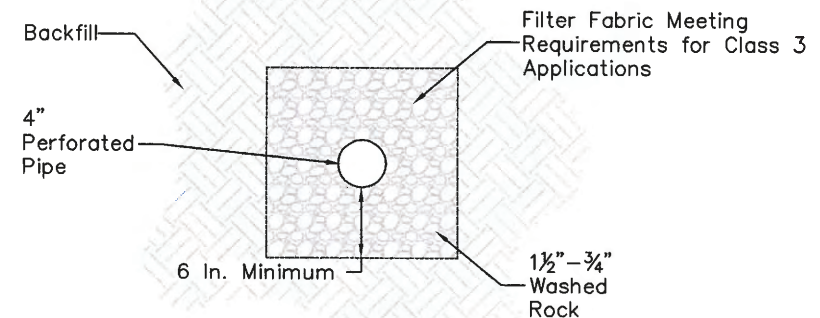
This design was originally completed for another landowner using KCD Engineering Services. The measurements and specifications on this page should be used as primary reference for the Ford LIP project, but the sub-surface drain and ecoblock-bin sizing will differ. The subsurface drain should run north to south and divert into vegetation towards the south. There should be three 4x8x8 wood-wall bins constructed against ecoblocks wide enough to accommodate back wall. Information on this page is applicable apart from exact height of hillside.



Notes:

1. Concrete slab shall be constructed as shown on additional detail sheet.
2. At the owners discretion, a gravel pad may be installed in place of a concrete pad. A steel grade bar shall be installed to limit accidental removal of rock.
3. All backfill material and prepared earth surfaces, except washed drain rock, shall be compacted in lifts not to exceed 12", by three coverages with a vibratory compactor.
4. Sub-surface drains shall not tie into existing yard drain lines.
5. The constructed path and landing shall be sloped such that surface water freely drains off the side. Minimum slope shall be 1%.
6. Water shall not drain towards the retaining wall.
7. The retaining wall shall be configured as shown. The wall must be placed on a compacted gravel base. Alternately, the concrete pad may be extended to act as the base.
8. Geotextile fabric shall be overlapped at least 1 foot to prevent separation.

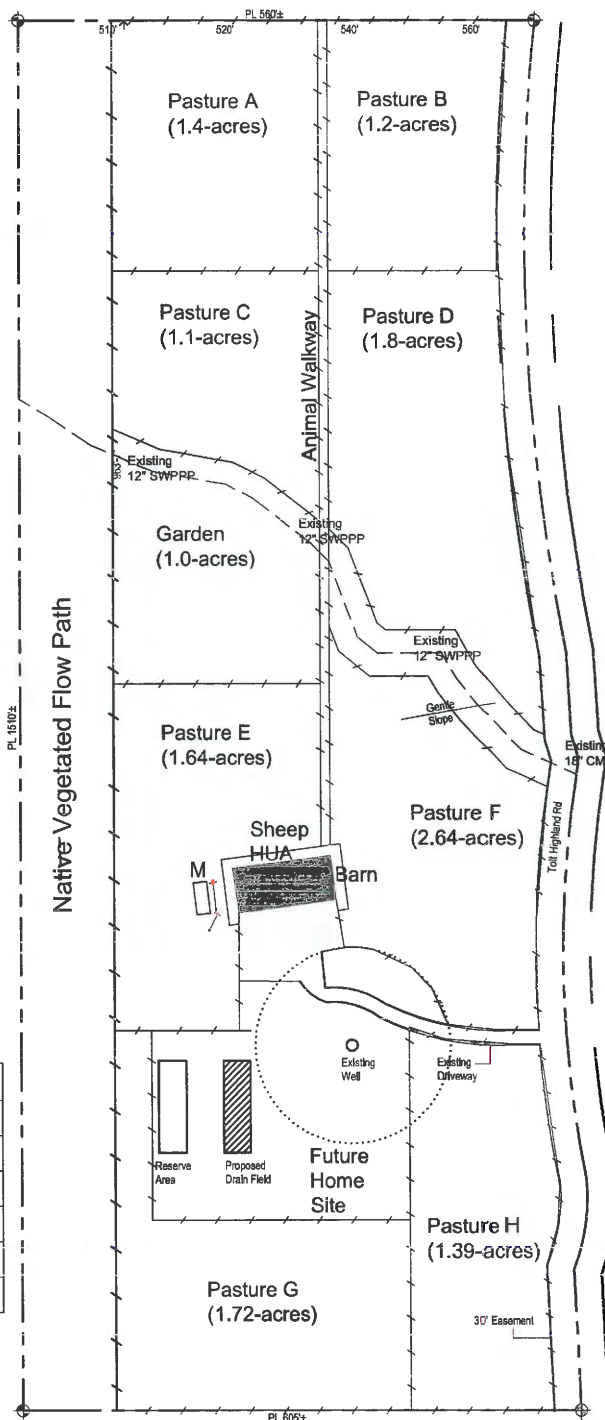
SUB-DRAIN DETAIL



Bruce Ford (land owner)
 Cameron Garrison (land manager)
 7833 Tolt Highlands Rd NE
 Carnation, WA 98014

LEGEND	
	Property Boundary
	Driveway
	100-foot well buffer
HUA/M	Heavy Use Area/Manure
	New Fence
	Seasonally Wet
	Subsurface Drain

Plan Map





250

Feet







King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: September 12, 2022

SUBJECT: 22-081

- Contract Approval for Regional Food System 3rd Party Evaluation

FISCAL IMPACT

- This contract will appropriate \$160,000 of budgeted Regional Food Systems Strategic Initiatives funding

POLICY CONSIDERATION

- There are no special policy considerations with this contract amendment

STAKEHOLDER INTERESTS

- Stakeholder interests include:
 - Regional Food System Workgroup, which has been closely involved in preparation of the Request for Proposals and proposal evaluation and selection process
 - Past, present and future recipients of Regional Food System competitive and strategic initiatives grant allocations
 - Farm and food system producers, distributors, and consumers throughout King County, and including residents of other areas who depend upon or enjoy King County agricultural products
 - Internal staff involved in administering the Regional Food System program
- All of the above stakeholder interests will be benefited from a thoughtful, thorough, and well-run evaluation of past and present grant making activities through this program

BACKGROUND

- In June 2022 KCD issued a Request for Proposals 3rd party evaluation of the Regional Food System grants programs. The purpose of this study is to evaluate previous and current grants to determine program effectiveness and impact
- Cardea Services of Seattle Washington submitted a responsive and well-considered proposal to complete this study in a timely manner, and their methodology was sound. They were selected as the winning bidder for this project.

EFFECTIVE DATE:

- Upon approval by the Board of Supervisors

OPTIONS

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

RECOMMENDATION

King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: September 12, 2022

- Staff recommends that the Board approve the proposed contract.

MOTION

- I move to approve the proposed contract as presented.

CONSULTANT SERVICES CONTRACT

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

The parties agree as follows:

1. Term of Agreement. This Agreement shall be effective from and after September 12, 2022 through June 30, 2023, unless terminated earlier pursuant to the provisions of this Agreement.
 2. Scope of Work to be Performed. The Consultant shall perform the work and services described in Exhibit A. If specified in Exhibit A, the work and services shall be performed pursuant to task orders issued by the District. In the event of a conflict between Exhibit A and this Agreement, the provisions of this Agreement shall prevail.
 3. Compensation and Payment.
 - A. Compensation. The District shall pay the Consultant for all completed work and services as provided in Exhibit A. The total amount paid under this Agreement shall not exceed \$160,000 unless mutually agreed upon in writing by the parties.
 - B. Mileage and Travel. The District shall not compensate for mileage and/ or time spent in travel unless explicitly included in Exhibit A or otherwise approved by the District in writing in advance of such costs being incurred. If specified, or approved, the District shall compensate Consultant for hours associated with travel at a rate not to exceed 50% of the Consultants established hourly rate, unless work is performed during said travel.

Compensation rates for mileage, hotel and/or per diem shall not exceed rates established by the State of Washington and posted at:
<https://www.ofm.wa.gov/sites/default/files/public/legacy/policy/10.90.pdf>

 - C. Payment. The Consultant shall submit to the District at the beginning of each month a billing statement that identifies the number of hours worked with a description of the work or services performed. The District will pay the Consultant for work or services performed within 30 days after receipt of an itemized billing statement, in accordance with established practices. The Consultant will provide the District with a Taxpayer Identification Number before or along with the first billing statement submitted to the District.
4. Record Keeping and Reporting. The Consultant shall maintain accounts and records, including personnel, property, financial and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and work or services performed under this Agreement, and any other records or reports as may be deemed necessary

by the District to ensure the performance of this Agreement. These records shall be maintained for a period of six (6) years after termination of this Agreement, unless permission to destroy such records is granted by the Office of Archivist in accordance with RCW 40.14.070 and the District.

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

6. Compliance with Law.

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

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

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

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

7. Contractual Relationship.

A. Independent Contractor. The Consultant and District agree that the Consultant is an independent contractor with respect to work or services provided under this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the Consultant and the District. It is understood and agreed that the Consultant or any employee of the Consultant will not be entitled to receive any other benefits accorded District employees. The District will not be responsible for withholding or otherwise deducting federal income tax, social security, or contributing to the State Industrial Insurance

Program, or in any other way assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

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

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

9. Indemnification.

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

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

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

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

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

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

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

Kathryn Lewis
King Conservation District
800 SW 39th St, Suite 150
Renton, WA 98057

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

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

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

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

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

17. No Waiver. No waiver of full performance by either party shall be construed, or operate, as a waiver of any subsequent default or breach of any of the terms, covenants or conditions of

this Agreement. The payment of compensation to the Consultant shall not be deemed a waiver of any right or the acceptance of defective performance.

18. Termination.

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

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

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

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

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

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

CONSULTANT:

KING CONSERVATION DISTRICT:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

Scope of Work

Description of the Work Program

Evaluation components include:

1. Managing a robust partner/stakeholder engagement process with current interested participants in the program and newly identified partners
2. Identifying and evaluating existing internal and external data
3. Collecting and analyzing new data to highlight program achievements and any existing gaps in funding areas that would increase the effectiveness of current and future efforts to deliver significant outcomes
4. Developing a final written report with recommendations for improvements that could be made to increase the elements evaluated, especially in the areas of equity and support for a just and healthy food system for all communities served by KCD

Component 1 – Managing a robust partner/stakeholder engagement process

At project startup, Cardea will work with KCD staff and the RFS Workgroup to finalize the evaluation approach/plan, including key evaluation questions, evaluation activities and timelines, clarifying what internal and external data are readily available, and securing data sharing and other agreements, as needed. In addition, we will work with KCD staff and the RFS Workgroup to institute a communication plan for meetings, regular updates, and review of deliverables.

Cardea proposes to work with KCD staff and the RFS Workgroup to establish a Community Expert Council (CEC) of RFS Grant Program awardees who reflect the range of awardees (e.g., farmers, producer networks, marketing cooperatives, farmers markets, businesses, schools, special districts, nonprofit organizations, tribes, and jurisdictions within KCD's service area) and the four investment areas (i.e., Infrastructure, Scaling Up, Farmland Access, and Institutional Demand). We propose to co-develop a set of selection criteria to determine how many and which awardees to invite to the CEC. As discussed on August 22, 2022, KCD will provide stipends for CEC participation.

Deliverables – evaluation approach/plan and CEC roster | **Time estimate** = 80 hours

Component 2 – Identifying and evaluating existing internal and external data

Cardea will work with KCD staff, RFS Workgroup, and RFS Grant Program Awardees to compile readily available internal and external data. While we anticipate that quantitative methods will primarily rely on summative and descriptive analysis across years and/or programs and investment areas, we will review the data to determine if there are opportunities for longitudinal analysis and/or aggregation across programs and investment areas. Anticipated challenges include uncertainty about whether data are mutually exclusive within and between programs and investment areas and inconsistent availability of numerators/denominators for all measures.

Cardea will analyze all quantitative and qualitative data, using descriptive statistics in *R*, *SPSS*, or *Dedoose* software. We will use findings to describe grant program effectiveness, program reach, accessibility, achievements, and areas for growth of the RFS Grant Program. We will host a session with KCD staff, RFS Workgroup, and CEC to share preliminary findings and make meaning of the data together. After the session, we will integrate feedback into the summary of existing data.

Deliverable – summary of existing data | ***Time estimate*** = 240 hours

Component 3 – Collecting and analyzing new data

To complement existing internal and external data, Cardea will collect new data through an Alchemer/online survey of all RFS Grant Program awardees and a combination of interviews and focus groups with up to 50 awardees across the eight years (2015-2022) of the RFS Grant Program.

Cardea will host interviews and focus groups via Zoom. If awardees are comfortable with an in-person conversation and public health guidance allows for it, Cardea will offer focus groups face-to-face. During these conversations, we will explore RFS Grant Program awardees' experience with the accessibility and effectiveness of the RFS Grant Program, including strengths and areas for growth in funding areas that would increase the effectiveness of current and future efforts to deliver significant outcomes.

Throughout these conversations, we will ask participants to comment on strengths and areas for growth related to equity and support for a just and healthy food system across the four investment areas and communities served by KCD. In addition, we will inquire about and compile any additional existing internal and external secondary data relevant to the program evaluation.

With permission from participants, Cardea will record conversations to produce transcripts for analysis. We will use thematic content analysis to identify key themes and quotations for the final written report. As with the preliminary findings from existing data, we will host a session with KCD staff, RFS Workgroup, and CEC to share preliminary themes and make meaning of the data together. After the session, we will integrate feedback into the summary of key themes.

Deliverable – summary of survey, interview, and focus group themes | ***Time estimate*** = 360 hours

Component 4 – Developing a final written report

Cardea will draft a written report, summarizing findings from existing internal and external data, Alchemer survey, interviews, and focus groups and offering recommendations to enhance/improve grant program effectiveness, program reach, accessibility, etc.

We will share the draft report with KCD staff, RFS Workgroup, and CEC for co-interpretation and co-development of recommendations that advance equity and build greater support for a just and healthy food system for all communities served by KCD. We will integrate feedback into a final draft to share with survey, interview, and focus group participants who indicated that they were interested in serving as reviewers; summarize and review the feedback with KCD staff, RFS Workgroup, and CEC; and integrate additional feedback to produce the final written report.




Cardea is expert in transforming data and summarizing findings for non-technical and technical audiences via visually engaging reports, as well as one-pagers, presentations, community conversations, practice papers, and other modalities. We are happy to discuss these options with KCD staff, RFS Workgroup, and CEC.

Deliverable - final written report | ***Time estimate*** = 160 hours







Visual Workplan and Timeline

The visual workplan and timeline includes Components 1-4, as well as ongoing activities. The timeline through June 30, 2023 to ensure time for robust partner/stakeholder engagement and the highest quality work product. This timeline may be extended with agreement by both parties.

One factor that may impact this program evaluation is the ongoing impact of COVID-19, including Zoom fatigue for those who are navigating hybrid and fully remote environments and the resultant impact on partner engagement. In our experience, extending the timeline for engagement will address this factor. Another factor is varied reporting across the RFS Grant Program awardees. To address this factor, we will strategically develop composite measures to combine program data and facilitate a cross-cutting analysis of the successes and areas for growth among awardees.

	= Activity		= Milestone										
Project Activities/ Goals				Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Component 1 – Managing a robust partner/stakeholder engagement process													
Coordinate project kickoff meeting													
Finalize evaluation approach/plan, key questions, and agreements, including clarifying what existing internal and external data are available													
Develop and institute communication plan among KCD staff, RFS Workgroup, and Cardea													
Form a Community Expert Council (CEC) with diverse representation from KCD RFS stakeholders to engage as co-designer													
Identify all key partners to participate in interviews and focus groups													
Component 2 – Identifying and evaluating existing internal and external data													
Compile readily available internal and external data													
Analyze all quantitative and qualitative data available													
Host a session to share preliminary findings and make meaning of readily available data													
Component 3 – Collecting and analyzing new data													

 = Activity  = Milestone

Project Activities/ Goals	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Co-develop quantitative survey to gather feedback from current and former grantees										
Co-design and develop interview and focus group guides										
Launch online survey										
Conduct interviews and focus groups										
Collect all other existing internal and external project data										
Component 4 – Developing a final written report										
Finalize analysis of all primary data (interview, focus group, and survey findings) and secondary data (existing internal and external data)										
Draft preliminary findings to share and co-interpret with key partners										
Host meaning making sessions with CEC, RFS Workgroup and KCD staff to solicit input and feedback on preliminary findings										
Integrate feedback and input on findings into draft of final report										
Gather feedback on draft final report from participants who wanted to review findings and incorporate their feedback into final report										

Schedule of Billing Rates

Cardea uses a time & materials (T&M) rate of \$180/hour, which is inclusive of all personnel, other direct, and indirect costs. We estimate that the level of effort for this project is at least 880 hours, and our all-inclusive fee is \$160,000.

Component	Estimated Hours	Rate	Total Cost
Component 1	129	\$180/hour	\$23,220
Component 2	240		\$43,200
Component 3	360		\$64,800
Component 4	160		\$28,800
Total – Components 1-4	889 hours	\$180/hour	\$160,020
All-Inclusive Fee			\$160,000

King Conservation District Board of Supervisors Meeting
Action/ Agenda Briefing Report AI
Meeting Date: September 12th, 2022

SUBJECT: King Conservation District Board Election Zoning Request for Proposals.

FISCAL IMPACT

The request for proposals is designed as a not-to exceed contract for \$60,000.

POLICY CONSIDERATION

King Conservation District is authorized to conduct elections for the three elected board of supervisors. The elected supervisors participate in a county wide election and serve all communities within the King Conservation District boundaries. The three elected supervisors all reside in the City of Seattle area. The Board of Supervisors is committed to reforming conservation district board of supervisor elections to be more representative, and Washington State Law allows for dividing the district into three zones when requested by the board of supervisors and approved by the Washington State Conservation Commission per RCW 89.08.190. Dividing the district into three zones will allow for representation of all parts of King County.

STAKEHOLDER INTERESTS

- Staff and board members of the King Conservation District
- Washington State Conservation Commission
- Voters within King Conservation District boundaries

BACKGROUND

On August 8th, 2022, KCD's Board of Supervisors approved Resolution NO. 22-002 and resolved to:

- 1) Create three geographical zones for elected board of supervisor elections to ensure representation of all parts of King County: a. Having roughly equal population, and b. Being contiguous, compact and convenient, and c. Following existing natural geographic and political subdivision boundaries; and
- 2) Hire a consultant to develop three zones; and
- 3) Conduct an inclusive community engagement process to receive input and feedback on the zone proposal.

KCD staff developed a draft request for proposals to begin the process of hiring a consultant to develop three geographical zones.

RECOMMENDATIONS

Staff recommends the board submit the following motion:

Motion: I move to approve the draft King Conservation District Board Election Zoning request for proposals.

MOTION

AI

**King Conservation District Board of Supervisors Meeting
Action/ Agenda Briefing Report AI
Meeting Date: September 12th, 2022**

_____ Moved, _____ Seconded;



Request for Proposals #TBD King Conservation District Board Election Zoning DATE

INTRODUCTION

King Conservation District (KCD) seeks an independent consultant or consulting team with geographic information system (“GIS”) expertise and experience and a demonstrated ability to work effectively in a politically sensitive environment to establish three zones within King Conservation District’s boundaries. Based on criteria provided by King Conservation District and following statutory and regulatory requirements, the consultant will draft a zoning report, produce District maps, and provide demographic analysis of the proposed plan.

KCD is a special purpose district authorized by Washington State and guided by the Washington State Conservation Commission (Commission). Our mission is to promote the sustainable use of natural resources through responsible stewardship.

Since 1949, KCD has been helping the people of King County manage their natural resources and build resilient communities. We promote conservation through demonstration projects, education, and providing technical assistance and, in some cases, providing or pointing the way to funds which may be available for projects. KCD has no regulatory or enforcement authority and only works with those who choose to work with us. In addition to funding its core programs, KCD offers grant funding and cost-share programs to support stewardship congruent with its mission.

KCD is a special division of local government run by an all-volunteer board of five supervisors – three who are elected locally and two who are appointed by the Commission. The term of office for each supervisor is three years.

KCD’s election authority resides in RCW Chapter 89.08 and its elections do not fall under the state statute for general elections. Washington State Law allows for dividing conservation districts into three zones when requested by the district’s board of supervisors and approved by the Commission per RCW 89.08.190.

With the adoption of Resolution NO. 22-002 on August 8th, 2022, KCD’s Board of Supervisors resolved to:

- 1) Create three geographical zones for elected board of supervisor elections to ensure representation of all parts of King County: a. Having roughly equal population, and b. Being contiguous, compact and convenient, and c. Following existing natural geographic and political subdivision boundaries; and

- 2) Hire a consultant to develop three zones; and
- 3) Conduct an inclusive community engagement process to receive input and feedback on the zone proposal.

The deadline for submittal of proposals is TBD PM, Pacific Time, TBD.

Two hard copies of the proposal must be submitted to KCD no later than the deadline listed above. All proposals must be sealed in an opaque envelope and clearly marked “Proposal for King Conservation District Board Election Zoning.” The official clock for submissions is located at KCD (address listed below).

All proposals and accompanying documentation will become the property of KCD and will not be returned. Vendors accept all risks of late delivery of mailed proposal regardless of fault. Costs for developing the proposal in response to the RFP are entirely the obligation of the vendor.

RFP Mailing and Drop Off Address:

King Conservation District
Re: Proposal for Regional Food System Program Evaluation
800 SW 39th St, Suite 150
Renton, WA 98057

This Request for Proposals includes the following sections:

1. DISTRICT BACKGROUND.....	2
3. DISTRICT’S RESPONSIBILITIES.....	5
4. PROPOSAL FORMAT	6
5. BUDGET/CONTRACT.....	6
6. SCHEDULE.....	6
7. SELECTION CRITERIA	7
9. CONTACTS	7

1. DISTRICT BACKGROUND

King Conservation District (KCD) was founded in 1949 and operates as a special purpose district under the authority of the State of Washington (Revised Code of Washington 89.08). The mission of KCD is to promote the sustainable use of natural resources through responsible stewardship. KCD is governed by a 5-member Board, 3 elected at large by the citizens of King County and 2 appointed by the State Conservation Commission. They are volunteer public officials who determine matters of policy, oversee the budget and management of the Executive Director. The Board hires a full-

time Executive Director who is the lead administrator coordinating day-to-day activities. An Advisory Committee of 15 elected officials and senior staff from cities, the County, and organizations across King County provides policy recommendations to the Board of Supervisors.

DRAFT

2. OBJECTIVES

The purposes of this project are to:

1. Propose three geographical zones for elected board of supervisor elections to ensure representation of all parts of King County:
 - a. Having roughly equal population, and
 - b. Being contiguous, compact and convenient, and
 - c. Following existing natural geographic and political subdivision boundaries.
2. Conduct an inclusive community engagement process to receive input and feedback on the zone proposal.

Necessary components of this project will include:

1. The consultant shall acquire an in-depth understanding of the Conservation District election process, including the statutory and regulatory requirements for the new district zoning plan.
2. The consultant shall obtain 2020 Census and other data, demographic information, maps, and other required materials showing boundaries of neighborhoods, community planning areas, and existing KCD boundaries.
3. The consultant shall provide and present relevant geographic and demographic data analysis to the KCD Board of Supervisors to assist in the formulation of a district zoning plan.
4. The consultant shall provide KCD with direct access to relevant GIS digital data, maps, and working documents. If requested, the consultant will provide basic training or assistance sufficient for KCD to access, interpret and operate the digital data and maps.
5. The consultant shall facilitate KCD's public outreach, to the extent feasible within the budget.
6. The consultant shall create district zoning plan alternatives based on criteria provided by KCD, using 2020 Census tract, block group, and block data and other relevant information, and provide detailed geographic and demographic analysis of the plans.
7. The consultant shall provide maps for all district zoning plans presented to the KCD Board of Supervisors in web-ready maps, JPG, PDF, and other digital formats as requested. The consultant shall provide or facilitate creation of large format paper maps, if requested.

8. The consultant shall provide detailed and explicit description of how principles of racial equity and representation are integrated into all proposed district zoning plans presented to the KCD Board of Supervisors.
9. The consultant shall be available to attend and participate in KCD meetings and public hearings.
10. The consultant shall outline distinguishing features and key differences of competing district zoning plans to aid in the presentation of the plans to KCD Supervisors and at public hearings.
11. The consultant shall be available to attend and participate in the presentation of plans at public hearings, if requested by the KCD Board of Supervisors.

3. DISTRICT'S RESPONSIBILITIES

KCD staff will provide the consultant with all relevant information it has pertaining to KCD, its operations, and current boundaries. KCD may provide additional documents and information as requested from the consultant.

4. PROPOSAL FORMAT

Proposals shall be a maximum of 12 pages, including any attachments, and include the following information:

- a. Cover letter summarizing the proposal.
- b. Scope of work (a description of the work program including a description of deliverables, activities, and time estimates for completing each element). Include methodologies you would employ and indicate your experience or success in employing such methodologies on other projects. Be explicit in describing how you will integrate principles of racial equity and representation and indicate your experience or success on other projects. List the software tools and other resources you will use and briefly describe noteworthy features.
- c. Description of the Project Team. The names, title, and qualifications (resumes) of the proposed project manager and support staff who will be conducting the work on this assignment, including their experience and projects in which they had “hands on” responsibility.
- d. Schedule of billing rates and an all-inclusive fee that includes associated costs (i.e. printing costs, attendance at meetings, travel). Please identify project costs associated with the proposal, indicating the hourly rates that apply to each team member and total estimated cost based on assigned tasks. Also include all additional expenses that would be charged and how the expenses will be calculated.
- e. A list of three (3) references for similar projects, including contact information.

5. BUDGET/CONTRACT

KCD wishes to negotiate a contract with a “not to exceed” dollar total based on a clearly defined scope of work. The selected consultant will be required to enter into a standard professional services contract outlining roles and responsibilities, scope, timelines, and expectations of the parties. The maximum budget for this project is \$60,000.

6. SCHEDULE

The following is an outline of the selection procedure and a tentative time schedule:

Event Date	Date / Time
Release RFP	
Questions about RFP due	

Deadline for submission of proposals	
Proposal evaluation complete	
Contract award	
Work complete	

7. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weight
Staff expertise and overall experience of personnel assigned to the work.	25
Scope of work methodology – Approach to project.	25
Thoroughness and understanding of the tasks to be completed. Overall content quality.	15
Background and experience in districting or zoning for elections, including stakeholder outreach. Recent experience, preferably in a local government setting, conducting similar activities.	25
Cost	10
Total:	100

8. DISCRETION AND LIABILITY WAIVER

KCD reserves the right to reject all proposals or to request and obtain supplementary information as may be necessary for KCD staff to analyze the proposals pursuant to the consultant selection criteria listed above. The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

9. CONTACTS

All communication concerning this RFP should be directed in writing to the RFP Coordinator listed below. Any oral communications will be considered unofficial and non-binding on KCD.

Rosa Méndez-Perez
Executive Director
800 SW 39th St, #150
Renton, WA 98057
425-282-1900
rosa.mendez@kingcd.org

DRAFT

King Conservation District Board of Supervisors Meeting
Action/ Agenda Briefing Report AI
Meeting Date: September 12th, 2022

SUBJECT: Lake Sammamish Artificial Light at Night Abatement Funding Award and Grant Addendum

FISCAL IMPACT

The total budget for the grant award is \$125,000.

POLICY CONSIDERATION

The final supplemental operating budget included \$125,000 for a KCD project. These funds came about from a discussion with Issaquah Councilmember Hunt (one of our advisory committee members) and a group of partners including WRIA 8 and the Lake Sammamish Kokanee Work Group to address the impacts of artificial light at night on native salmon in the Lake Sammamish basin. Impacts of artificial light are identified in the WRIA 8 Chinook Salmon Conservation Plan as a priority limiting factor for juvenile salmon survival.

STAKEHOLDER INTERESTS

- Staff and board members of the King Conservation District
- Washington State Conservation Commission
- WRIA 8, Lake Sammamish Kokanee Work Group, USGS, and the Cities of Redmond, Issaquah, Sammamish, and Bellevue.

BACKGROUND

Artificial light pollution at night is a priority limiting factor and critical research and data need to advance salmon recovery efforts in the Lake Washington/Cedar/Sammamish Watershed (WRIA 8). Reducing artificial lighting at night (ALAN) is a priority strategy to increase survival of juvenile Chinook, kokanee, and other salmon species. To support efforts to reduce ALAN impacts, the Washington State Legislature approved a budget proviso allocating an initial \$125,000 to the King Conservation District through the Washington State Conservation Commission during the 2022 legislative session.

KCD's role will include our Riparian team and will showcase our education, outreach, and technical expertise. The Washington State Conservation Commission is administering the funds through a grant to KCD.

The scope of work includes:

King Conservation District will contract with U.S. Geologic Survey (USGS) to conduct a baseline artificial light survey of nearshore habitats in Lake Sammamish and along the Sammamish River with the goal of measuring current artificial light conditions and identifying hotspots. The survey data will direct light reduction efforts in Lake Sammamish and provide a baseline measure success.

King Conservation District will lead education, outreach and technical assistance efforts to reduce the impacts of artificial lighting along Lake Sammamish (July 2022 – June 2023). Assessment of early adoption and barriers to behavior change may lead to adaptive management activities including development of a financial assistance mechanism to incentivize lighting upgrades if costs associated with

AI

King Conservation District Board of Supervisors Meeting

Action/ Agenda Briefing Report AI

Meeting Date: September 12th, 2022

best management practice implementation or upgrading to the improved technology prove to be a barrier.

King Conservation District will administer a consultant contract to implement and achieve development of a model ordinance template.

RECOMMENDATIONS

Staff recommends the board submit the following motion:

Motion: I move to approve the grant addendum for the Lake Sammamish Artificial Light at Night Abatement project.

MOTION

_____ Moved, _____ Seconded;

ADDENDUM

Lake Sammamish Artificial Light at Night Abatement

King Conservation District

Effective Dates: July 01, 2022 – June 30, 2023

Grant: #23-09-AL

Total Budget Amount: \$125,000

Artificial light pollution at night is a priority limiting factor and critical research and data need to advance salmon recovery efforts in the Lake Washington/Cedar/Sammamish Watershed (WRIA 8). Reducing artificial lighting at night (ALAN) is a priority strategy to increase survival of juvenile Chinook, kokanee, and other salmon species. To support efforts to reduce ALAN impacts, the Washington State Legislature approved a budget proviso allocating an initial \$125,000 to the King Conservation District through the Washington State Conservation Commission during the 2022 legislative session to implement a series of actions to limit the harmful ALAN impacts on native salmon in the Lake Sammamish basin.

This scope of work includes three primary tasks: (1) a baseline artificial light survey of Lake Sammamish, (2) public awareness and landowner outreach and incentive program, and (3) developing a model ordinance with new development and redevelopment standards for jurisdictions to consider in their development of land use codes and regulatory updates.

Task 1: Lake Sammamish Baseline Artificial Light Survey (\$40,000)

King Conservation District will contract with U.S. Geologic Survey (USGS) to conduct a baseline artificial light survey of nearshore habitats in Lake Sammamish and along the Sammamish River with the goal of measuring current artificial light conditions and identifying hotspots. The survey data will direct light reduction efforts in Lake Sammamish and provide a baseline measure success. The study will include:

- Conduct light surveys by boat (generally within 10 m of the shoreline when possible) for total 4-8 nights deployed during the months of July-September. Kayaks will be used in shallower regions of the lake.
- Conduct a kayak-based nocturnal light survey of the Sammamish Slough (number of nights required TBD)

- Convert light survey data into spatially explicit metrics of predation risk (search volume in m³/h; Beauchamp et al. 1999) using a visual foraging model for predatory Cutthroat Trout (Mazur and Beauchamp 2006; Hansen et al. 2013) as a representative indicator for the primary predatory fishes in the basin
- Identify light hot spots that increase the predation risk of native and hatchery salmon
- Qualitative results of the light survey will be available for identifying light hotspots for use in prioritizing stakeholder engagement and experimental localized ALAN reductions during fall 2022. We would use these data with other members of the Artificial Light At Night Abatement Team to inform the list of candidate locations for ALAN reductions.
- Complete final survey report by the end of March 2023.

Task 2: Public Awareness, Landowner Outreach and Incentive Program (approximately \$60,000)

King Conservation District will lead education, outreach and technical assistance efforts to reduce the impacts of artificial lighting along Lake Sammamish (July 2022 – June 2023). Assessment of early adoption and barriers to behavior change may lead to adaptive management activities including development of a financial assistance mechanism to incentivize lighting upgrades if costs associated with best management practice implementation or upgrading to the improved technology prove to be a barrier.

- Research available technology and recommended best management practices for reducing impacts of artificial lighting on salmon and other aquatic organisms and develop artificial light reduction best management practice standards for lakeshore homeowners. This research can also help inform efforts related to development of a model ordinance and future artificial light proposals.
- Develop new outreach and education materials focused promoting best management practices and lighting recommendations to reduce the negative impacts of artificial lighting. Materials will include handouts, workshop curriculum, internet and social media public service announcements.
- Incorporate these materials into KCD's existing shoreline homeowner outreach efforts, including as part of the curriculum of quarterly offered workshops designed for stream and lake shoreline property owners.
- Conduct outreach & education activities in the Lake Sammamish basin such as mailings, workshops, event tabling, internet promotion, etc., to audiences including lakeshore homeowners with existing infrastructure, as well as city permit offices, local landscape architects and environmental consulting firms to inform new build designs.
- Establish a detailed process to assist homeowners and encourage their adoption of equipment and practices proven effective in reducing impact of artificial lighting including coordinating with lighting experts, suppliers and businesses and developing a homeowner light reduction financial incentive program.
- Implement pilot incentive program with a small number of landowners to test the success of the program and to showcase landowner actions as an outreach tool.

Task 3: Artificial Light Model Ordinance Template (approximately \$25,000)

King Conservation District will administer a consultant contract to implement the following tasks and achieve the following objectives related to development of a model ordinance template (January - June 2023):

- Review jurisdictions' code language to identify existing lighting codes adjacent to Lake Sammamish or places where a lighting ordinance could be added. Use the proposed City of Issaquah artificial lighting ordinance as a starting point for the model ordinance.
- Develop a template for model code language to control light adjacent to Lake Sammamish shorelines for docks and residential lighting. Determine if this would need to be changed in land use code and/or the Shoreline Master Program.
- Consider best available science and data from the Lake Sammamish baseline artificial light survey (Task 1) and best management practices (from Task 2).
- In developing the template, Consultant will solicit feedback from staff and elected officials. Consultant will also develop a list of policy considerations to help inform future ordinance implementation including resources needed, enforcement considerations, etc. (up to 3 meetings)
- Conduct other outreach efforts, as needed, such as landowner focus groups or resident interviews to inform ordinance development.
- Consultant will lead outreach and presentations to the four Lake Sammamish cities to share and seek feedback on final model ordinance (up to 8 meetings –with a minimum of 1 meeting offered per jurisdiction).
- Consultant will produce a final report including model ordinance template, existing city code analysis, summary of best available science including takeaways from Task 1 and Task 2, and policy considerations.

ADDENDUM

Lake Sammamish Artificial Light at Night Abatement

King Conservation District

Effective Dates: July 01, 2022 – June 30, 2023

Grant: #23-09-AL

Total Budget Amount: \$125,000

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2023 KCD Board Election Timeline (DRAFT)

- **December 5 - 9, 2022: KCD holds candidate filing**
 - KCD sends candidate information to KCE to verify that candidate is a voter in the district
- December 12, 2022: Last day for candidates to withdraw
- December 13, 2022: KCD send list of final candidates to KCE
- January 6, 2023: KCE uploads ballot build to Democracy Live (includes ballot packet and declaration signature sheet)
- January 11, 2023: Democracy Live has final proof ready for KCD and KCE review
- January 12, 2023: KCE tests and approves Democracy Live ballots, sends approval to KCD
- January 13, 2023: KCD approves Democracy Live site
- **January 24, 2023, 8 a.m.: Voting opens (this is the day before regular ballots are mailed for the February election)**
- January 26, 2023: KCE opens ballot drop boxes for the February special election (boxes open depends on the districts participating in the February election)
- **February 14, 2023:**
 - **Election Day, voting closes at 8 p.m.**
 - Initial election results posted by 9 p.m.
- February 16, 2023: Election results posted by 5 p.m.
- February 21, 2023: Election results posted by 5 p.m.
- February 23, 2023:
 - Election results posted by 5 p.m.
 - Deadline to receive ballots with on-time postmarks
 - Signature challenge deadline at 4:30 p.m.
- February 28, 2023: Election results posted by 5 p.m.
- March 2, 2023:
 - KCE transmits final results and summary report to KCD
 - Final results posted