

**KING CONSERVATION DISTRICT  
SPECIAL BOARD OF SUPERVISORS MEETING  
September 26th, 2022  
6:15 PM to 8:00 PM – via Teleconference Only**  
**Zoom Link:**  
<https://us06web.zoom.us/j/93675999679>  
**Call in Number: (253) 215-8782**  
**Meeting ID**936 7599 9679  
Meeting Agenda

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Call to Order

- |   |                          |
|---|--------------------------|
| <b>1. Preliminary Matters</b><br>a) Introductions<br>b) Additions or Corrections to the Agenda<br>c) Adoption of the Board Agenda | <b>6:15PM – 6:20 PM</b>  |
| <b>2. Public Comment</b>  | <b>6:20 PM – 6:25 PM</b> |
| <b>3. New Business</b><br>a) AI 22-085: FY22 Budget Amendment #3 – Lewis/Mendez-Perez   | <b>6:25 PM – 6:35 PM</b> |
| <b>4. Unfinished Business</b><br>a) Strategic Planning Workshop – Tevin Medley – Athena Group                                     | <b>6:35 PM – 7:30 PM</b> |
| <b>5. Executive Session</b><br>a) Executive Session: Collective Bargaining RCW 42.30.140, Sub (4)i.                               | <b>7:30 PM – 8:00 PM</b> |

# New Business

King Conservation District Board of Supervisors  
Agenda Action Briefing/Report  
Meeting Date: September 26, 2022

**SUBJECT: 22-085**

- FY22 Budget Amendment #3

**FISCAL IMPACT**

- Numerous changes to reflect budget adjustments, overall impact to previous approved budget (2/15/22) reduces projected spending by \$395,912.40.

**POLICY CONSIDERATION**

- Budget amendments are proposed by the Executive Director and reviewed and approved by the Board of Supervisors.

**STAKEHOLDER INTERESTS**

- Stakeholders will be impacted by the level of service received by eventual District funding of approved budget levels

**BACKGROUND**

- Finance & Budget staff have worked with program managers and senior leadership to refine the 2022 budget. Improvements are based upon new input from KCD staff & management, better understanding of costs due to implementation of the new QuickBooks accounting system, and numerous staffing adjustments resulting from revisions to the hiring schedule & departures.
- Current estimates show all spending categories under budget for end of FY2022.
- See Attached Summary for further background on amendments (A full list of budget amendments is preserved in Financial system records).

**EFFECTIVE DATE:**

- Upon approval by the Board of Supervisors

**OPTIONS**

- This is a first look to inform the Board of Supervisors of expected mid-year budget amendments, which are likely to be formally presented for action at the first Board of Supervisors meeting in October. No action is required, but approval is optional.

**RECOMMENDATION**

- No action is proposed at this time unless the Board of Supervisors is prepared to approve the amendment.

**MOTION**

- Not required. Optional Motion: "I move to approve FY22 Budget Amendment #3 as presented/amended."

## Summary of Amendments

- Revised various administrative costs to reflect better understanding of expenses resulting from implementation of new QuickBooks accounting system
- Addition of new administrative costs resulting from implementation of Pay NW payroll system
- Revised costs for administrative consulting team
- Removed several positions from hiring schedule for various reasons
  - Executive Assistant
  - 2 Farm Program technical positions
  - 2 Shorelines Program technical positions
- Added positions at request of program managers and senior management:
  - Urban Forest Stewardship Coordinator
- Revised timeline for various position hirings:
  - Education Coordinator
  - Community Agriculture Coordinator
  - Chief Administrative Officer
- Removed or reduced position costs for positions due to staff departure:
  - Wildfire Preparedness Coordinator (Reduce Wildfire Preparedness expenses by \$49,585)
  - Evaluation Coordinator
- Revised LGIP Interest Income revenue estimate (Reduce revenue assigned to general budget by \$106,250 and to Small Lot Forestry budget by \$25,000)
- Add project funding for various Community Agriculture project costs (Add \$23,800 in expenses)
- Increase Soil Testing budget in Rural Land Stewardship to reflect increased processing costs (Add \$8,000 in expenses)
- Adjust cost of AmeriCorps Individual Placements (Add \$1,534 in expenses)
- Add item for Regional Food System 3<sup>rd</sup> Party Evaluation (Add \$100,000 of new expense in overall \$160,000 contract to front-load available funds for work)
- Add WADE expenses to meet commitment with Collective Bargaining Agreement (Add \$13,750 in travel and registration expenses)
- Add WRIA Funds, Opportunity Funds, and Hinton Project funds to budget with amounts TBD to increase transparency of currently held restricted funds

## Coming Soon

- Potential action to implement 2022 Compensation & Classification Study Results
- Work Sessions on FY2023 Budget

FY2022 Projected Revenues				
	<i>Revenue Sources</i>	<i>Reserved</i>	<i>2022 Projected</i>	<i>Carry Forward</i>
<b>General Account</b>	Unrestricted Balance Forward	TBD	TBD	TBD
	Interest Income	\$0.00	\$0.00	\$0.00
	Misc Revenues	\$750.00	\$0.00	\$750.00
	Earned Overhead	\$0.00	\$0.00	\$0.00
<b>Regional Food System</b>	Rates: Regional Food System Grants, FY22 Collections	\$1,154,561.48	\$1,135,430.51	\$19,130.97
	Rates: Restricted, Regional Food System Grants, Obligated Carry Forward	\$1,104,303.51	\$1,104,303.51	\$0.00
	Rates: Restricted, Regional Food System Grants, Unobligated Carry Forward	\$1,308,992.31	\$1,308,992.31	\$0.00
	R91 Working Lands: Ag Strategic Plan Carry Forward	\$200,000.00	\$25,000.00	\$175,000.00
<b>Farm Services</b>	Rates: Rural Land Stewardship, FY22 Collections	\$1,583,861.48	\$1,504,239.39	\$79,622.09
	Rates: Rural Land Stewardship, Carry Forward	TBD	TBD	TBD
	Rates: Rural Land Stewardship, LIP, FY22 Collections	\$243,000.00	\$243,000.00	\$0.00
	Rates: Rural Land Stewardship, LIP, Carry Forward	TBD	TBD	TBD
	WSCC NRI Foster Water Diversion Project Grant	\$30,000.00	\$30,000.00	\$0.00
	WSCC Livestock Grant	\$20,000.00	\$10,000.00	\$10,000.00
	Rates: Agricultural Drainage Assistance, FY22 Collections	\$314,809.50	\$292,665.22	\$22,144.28
	Rates: Agricultural Drainage Assistance, Carry Forward	TBD	TBD	TBD
	Rates: Community Agriculture, FY22 Collections	\$195,062.18	\$192,651.21	\$2,410.97
	Rates: Community Agriculture, Carry Forward	TBD	TBD	TBD

FY2022 Projected Revenues				
	<i>Revenue Sources</i>	<i>Reserved</i>	<i>2022 Projected</i>	<i>Carry Forward</i>
Shorelines	Rates: Riparian Land Stewardship, FY22 Collections	\$432,814.73	\$365,859.82	\$66,954.91
	Rates: Riparian Land Stewardship, Carry Forward	TBD	TBD	TBD
	WSCC Implementation Grant Task 2	\$20,000.00	\$20,000.00	\$0.00
	PCD Orca Day	\$200.00	\$200.00	\$0.00
	Rates: Riparian Restoration/Improvement, FY22 Collections	\$1,383,136.28	\$1,284,937.25	\$98,199.02
	Rates: Riparian Restoration/Improvement Operations, Carry Forward	TBD	TBD	TBD
	Rates: Riparian Restoration/Improvement LIP, FY22 Collections	TBD	TBD	TBD
	Rates: Riparian Restoration/Improvement LIP, Carry Forward	TBD	TBD	TBD
	Riparian Restoration: Opportunity Fund	TBD	TBD	TBD
	Riparian Restoration: WRIA Funds	TBD	TBD	TBD
	Hinton Project	TBD	TBD	TBD
	Sales (Plants)	\$120,000.00	\$120,000.00	\$0.00
	WSCC Implementation Grant Task 1	\$36,712.00	\$36,712.00	\$0.00
	WSCC CREP Grant	\$20,371.25	\$20,371.25	\$0.00
	WSCC NRI Drake Project Grant	\$31,137.00	\$31,137.00	\$0.00
	SCD Shore Friendly	\$39,644.80	\$39,644.80	\$0.00

FY2022 Projected Revenues				
	<i>Revenue Sources</i>	<i>Reserved</i>	<i>2022 Projected</i>	<i>Carry Forward</i>
<b>Forestry</b>	Rates: Wildfire Preparedness, FY22 Collections	\$213,310.58	\$175,603.68	\$37,706.90
	Rates: Wildfire Preparedness Operations, Carry Forward	TBD	TBD	TBD
	Rates: Wildfire Preparedness Cost Share, Carry Forward	\$106,200.00	\$53,100.00	\$53,100.00
	Rates: Urban Forest Stewardship, FY22 Collections	\$623,299.80	\$521,892.48	\$101,407.32
	Rates: Urban Forest Stewardship Operations, Carry Forward	TBD	TBD	TBD
	Rates: Urban Forest Stewardship IFJ, Carry Forward	\$300,000.00	\$300,000.00	\$0.00
	Sound Transit Urban Tree Grant	\$250,952.00	\$148,903.00	\$102,049.00
	Rates: Small Lot Forest Stewardship, FY22 Collections	\$423,364.50	\$393,020.17	\$30,344.33
	Rates: Small Lot Forest Stewardship Operations, Carry Forward	TBD	TBD	TBD
	WSCC Implementation Grant Task 1	\$61,111.00	\$61,111.00	\$0.00
	Interest Income	\$81,000.00	\$81,000.00	\$0.00
	Rates: Small Lot Forest Stewardship LIP, Carry Forward	TBD	TBD	TBD
	WLI: Small Lot Forest Stewardship, Carry Forward	\$142,694.97	\$0.00	\$142,694.97
	WSCC NRI Forestry/Brush Mgmt	\$17,529.00	\$17,529.00	\$0.00
<b>Member Jurisdiction Grants</b>	Rates: Member Jurisdiction Grants, FY22 Collections	\$1,449,381.75	\$1,421,419.90	\$27,961.85
	Rates: Member Jurisdiction Grants, Carry Forward	\$3,300,476.99	\$3,300,476.99	\$0.00
<b>Board Elections</b>	Rates: Board Elections, FY22 Collections	\$235,038.60	\$235,038.60	\$0.00
	Rates: Election Reserve Account	\$425,000.00	\$204,461.40	\$220,538.60
<b>Total 2022 Projected Revenues/Carry Forward</b>		<b>\$15,868,715.70</b>	<b>\$14,678,700.49</b>	<b>\$1,190,015.21</b>

FY22 Budget Tables		Total Cost Assigned	Regional Food System
<b>Revenues</b>			
All Revenues		<b>\$14,678,700.49</b>	\$3,573,726.33
<b>Expenses</b>			
5000	Salary & Wages	<b>\$2,741,774.65</b>	\$160,929.16
6000	Occupancy (Rent)	<b>\$410,000.00</b>	\$16,400.00
6010	Internet Access	<b>\$2,850.00</b>	\$114.00
6100	Postage	<b>\$19,850.00</b>	\$516.00
6110	Printing	<b>\$13,853.00</b>	\$322.80
6410	Field Supplies	<b>\$228,106.00</b>	\$404.00
6420	Office Supplies	<b>\$12,860.00</b>	\$1,130.00
6600	Communications	<b>\$27,000.00</b>	\$1,080.00
6720	Insurance	<b>\$46,500.00</b>	\$1,860.00
6730	Publications & Subscriptions	<b>\$11,500.00</b>	\$1,500.00
6800	Dues & Memberships	<b>\$8,340.00</b>	\$256.00
6805	Permits and Fees	<b>\$6,625.00</b>	\$160.00
6910	Soil Testing	<b>\$38,000.00</b>	\$0.00
7010	Rentals	<b>\$28,100.00</b>	\$20.00
7100	R&M (Equipment)	<b>\$17,000.00</b>	\$0.00
7301	Property Taxes	<b>\$0.00</b>	\$0.00
7400	Fuel	<b>\$8,000.00</b>	\$320.00
7500	Advertising	<b>\$14,150.00</b>	\$2,362.00
7600	Training	<b>\$40,000.00</b>	\$1,940.00
7703	Travel	<b>\$28,921.00</b>	\$1,440.00
7800	Professional Services	<b>\$2,209,631.03</b>	\$67,796.55
8000	Shipping & Delivery	<b>\$100.00</b>	\$0.00
8200	Bank Fees	<b>\$0.00</b>	\$0.00
8300	Sponsorships & Awards	<b>\$54,980.00</b>	\$1,860.00
8810	Cap Out (Equipment)	<b>\$14,700.00</b>	\$20.00
9992	Regional Food System Grants	<b>\$3,313,295.82</b>	\$3,313,295.82
9994	Cost Share/LIP	<b>\$942,087.00</b>	\$0.00
9998	Member Jurisdiction Awards	<b>\$4,440,476.99</b>	\$0.00
<b>Total Expenses</b>		<b>\$14,678,700.48</b>	<b>\$3,573,726.33</b>
<b>Balance Forward</b>		<b>\$0.00</b>	<b>\$0.00</b>



FY22 Budget Tables		Rural Land Stewardship	Agricultural Drainage Assistance	Community Agriculture
<b>Revenues</b>				
All Revenues		\$1,787,239.39	\$292,665.22	\$192,651.21
<b>Expenses</b>				
5000	Salary & Wages	\$889,121.97	\$83,350.69	\$64,838.27
6000	Occupancy (Rent)	\$127,100.00	\$24,600.00	\$20,500.00
6010	Internet Access	\$883.50	\$171.00	\$142.50
6100	Postage	\$5,097.04	\$1,249.00	\$1,145.00
6110	Printing	\$2,747.78	\$484.20	\$903.50
6410	Field Supplies	\$6,284.80	\$5,606.00	\$26,005.00
6420	Office Supplies	\$4,207.69	\$655.00	\$587.50
6600	Communications	\$8,370.00	\$1,620.00	\$1,350.00
6720	Insurance	\$14,415.00	\$2,790.00	\$2,325.00
6730	Publications & Subscriptions	\$1,500.00	\$250.00	\$250.00
6800	Dues & Memberships	\$3,184.00	\$584.00	\$520.00
6805	Permits and Fees	\$1,240.00	\$240.00	\$200.00
6910	Soil Testing	\$38,000.00	\$0.00	\$0.00
7010	Rentals	\$5,035.00	\$30.00	\$25.00
7100	R&M (Equipment)	\$5,000.00	\$0.00	\$0.00
7301	Property Taxes	\$0.00	\$0.00	\$0.00
7400	Fuel	\$2,480.00	\$480.00	\$400.00
7500	Advertising	\$2,805.50	\$543.00	\$452.50
7600	Training	\$13,325.19	\$1,730.00	\$1,830.00
7703	Travel	\$10,021.63	\$3,410.00	\$550.00
7800	Professional Services	\$381,228.77	\$146,932.33	\$68,276.94
8000	Shipping & Delivery	\$61.52	\$0.00	\$0.00
8200	Bank Fees	\$0.00	\$0.00	\$0.00
8300	Sponsorships & Awards	\$14,775.00	\$10,910.00	\$2,325.00
8810	Cap Out (Equipment)	\$7,355.00	\$7,030.00	\$25.00
9992	Regional Food System Grants	\$0.00	\$0.00	\$0.00
9994	Cost Share/LIP	\$243,000.00	\$0.00	\$0.00
9998	Member Jurisdiction Awards	\$0.00	\$0.00	\$0.00
<b>Total Expenses</b>		<b>\$1,787,239.39</b>	<b>\$292,665.22</b>	<b>\$192,651.21</b>
<b>Balance Forward</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

FY22 Budget Tables		Riparian Land Stewardship	Riparian Restoration / Improvement
<b>Revenues</b>			
	All Revenues	\$386,059.82	\$1,532,802.30
<b>Expenses</b>			
5000	Salary & Wages	\$232,457.12	\$385,942.66
6000	Occupancy (Rent)	\$32,800.00	\$86,100.00
6010	Internet Access	\$228.00	\$598.50
6100	Postage	\$5,032.00	\$3,265.78
6110	Printing	\$2,265.60	\$2,808.25
6410	Field Supplies	\$808.00	\$140,691.97
6420	Office Supplies	\$790.00	\$3,701.38
6600	Communications	\$2,160.00	\$5,670.00
6720	Insurance	\$3,720.00	\$9,765.00
6730	Publications & Subscriptions	\$0.00	\$0.00
6800	Dues & Memberships	\$512.00	\$1,344.00
6805	Permits and Fees	\$320.00	\$3,465.00
6910	Soil Testing	\$0.00	\$0.00
7010	Rentals	\$40.00	\$20,825.00
7100	R&M (Equipment)	\$0.00	\$12,000.00
7301	Property Taxes	\$0.00	\$0.00
7400	Fuel	\$640.00	\$1,680.00
7500	Advertising	\$724.00	\$1,900.50
7600	Training	\$3,830.00	\$6,183.88
7703	Travel	\$1,730.00	\$7,358.71
7800	Professional Services	\$94,243.10	\$684,716.30
8000	Shipping & Delivery	\$0.00	\$28.39
8200	Bank Fees	\$0.00	\$0.00
8300	Sponsorships & Awards	\$3,720.00	\$9,765.00
8810	Cap Out (Equipment)	\$40.00	\$105.00
9992	Regional Food System Grants	\$0.00	\$0.00
9994	Cost Share/LIP	\$0.00	\$144,887.00
9998	Member Jurisdiction Awards	\$0.00	\$0.00
	<b>Total Expenses</b>	<b>\$386,059.82</b>	<b>\$1,532,802.30</b>
	<b>Balance Forward</b>	<b>\$0.00</b>	<b>\$0.00</b>

FY22 Budget Tables		Wildfire Preparedness	Urban Forest Stewardship	Small Lot Forest Stewardship
<b>Revenues</b>				
	All Revenues	\$228,703.68	\$970,795.48	\$552,660.17
<b>Expenses</b>				
5000	Salary & Wages	\$46,330.74	\$459,331.60	\$219,518.89
6000	Occupancy (Rent)	\$20,500.00	\$41,000.00	\$24,600.00
6010	Internet Access	\$142.50	\$285.00	\$171.00
6100	Postage	\$645.00	\$1,290.00	\$794.19
6110	Printing	\$1,503.50	\$1,170.00	\$524.57
6410	Field Supplies	\$505.00	\$45,010.00	\$2,387.23
6420	Office Supplies	\$337.50	\$675.00	\$505.93
6600	Communications	\$1,350.00	\$2,700.00	\$1,620.00
6720	Insurance	\$2,325.00	\$4,650.00	\$2,790.00
6730	Publications & Subscriptions	\$0.00	\$0.00	\$0.00
6800	Dues & Memberships	\$370.00	\$705.00	\$609.00
6805	Permits and Fees	\$200.00	\$400.00	\$240.00
6910	Soil Testing	\$0.00	\$0.00	\$0.00
7010	Rentals	\$25.00	\$50.00	\$30.00
7100	R&M (Equipment)	\$0.00	\$0.00	\$0.00
7301	Property Taxes	\$0.00	\$0.00	\$0.00
7400	Fuel	\$400.00	\$800.00	\$480.00
7500	Advertising	\$452.50	\$2,005.00	\$543.00
7600	Training	\$1,820.00	\$4,220.00	\$2,780.93
7703	Travel	\$970.00	\$1,250.00	\$1,250.65
7800	Professional Services	\$44,276.94	\$100,553.88	\$140,984.67
8000	Shipping & Delivery	\$0.00	\$0.00	\$10.09
8200	Bank Fees	\$0.00	\$0.00	\$0.00
8300	Sponsorships & Awards	\$2,325.00	\$4,650.00	\$2,790.00
8810	Cap Out (Equipment)	\$25.00	\$50.00	\$30.00
9992	Regional Food System Grants	\$0.00	\$0.00	\$0.00
9994	Cost Share/LIP	\$104,200.00	\$300,000.00	\$150,000.00
9998	Member Jurisdiction Awards	\$0.00	\$0.00	\$0.00
	<b>Total Expenses</b>	<b>\$228,703.68</b>	<b>\$970,795.48</b>	<b>\$552,660.17</b>
	<b>Balance Forward</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

FY22 Budget Tables		Member Jurisdiction Grants	Board of Supervisor Elections
<b>Revenues</b>			
All Revenues		\$4,721,896.89	\$439,500.00
<b>Expenses</b>			
5000	Salary & Wages	\$199,953.55	\$0.00
6000	Occupancy (Rent)	\$16,400.00	\$0.00
6010	Internet Access	\$114.00	\$0.00
6100	Postage	\$816.00	\$0.00
6110	Printing	\$622.80	\$500.00
6410	Field Supplies	\$404.00	\$0.00
6420	Office Supplies	\$270.00	\$0.00
6600	Communications	\$1,080.00	\$0.00
6720	Insurance	\$1,860.00	\$0.00
6730	Publications & Subscriptions	\$8,000.00	\$0.00
6800	Dues & Memberships	\$256.00	\$0.00
6805	Permits and Fees	\$160.00	\$0.00
6910	Soil Testing	\$0.00	\$0.00
7010	Rentals	\$20.00	\$2,000.00
7100	R&M (Equipment)	\$0.00	\$0.00
7301	Property Taxes	\$0.00	\$0.00
7400	Fuel	\$320.00	\$0.00
7500	Advertising	\$362.00	\$2,000.00
7600	Training	\$2,340.00	\$0.00
7703	Travel	\$940.00	\$0.00
7800	Professional Services	\$45,621.55	\$435,000.00
8000	Shipping & Delivery	\$0.00	\$0.00
8200	Bank Fees	\$0.00	\$0.00
8300	Sponsorships & Awards	\$1,860.00	\$0.00
8810	Cap Out (Equipment)	\$20.00	\$0.00
9992	Regional Food System Grants	\$0.00	\$0.00
9994	Cost Share/LIP	\$0.00	\$0.00
9998	Member Jurisdiction Awards	\$4,440,476.99	\$0.00
<b>Total Expenses</b>		<b>\$4,721,896.89</b>	<b>\$439,500.00</b>
<b>Balance Forward</b>		<b>\$0.00</b>	<b>\$0.00</b>