

**KING CONSERVATION DISTRICT BOARD  
OF SUPERVISORS MEETING  
October 17th, 2022, at 5:00 PM  
Hybrid Meeting Person: 800 SW 39<sup>th</sup> St, Suite 150,  
Renton, WA. 98057  
Or Remote Access:  
<https://us06web.zoom.us/j/85616239749>  
Call In Number: (253) 215-8782**

Meeting Agenda

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Call to Order

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

- |                          |                          |
|--------------------------|--------------------------|
| <b>2. Consent Agenda</b> | <b>5:05 PM – 5:10 PM</b> |
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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 3-10)
  - 1) 09/12/22 KCD Board of Supervisors Meeting
  - 2) 09/26/22 KCD Grant Subcommittee Meeting
  - 3) 09/26/22 KCD Special BOS Meeting
- b) Regional Food System Grant Applications (pgs 11-13)
  - 1) AI 22- 086: KCD Regional Food System Program Grant Award Decision – Embleton

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|--------------------------|--------------------------|
| <b>3. Public Comment</b> | <b>5:10 PM – 5:15 PM</b> |
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|--|-------------------------|
| <b>4. Reports</b>                                  | <b>5:15 PM – 5:25PM</b> |
| a) Executive Director – Méndez-Perez (pgs 15-17)   |                         |
| b) Board of Supervisors                            |                         |
| c) Washington Federation of State Employees (WFSE) |                         |

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|---|--------------------------|
| <b>5. Finance</b>   | <b>5:25 PM – 5:35 PM</b> |
| a) AI 22- 087: August 2022 Financial Statements and Check Register – Mendez-Perez (pgs 19-36) |                          |

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|---|--------------------------|
| <b>6. New Business</b>  | <b>5:35 PM – 6:15 PM</b> |
| a) FY23 Budget workshop Briefing – Lewis (pgs 38-45 )   |                          |
| b) AI 22- 088: Contingency Reserve Policy- First Look – Lewis (pgs 46-47)   |                          |
| c) AI 22- 089: Salary Reserve Policy – First Look – Lewis (pgs 48-49)   |                          |
| d) AI 22- 090: Resolution # 22- 003: Board Election – Dostal (pgs 50-55)  |                          |
| e) AI 22- 091: Artificial Light at Night Abatement Project: Technical Services Agreement with USGS – Mendez-Perez (pgs 56-62) |                          |

- |  |                          |
|--|--------------------------|
| <b>7. Unfinished Business</b>                              | <b>6:15 PM – 6:30 PM</b> |
| a) AI 22-085: FY22 Budget Amendment #3 – Lewis (pgs 64-73) |                          |

- |  |                          |
|--|--------------------------|
| <b>8. Executive Session</b>  | <b>6:30 PM – 7:00 PM</b> |
| a) RCW 42.30.110 (g) To review the performance of a public employee (30 min) |                          |

# Consent Agenda

# KING CONSERVATION DISTRICT

## Board of Supervisors Meeting Minutes

September 12th, 2022

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

3 **Guests Present:** Alan Chapman, Tania Santiago Patrana, Jean Fike, Mona  
4 Mazraani, Nneoma Nwobilor, Olivia Lutz

5 **Staff Present:** Lorna Miss, Kathryn Lewis, Jessica Saavedra, Maria Chang-Ward, Mark  
6 Dostal, Rosa Méndez-Perez, Matt Mega, Megan Melick-Weldon

### 7 **Preliminary Matters:**

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

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

### 10 **Amendments to the Agenda:**

11 New employee introduction will be moved to October Meeting.

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

14 **Bush-Bollay moved; Knutsen seconded, passed unanimously a motion to approve the**  
15 **consent agenda (4 ayes, 0 nays).**

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

### 17 **Reports:**

18  
19 Executive Director Méndez-Perez provided a monthly report to the Board. A detailed letter  
20 was provided in the Board packe.

### 21 **BOS Report:**

22 Supervisor Knutsen highlighted the KCD Field Day at Jay's Farm.

### 23 **WFSCE Report:**

24 Jessica Saavedra reported that tomorrow will be the first bargaining session on the Collective  
25 Bargaining Agreement.

### 26 **Finance:**

27 Méndez-Perez presented AI 22-077: July 2022 financial statements and check register.

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Board of Supervisors Meeting Minutes  
August 8, 2022

28 **Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 22-077:**  
29 **July 2022 Financial Statements and Check Register (4 ayes, 0 nays).**

30 **Presentations:**

31 Megan Melick-Weldon gave a presentation on the KCD Dairy Program.

32 **New Business:**

33 Laura Redmond presented three LIP applications for consideration: AI 22-078: Gockel  
34 Waste Storage Facility, AI 22-079: Lanning Waste Storage Facility, and AI 22-080: Ford  
35 Waste Storage Facility.

36 **Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 22-078:**  
37 **Gockel Waste Storage Facility, AI 22-079: Lanning Waste Storage Facility, and AI 22-**  
38 **080: Ford Waste Storage Facility (5 ayes, 0 nays).**

39 Méndez-Perez presented AI 22-081: Regional Food System 3rd Party Evaluation Contract.

40 Méndez-Perez presented AI 22-082: Board Zoning Request for Proposal.

41 **Porter moved; Bush-Bollay seconded, passed unanimously a motion to approve AI 22-**  
42 **082: Board Zoning Request for Proposal (5 ayes, 0 nays).**

43 Méndez-Perez presented AI 22-083: Lake Sammamish Artificial Lighting at Night  
44 Abatement Funding Award for approval.

45  
46 **Bush-Bollay moved; Mosby seconded, passed unanimously a motion to approve AI 22-**  
47 **083: Lake Sammamish Artificial Lighting at Night Abatement Funding Award**  
48 **(5 ayes, 0 nays).**

49 Mark Dostal presented an overview of the 2023 Board Election and Appointment process.  
50 Dostal will bring forth the Elections Resolution at the October Board Meeting.

51 Méndez-Perez introduced Mona Mazraani, Nneoma Nwobilor, and Olivia Lutz from the  
52 social impact evaluation team, Cardea, selected for the Regional Food System 3<sup>rd</sup> Party  
53 Evaluation Contract.

54 **Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 22-081:**  
55 **Regional Food System 3rd Party Evaluation Contract (5 ayes, 0 nays).**

56 Mark Dostal presented AI 22-084: Advisory Committee Appointments.

57 **Bush-Bollay moved; Knutsen seconded, passed unanimously a motion to approve AI**  
58 **22-084: Advisory Committee Appointments – Jennifer Long, Rural Resident, and**  
59 **April Brown, Alternate Rural Resident. (5 ayes, 0 nays).**

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Board of Supervisors Meeting Minutes  
August 8, 2022

60 **Executive Session:** RCW 42.30.110 (g) to review the performance of a public employee.

61 Haugen indicated that the board would be moving into an executive session for 30 minutes,  
62 unless extended. The Board moved into Executive Session at 7:00 PM using a Breakout  
63 Zoom Room. Haugen extended the session by 5 minutes at 7:30 PM. Haugen extended the  
64 session by 5 minutes at 7:35 PM. No decisions, actions or motions were made following the  
65 session. The Board meeting was reconvened by Haugen at 7:40 PM. There was no more  
66 business before the Board.

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68 **Porter moved; Mosby seconded, passed unanimously a motion to adjourn the meeting**  
69 **at 7:40 PM (5 ayes, 0 nays).**

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

\_\_\_\_\_  
Date

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**Summary of Motions**

75 **Knutsen moved; Mosby seconded, passed unanimously a motion to approve the**  
76 **amended agenda (4 ayes, 0 nays).**

77 **Bush-Bollay moved; Knutsen seconded, passed unanimously a motion to approve the**  
78 **consent agenda (4 ayes, 0 nays).**

79 **Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 22-077:**  
80 **July 2022 Financial Statements and Check Register (4 ayes, 0 nays).**

81 **Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 22-078:**  
82 **Gockel Waste Storage Facility, AI 22-079: Lanning Waste Storage Facility, and AI 22-**  
83 **080: Ford Waste Storage Facility (5 ayes, 0 nays).**

84 **Porter moved; Bush-Bollay seconded, passed unanimously a motion to approve AI 22-**  
85 **082: Board Zoning Request for Proposal (5 ayes, 0 nays).**

86 **Bush-Bollay moved; Mosby seconded, passed unanimously a motion to approve AI 22-**  
87 **083: Lake Sammamish Artificial Lighting at Night Abatement Funding Award**  
88 **(5 ayes, 0 nays).**

89 **Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 22-081:**  
90 **Regional Food System 3rd Party Evaluation Contract (5 ayes, 0 nays).**

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Board of Supervisors Meeting Minutes  
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91 **Bush-Bollay moved; Knutsen seconded, passed unanimously a motion to approve AI**  
92 **22-084: Advisory Committee Appointments – Jennifer Long, Rural Resident, and**  
93 **April Brown, Alternate Rural Resident. (5 ayes, 0 nays).**

94 **Porter moved; Mosby seconded, passed unanimously a motion to adjourn the meeting**  
95 **at 7:40 PM (5 ayes, 0 nays).**  
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**KING CONSERVATION DISTRICT**  
**Grant Subcommittee of the Board of Supervisors**  
**Meeting Minutes**  
**September 26th, 2022**

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

**Supervisors Not Present:**

**Other Attendees Present:** Alan Chapman

**Staff Present:** Lorna Miss, Rosa Méndez-Perez, Mary Embleton, Matt Mega, Jessica Saavedra,  
Maria Chang-Ward.

**Preliminary Matters:**

Vice Chair Porter called the meeting to order at 5:03 PM. All attendees introduced themselves.  
Haugen asked for additions or corrections to the agenda.

Saavedra mentioned that the timing on the agenda is just a bit off.

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

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

**Presentation:**

Saavedra did a PowerPoint presentation of the 2022 Regional Food System Grant Program Recommendations from the KCD Regional Food System Working Group of the Advisory Committee. Her presentation included the list of total grant applications submitted, the list of the recommended proposals (both lists are in the materials packet for this meeting) and a description of each recommended proposal with photos.

Knutsen questioned the tracking of the vehicles purchased by these groups. He asked do they stay with the groups who receive their grant? Do we help them sort out their finances and keep track of their grant money and where it goes? Saavedra affirmed that the organization would keep the vehicles and we keep track all of the expenses when they turn in reimbursement requests. Embleton mentioned that there is language about equipment purchases in the grant agreement and there are additional policies in place.

**Knutsen moved; Bush-Bollay seconded, passed unanimously a motion to recommend approval of the 2022 Regional Food System Grant recommendations from the Working Group of the Advisory Committee to the Board for final approval. (5 ayes, 0 nays).**

**Regional Food System Items:**

Saavedra explained the amendment request submitted by Local Yokels Market LLC regarding the New Day Cooperative Distribution (NDC) for the BIPOC & LGBTQ Farmer CSA Pickup Site project. The amendment request is to transfer the grant from New Day Cooperative to Local

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Grant Subcommittee of the Board of Supervisors  
Meeting Minutes  
September 26<sup>th</sup>, 2022

Yokels Market LLC. The grant transfer includes three ice cream freezers, one upright beverage cooler and POS tablet as well as the \$2,000 grant balance. New Day Cooperative has closed their operations. Local Yokels Market LLC is a similar business with the same mission taking over NDC's former space and in need of the equipment to open to the public. The space is located at 8416 5<sup>th</sup> Avenue NE, Seattle, WA. They plan to continue their 100% local, low waste grocery delivery service from this location and open the store New Day intended the space to be.

**Knutsen moved, Bush-Bollay seconded, unanimously passed a motion to approve the New Day Cooperative Distribution BIPOC & LGBTQ Farmer CSA Pickup Site grant amendment request to transfer the grant balance and equipment to Local Yokels LLC (5 ayes, 0 nays).**

**Member Jurisdiction Grant Program Close Outs:**

Saavedra showed four videos created by the City of Bellevue with a \$24,000 grant for the Natural Resource Animated Short Videos project. Saavedra noted that they spent \$22,191.86 of the total grant.

**Mosby moved, Bush-Bollay seconded, unanimously passed a motion to close the City of Bellevue Natural Resource Animated Short Videos grant agreement (5 ayes, 0 nays).**

Saavedra described the outcomes of the the City of Tukwila Green Tukwila Implementation 2020-21 project and asked for a motion to approve the close out.

**Bush - Bollay moved, Mosby seconded, unanimously passed a motion to close the City of Tukwila Green Tukwila Implementation 2020-21 grant agreement (5 ayes, 0 nays).**

**Knutsen moved; Mosby seconded, passed unanimously a motion to adjourn the Grant Subcommittee meeting at 6:00 PM(5 ayes, 0 nays).**

Porter adjourned the meeting at 6:00 PM .

Authorized Signature

Date

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Grant Subcommittee of the Board of Supervisors  
Meeting Minutes  
September 26<sup>th</sup>, 2022

Summary of Motions

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

**Knutsen moved; Bush-Bollay seconded, passed unanimously a motion to recommend approval of the 2022 Regional Food System Grant recommendations from the Working Group of the Advisory Committee to the Board for final approval. (5 ayes, 0 nays).**

**Knutsen moved, Bush-Bollay seconded, unanimously passed a motion to approve the New Day Cooperative Distribution BIPOC & LGBTQ Farmer CSA Pickup Site grant amendment request to transfer the grant balance and equipment to Local Yokels LLC (5 ayes, 0 nays).**

**Mosby moved, Bush-Bollay seconded, unanimously passed a motion to close the City of Bellevue Natural Resource Animated Short Videos grant agreement (5 ayes, 0 nays).**

**Bush - Bollay moved, Mosby seconded, unanimously passed a motion to close the City of Tukwila Green Tukwila Implementation 2020-21 grant agreement (5 ayes, 0 nays).**

**Knutsen moved; Mosby seconded, passed unanimously a motion to adjourn the Grant Subcommittee meeting at 6:00 PM(5 ayes, 0 nays).**

**KING CONSERVATION DISTRICT**  
**Special Board of Supervisors**  
**Meeting Minutes**  
**September 26th, 2022**

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

**Staff Present:** Lorna Miss, Rosa Méndez-Perez, Kathryn Lewis, Matt Mega

**Other Attendees Present:** Tevin Medley – Athena Group, Alan Chapman – WACD, Casey Vaughn – Washington Department of Ecology, Marty Jacobsen – Washington Department of Ecology

**Preliminary Matters:**

Vice Chair Porter called the meeting to order at 6:21 PM All attendees introduced themselves. Porter asked for additions or corrections to the agenda.

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

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

**New Business:**

Lewis introduced AI 22-085: FY22 Budget Amendment #3 for first reading.

**Unfinished Business:**

Tevin Medley from the Athena Group led the second round of the Strategic Planning Workshop.

**Executive Session:** Collective Bargaining RCW 42.30.140, Sub (4)i.

Porter indicated that the board would be moving into an executive session for 30 minutes, unless extended. The Board moved into Executive Session at 7:39 PM using a breakout zoom room. No decisions, actions or motions were made following the session. The Board meeting was reconvened by Porter at 8:09 PM. There was no more business before the Board.

**Haugen moved; Mosby seconded, passed unanimously a motion to adjourn the meeting (5 ayes, 0 nays).**

Porter adjourned the meeting at 8:10.

Authorized Signature

Date

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**ACTION ITEM: 22-086\_**

**SUBJECT: KCD Regional Food System Program Grant Award Decision**

Consider and make award decision on Regional Food System Program Grant funding. At the September 26th Grant Subcommittee (GSC) meeting, the GSC deliberated and forwarded the attached funding recommendations for KCD Board of Supervisors' consideration.

**FISCAL IMPACT:** Competitive grants are planned and budgeted for in the KCD-KC Inter Local Agreement (ILA) within the Regional Food System Program. Total funding for competitive grants in 2022 is \$529,618.61.

**POLICY CONSIDERATION:** These funding recommendations are in line with Work Plan and budget decisions and Grant Subcommittee recommendations.

**STAKEHOLDER INTERESTS:**

- Staff and board members of King Conservation District
- Regional Food System Stakeholders
- King County Local Food Initiative (LFI)
- Grant Applicants
- Community of reviewers (Working Group, technical reviewers as appropriate, Grant Subcommittee, Board of Supervisors)

**BACKGROUND:**

This is the final decision stage in a robust grant selection process.

Regional Food System Program Overview

In 2015, KCD established the Regional Food System Program based on the King County Kitchen Cabinet and engagement with a wide range of local food system advisors. The program offers annual competitive grants, and longer term sustained strategic investments, to support the Executive's LFI.

Major gaps in our region's food system were identified by the King County Kitchen Cabinet in 2014 and detailed in the LFI. More support is needed in the production, distribution, processing, and storage of locally raised farm products. Significant barriers to land, capital, equipment, and markets prevent new farmers from starting farms and existing farmers from scaling up to a sustainable level. Consumers need better information and connections to local farms, and low-income communities need improved access to healthy, local food.

KCD's Regional Food System Program supports efforts across King County to develop a food system that is sustainable, resilient, and equitable. Through a combination of grants and strategic initiatives, KCD focuses on reducing barriers to and improving production, consumer demand, and equitable access to healthy, local food.

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: October 17, 2022**

Looking Forward

Since 2015, KCD has funded successful start-up farm cooperatives, community-based site redevelopments, expanded organizational capacity, increased food access, and other grass-roots tools for improving the regional food system.

In 2019, KCD sought extensive input from regional food system stakeholders, the King County LFI team, and farmers across the region. This input was distilled, vetted, and ultimately incorporated in KCD's five year ILA.

Key outcomes of this outreach effort related to the competitive grant process include:

1. Increased funding pool for Strategic Initiative Grants (about 66% of total funding of \$900,000) and smaller pool for Competitive Grants (about 33% of total funding), so a flip of previous funding levels;
2. Smaller Competitive Grant pool means reducing maximum grant amounts (\$50,000 max compared with \$100,000 in past);
3. Simplified application process (1 grant application vs. pre-application and full application in past);
4. Simplified review process (1 review vs. 2 reviews in past); and

**RECOMMENDATIONS**

Staff recommends that the Board award the following grants as put forward by the Working Group and approved by the Grant Subcommittee.

<b>Applicant Name - Recommended for Funding</b>	<b>Project Name</b>	<b>Grant Request</b>
YouthCare	YouthCare's Youth Grow	\$33,000
The Silent Task Force dba Urban Food Systems Pact	UFSP Emergency Food Distribution	\$50,000
WA Hmong Farmers Cooperative	WA Hmong Farmers Cooperative Delivery Vehicle	\$50,000
Sustainable Renton	Sustainable Renton Community Farm Expansion	\$9,958.61
Soos Creek Botanical Garden Foundation	Roof Replacement for Hoop House	\$4,000
Seattle Economic Development Fund dba Business Impact NW	Food & Farm Incubator for WA Small Farm & Ag Food Businesses	\$50,000
Rainier Beach Community Empowerment Coalition dba Rainier Beach Action Coalition	Rainier Beach Mobile Food Hub	\$50,000
Vashon Island Growers Association (VIGA)	Building Vashon's Grain Processing Capacity	\$35,500
African Community Housing & Development (ACHD)	Solidarity Kitchens: Supporting Farmers & Food Entrepreneurs of Color	\$50,000
Seattle Good Business Network	Regional Food System Trade Conference	\$50,000
Living Well Kent	BIPOC Producer Partnership	\$50,000
Seattle Tilth dba Tilth Alliance	Eat Local King County: Growing King County's Local Food Economy	\$49,960
Weed Warriors	Urban Food Gardening Education	\$44,200
Plateau Outreach Ministries (POM)	POM Food Bank Hub	\$3,000
<b>Funding Cutoff:</b>		<b>\$529,618.61</b>

**King Conservation District Board of Supervisors Meeting**

**Agenda Action Briefing/Report**

**Meeting Date: October 17, 2022**

**Not Recommended for Funding**

Muslims Against Abuse Center (MAAC)	MAAC's Food Drive	\$50,000
Carnation Farmers Market (CFM)	Food Access & Education at CFM: Ingredients of a nourished, inclusive community	\$49,000
Friendly Hmong Farms	Friendly Hmong Farms Documentary	\$36,500
Feed Seven Generations	Generating Engaged Native Growers	\$50,000
Alimentando al Pueblo	Food Distribution	\$50,000
Mission West Community Development Partners	Better Together: Connecting local institutions & producers of color through the NW Food Hub Network	\$45,500
Rainier Valley Food Bank	Farm Fresh Foot at Rainier Valley Food Bank	\$20,000
City Fruit	Sharing the Harvest	\$25,000
Local Yokels Market LLC	Local Yokels Expansion Project	\$25,000
"Cart before Horse" Farm	Post-Incubator shared farmland: "Cart before Horse" Farm second phase improvements	\$20,843.46
Stewardship Partners	Salmon-Safe Certification and Marketing	\$30,000
Washington Water Trust	Farm Demonstration of Recycled Water Irrigation in the Sammamish APD	\$49,945
SnoValley Tilth	Assessing and Implementing Smart Farm Practices	\$31,065

**EFFECTIVE DATE:**

- Awards would be effective immediately. Note that next steps would be for staff to move to scope and budget contracting with awardees, and conditions on grant funding as indicated.

**MOTION:**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded; Passed a motion to adopt the Grant Subcommittee recommendations for the Regional Food System Program Grant awards for 2022.

# Reports

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**KING CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING**

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**TO:** BOARD OF SUPERVISORS

**FROM:** ROSA MENDEZ-PEREZ

**SUBJECT:** EXECUTIVE DIRECTOR REPORT

**DATE:** OCTOBER 17<sup>TH</sup>, 2022

**CC:** LORNA MISS

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

- Hiring
  - On October 17<sup>th</sup> we will welcome Zoe Nelson as our new Education Program Manager and in November our new Education Program Coordinator.
  - The interview process for our new Chief Administrative Officer continued during October and we hope to have this position filled by the end of October.
- Finance and Administration
  - We are workshopping and building the 2023 Budget with program managers and the Board of Supervisors. We anticipate the board approving the 2023 Budget at the December meeting.
  - Classification and Compensation Study – Compensation Connections provided a final draft of their recommendations. We are working with them on building out a new classification structure and discussing future projects.
  - Strategic Planning: Diversity, Equity, and Inclusion – The Athena Group held Mission, Vision, Values workshops with the board, staff, and the advisory committee. We also began discussions to organize external listening sessions and other engagement with our partners and stakeholders.
- Program Updates
  - The Engagement Team supported KCD's Orca Recovery Day planting event and the overall Orca Recovery Day (October 15th) effort that included over 40 events across the Salish Sea and paid radio and TV spots to promote awareness of the issue and events. Our Orca Day planting event took place on Remlinger Farms in

Carnation on October 15<sup>th</sup>. Our goal was to have enough volunteers to plant 1000 new trees and shrubs to the buffer of Langlois Creek.

- We are getting the 2023 Board Election and Appointment set up including discussing and submitting our 2023 Elections Resolution that sets the dates and manner of the KCD Board Election. We are upgrading the KCD Plant Sale store and moving it to a new platform. The KCD Native Plant Sale store will open November 15 to take preorders for the 2023 Native Plant Sale.
- LIP has almost expended all of its funding for 2022. We are scheduling our third quarterly LIP Policy Subcommittee for sometime in late October.
- In 2020, KCD worked with American Farmland Trust (AFT) and Discovery Farms Washington® to lead a Discovery Farms® project to explore, evaluate, and promote the benefits of on-farm conservation practices that enhance water quality. The project evaluated how different treatments of the manure storage best management practice (BMP), along with a control, impact water quality. The pilot of this project was successful, but due to challenges from the pandemic had a shorter sampling period than planned for and a more robust data set was desired. In 2021, KCD was awarded a grant through King County's Waste Water Treatment Division to continue this work in 2022 through 2024. KCD is partnering with Whatcom Conservation District, who is the project's research lead. In recent months, we set up existing sites and one new site on a King County owned farm with the King County Livestock Program. We are hoping to start sampling again in mid-October and are sending out an advertisement for a new Steering Committee of local livestock managers in our most recent newsletter. More information on the project can be found here: <https://www.manuremanager.com/finding-the-cadillac-of-manure-storage-systems/>.
- This quarter, the Rural Forestry team has provided assessments to 6 small-forest landowners and developed Landowner Incentive Program project prescriptions for 2 properties. At the end of September, members of the forest team attended a USFS training on identifying and assessing hazard trees.
- The Trees for Rail program is in full swing. In September alone, 36 Shoreline homeowners had a consultation to choose planting locations and appropriate species.
- On October 15<sup>th</sup> we hosted a tree give-away at Juanita Beach Park in Kirkland (<https://kingcd.org/programs/better-forests/urban-forests/kirklandtreegiveaway/>) and will also have one on October 22nd at Kenmore City Hall (<https://www.kenmorewa.gov/our-city/special-events/more-trees>). We expect to give away approximately 750 native trees to be planted in yards throughout the two cities.
- The Riparian Team is wrapping up project maintenance activities and beginning Fall site preparation treatments in preparation for the upcoming planting season. This season we will be working on projects in the Cities of Normandy Park (Walker Creek), Seattle (Longfellow Creek), Lake Forest Park (3 sites on Lyons Creek), Tukwila (2 sites on the Duwamish River), and Kirkland (Juanita

Creek). Our partners at Adopt-a-Stream Foundation have just completed construction on an in-stream habitat large wood placement project at this Juanita Creek site and KCD will be completing the planting with our WCC crew. More on the Adopt-a-Stream project can be found here:

<https://mynorthwest.com/3648286/juanita-creek-salmon-transformation/>.

Thank you,

Rosa Méndez-Perez

# Finance

# KING CONSERVATION DISTRICT

## AUGUST FINANCIAL SUMMARY

### AI 22-087

For the Eight Months Ended August 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

- A budget amendment has been submitted to the Supervisors for approval at the October 17, 2022, meeting and is included on the Comparative Statement of Activities vs Budget (With Proposed Amendment) - Modified Cash Basis on page 3. The 2023 budget will include restricted funds carry forward from 2022
- 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.
- Information requests from the State Auditors Office have been received and are currently being addressed.

#### RECOMMENDATIONS

- We recommend that KCD re-establishes the scheduled Finance Team meetings to assist in efficient communication between team members and outside financial contractors.
- It is still recommended that KCD complete the transformation of the Credit Card Policy and pursue a new checking account and electronic payments due to check fraud.
- 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 (With Proposed Amendment) – Modified Cash Basis
- Statement of Cash Flows

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

	<u>8/31/2022</u>	<u>12/31/2021</u>	<u>Variance</u>
ASSETS			
CURRENT ASSETS			
Cash and Equivalents	\$ 13,563,730	\$ 12,711,667	\$ 852,063
Total Current Assets	<u>13,563,730</u>	<u>12,711,667</u>	<u>852,063</u>
 Total Assets	 <u>\$ 13,563,730</u>	 <u>\$ 12,711,667</u>	 <u>\$ 852,063</u>
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts Payable	\$ 23,214	\$ 7,978	\$ 15,236
Accrued Leave Payable	133,296	117,474	15,822
Benefits and Taxes Payable	<u>12,203</u>	<u>45,592</u>	<u>(33,389)</u>
Total Current Liabilities	168,713	171,044	(2,331)
 Total Liabilities	 <u>168,713</u>	 <u>171,044</u>	 <u>(2,331)</u>
 NET ASSETS	 <u>13,395,017</u>	 <u>12,540,623</u>	 <u>854,394</u>
 Total Liabilities and Net Assets	 <u>\$ 13,563,730</u>	 <u>\$ 12,711,667</u>	 <u>\$ 852,063</u>

KING CONSERVATION DISTRICT  
COMPARATIVE STATEMENTS OF ACTIVITIES VS BUDGET (With Proposed Amendment) - MODIFIED CASH BASIS  
For the Eight Months Ended August 31, 2022 and the Year Ended December 31, 2021

	08/31/2022	2022 Budget	2021	% of Budget	% of Prior Year
<b>REVENUE AND SUPPORT</b>					
Grants and Contract Revenue	\$ 441,752	\$ 354,497	\$ 526,818	125%	84%
Rates and Charges Receipts	4,631,803	7,765,758	7,944,916	60%	58%
Landowner Cost Share Receipts	11,124	-	-	-	-
Plant Sale Revenue	6,324	120,000	129,359	5%	5%
Interest Income	63,021	81,000	11,405	78%	553%
Other Income	3,896	-	9,058	-	43%
Total Revenue and Support	5,157,920	8,321,255	8,621,556	62%	60%
<b>EXPENSES</b>					
Salaries & Wages	1,208,842	2,741,775	2,177,315	44%	56%
Benefits	454,423	-	755,982	-	60%
Professional Services	991,734	2,209,631	2,548,079	45%	39%
Member Jurisdiction Payments	394,551	4,440,477	978,778	9%	40%
Cost Share & LIP	163,695	942,087	256,064	17%	64%
Regional Food System Grants	458,040	3,313,296	595,674	14%	77%
Sponsorships & Awards	3,390	54,980	3,879	6%	87%
Occupancy	263,532	410,000	434,638	64%	61%
Field Supplies	133,647	228,106	151,206	59%	88%
Equipment	55,506	42,800	67,222	130%	83%
Insurance	-	46,500	52,054	0%	0%
Office Expense	20,565	46,663	33,937	44%	61%
Soil Testing	10,548	38,000	26,524	28%	40%
Training	14,776	40,000	24,921	37%	59%
Communications	22,001	29,850	16,430	74%	134%
Travel	9,089	28,921	11,745	31%	77%
Repairs & Maintenance	56,682	17,000	4,974	333%	1140%
Advertising	11,291	14,150	6,743	80%	167%
Publications & Subscriptions	10,454	11,500	-	91%	-
Dues & Membership	11,544	8,340	6,217	138%	186%
Fuel	3,757	8,000	6,540	47%	57%
Permits & Fees	951	6,625	15,872	14%	6%
Bank Fees	4,508	-	8,741	-	52%
Interest Expense	-	-	118	-	0%
Total Expenses	4,303,526	14,678,700	8,183,653	29%	53%
Change in Net Assets	854,394	(6,357,445)	437,903	-13%	195%
Net Assets, Beginning of Year	12,540,623	12,540,623	12,102,720	100%	104%
Net Assets, End of Year	\$ 13,395,017	\$ 6,183,178	\$ 12,540,623	217%	107%

KING CONSERVATION DISTRICT  
STATEMENT OF CASH FLOWS  
For the Eight Months Ended August 31, 2022

OPERATING ACTIVITIES	
Change in Net Assets	\$ 854,394
To Adjust for Changes In:	
Accounts Payable	15,236
Leave Payable	15,822
Benefits Payable	<u>(33,389)</u>
Net Cash Provided by Operating Activities	852,063
Cash at Beginning of Period	<u>12,711,667</u>
Cash at End of Period	<u>\$ 13,563,730</u>

# King Conservation District

## Check Detail

### August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		08/12/2022			1020 · US Bank - 01...		-25.47
					8200 · Bank Fees	-25.47	25.47
TOTAL						-25.47	25.47
Check	ACH	08/01/2022			1020 · US Bank - 01...		-71.00
			King County:Riparia...		8200 · Bank Fees	-71.00	71.00
TOTAL						-71.00	71.00
Check	ACH	08/02/2022	UPS		1000 · Bank of Ame...		-13.70
			King County:Rural L...		6100 · Postage	-13.70	13.70
TOTAL						-13.70	13.70
Check	ACH	08/03/2022	Navia Benefit Solut...		1000 · Bank of Ame...		-154.07
			King County		2240 · FSA Payable	-154.07	154.07
TOTAL						-154.07	154.07
Check	ACH	08/03/2022			1000 · Bank of Ame...		-40.00
					8200 · Bank Fees	-40.00	40.00
TOTAL						-40.00	40.00
Check	ACH	08/08/2022	Chevron		1000 · Bank of Ame...		-871.11
			King County		7400 · Fuel	-871.11	871.11
TOTAL						-871.11	871.11
Check	ACH	08/08/2022	UPS		1000 · Bank of Ame...		-40.77
			King County:Rural L...		6100 · Postage	-40.77	40.77
TOTAL						-40.77	40.77

# King Conservation District

## Check Detail

### August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ACH	08/10/2022	Navia Benefit Solut...		1000 · Bank of Ame...		-111.16
			King County		2240 · FSA Payable	-111.16	111.16
TOTAL						-111.16	111.16
Check	ACH	08/10/2022	PayNorthwest		1000 · Bank of Ame...		-449.54
			King County		7800 · Professional ...	-449.54	449.54
TOTAL						-449.54	449.54
Check	ACH	08/15/2022	UPS		1000 · Bank of Ame...		-40.77
			King County:Rural L...		6100 · Postage	-40.77	40.77
TOTAL						-40.77	40.77
Check	ACH	08/17/2022	Navia Benefit Solut...		1000 · Bank of Ame...		-320.37
			King County		2240 · FSA Payable	-320.37	320.37
TOTAL						-320.37	320.37
Check	ACH	08/23/2022	Automatic Wilbert ...		1000 · Bank of Ame...		-5,972.67
			Hammond Settleme...		6410 · Field Supplies	-5,972.67	5,972.67
TOTAL						-5,972.67	5,972.67
Check	ACH	08/23/2022	UPS		1000 · Bank of Ame...		-29.95
			King County:Rural L...		6100 · Postage	-29.95	29.95
TOTAL						-29.95	29.95
Check	ACH	08/24/2022	Navia Benefit Solut...		1000 · Bank of Ame...		-90.00
			King County		2240 · FSA Payable	-90.00	90.00
TOTAL						-90.00	90.00

# King Conservation District

## Check Detail

### August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ACH	08/24/2022	Bank of America		1000 · Bank of Ame...		-15.00
			King County		8200 · Bank Fees	-15.00	15.00
TOTAL						-15.00	15.00
Check	ACH	08/25/2022	PayNorthwest		1000 · Bank of Ame...		-129.40
			King County		7800 · Professional ...	-129.40	129.40
TOTAL						-129.40	129.40
Check	ACH	08/26/2022	Bank of America		1000 · Bank of Ame...		-30.00
			King County		8200 · Bank Fees	-30.00	30.00
TOTAL						-30.00	30.00
Check	ACH	08/27/2022	UPS		1000 · Bank of Ame...		-74.86
			King County:Rural L...		6100 · Postage	-74.86	74.86
TOTAL						-74.86	74.86
Check	ACH	08/30/2022	WA Dept of Retire...		1000 · Bank of Ame...		-29,602.84
			King County		2220 · PERS Payable	-28,152.84	28,152.84
			King County		2220 · PERS Payable	-1,450.00	1,450.00
TOTAL						-29,602.84	29,602.84
Check	ACH	08/30/2022	UPS		1000 · Bank of Ame...		-138.98
			King County:Rural L...		6100 · Postage	-138.98	138.98
TOTAL						-138.98	138.98
Bill Pmt -Check	24556	08/08/2022	Allan, Ashley		1000 · Bank of Ame...		-15.00
Bill	08012...	08/01/2022	King County:Riparia...		7700 · Travel	-15.00	15.00
TOTAL						-15.00	15.00

# King Conservation District

## Check Detail

### August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>24557</b>	<b>08/08/2022</b>	<b>Cascade Ecology</b>		<b>1000 · Bank of Ame...</b>		<b>-9,600.00</b>
Bill	Inv 1263	07/29/2022	King County:Small L...		7800 · Professional ...	-9,600.00	9,600.00
TOTAL						-9,600.00	9,600.00
<b>Bill Pmt -Check</b>	<b>24558</b>	<b>08/08/2022</b>	<b>City of Bellevue</b>		<b>1000 · Bank of Ame...</b>		<b>-30,000.00</b>
Bill	41730	08/05/2022	King County:Membe...		9998 · Member Juris...	-30,000.00	30,000.00
TOTAL						-30,000.00	30,000.00
<b>Bill Pmt -Check</b>	<b>24559</b>	<b>08/08/2022</b>	<b>Daily Journal of Co...</b>		<b>1000 · Bank of Ame...</b>		<b>-407.10</b>
Bill	3380390	07/23/2022	King County:Rural L...		7500 · Advertising	-407.10	407.10
TOTAL						-407.10	407.10
<b>Bill Pmt -Check</b>	<b>24560</b>	<b>08/08/2022</b>	<b>Feed Seven Gener...</b>		<b>1000 · Bank of Ame...</b>		<b>-9,000.00</b>
Bill	FF000...	08/05/2022	King County:Region...		9992 · Regional Foo...	-9,000.00	9,000.00
TOTAL						-9,000.00	9,000.00
<b>Bill Pmt -Check</b>	<b>24561</b>	<b>08/08/2022</b>	<b>Health Care Author...</b>		<b>1000 · Bank of Ame...</b>		<b>-27,803.90</b>
Bill	P2022...	08/01/2022	King County		5200 · Health Insura...	-27,803.90	27,803.90
TOTAL						-27,803.90	27,803.90
<b>Bill Pmt -Check</b>	<b>24562</b>	<b>08/08/2022</b>	<b>Inslee Best Doezie ...</b>		<b>1000 · Bank of Ame...</b>		<b>-1,312.00</b>
Bill	383376	07/21/2022	King County		7800 · Professional ...	-1,312.00	1,312.00
TOTAL						-1,312.00	1,312.00
<b>Bill Pmt -Check</b>	<b>24563</b>	<b>08/08/2022</b>	<b>InTWO fka ICS Sup...</b>		<b>1000 · Bank of Ame...</b>		<b>-6,274.57</b>
Bill	6494	08/01/2022	King County		7800 · Professional ...	-374.64	374.64
Bill	00681...	07/25/2022	King County		6420 · Office Supplies	-5,899.93	5,899.93
TOTAL						-6,274.57	6,274.57

# King Conservation District

## Check Detail

### August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>24564</b>	<b>08/08/2022</b>	<b>Lewis, Kathryn</b>		<b>1000 · Bank of Ame...</b>		<b>-6,292.00</b>
Bill	1036	07/25/2022	King County King County:Region...		7800 · Professional ... 7800 · Professional ...	-5,764.00 -528.00	5,764.00 528.00
TOTAL						-6,292.00	6,292.00
<b>Bill Pmt -Check</b>	<b>24565</b>	<b>08/08/2022</b>	<b>Lorna Miss</b>		<b>1000 · Bank of Ame...</b>		<b>-55.00</b>
Bill	08052...	08/05/2022	King County		7700 · Travel	-55.00	55.00
TOTAL						-55.00	55.00
<b>Bill Pmt -Check</b>	<b>24566</b>	<b>08/08/2022</b>	<b>McLendon Hardwa...</b>		<b>1000 · Bank of Ame...</b>		<b>-8.44</b>
Bill	G0402...	07/20/2022	King County:Riparia...		6410 · Field Supplies	-8.44	8.44
TOTAL						-8.44	8.44
<b>Bill Pmt -Check</b>	<b>24567</b>	<b>08/08/2022</b>	<b>Mountain Mist</b>		<b>1000 · Bank of Ame...</b>		<b>-70.35</b>
Bill	00488...	07/28/2022	King County		7000 · Rentals	-70.35	70.35
TOTAL						-70.35	70.35
<b>Bill Pmt -Check</b>	<b>24568</b>	<b>08/08/2022</b>	<b>National Constructi...</b>		<b>1000 · Bank of Ame...</b>		<b>-184.97</b>
Bill	6622979	07/07/2022	King County:Riparia... King County:Riparia...		7000 · Rentals 7000 · Rentals	-92.48 -92.49	92.48 92.49
TOTAL						-184.97	184.97
<b>Bill Pmt -Check</b>	<b>24569</b>	<b>08/08/2022</b>	<b>ORCA - Central Pu...</b>		<b>1000 · Bank of Ame...</b>		<b>-2,934.00</b>
Bill	IN000...	08/03/2022	King County		7700 · Travel	-2,934.00	2,934.00
TOTAL						-2,934.00	2,934.00
<b>Bill Pmt -Check</b>	<b>24570</b>	<b>08/08/2022</b>	<b>Oxbow Farm &amp; Co...</b>		<b>1000 · Bank of Ame...</b>		<b>-1,648.75</b>
Bill	P1823...	08/01/2022	King County:Riparia...		4610 · Cost of Good...	-1,648.75	1,648.75
TOTAL						-1,648.75	1,648.75

# King Conservation District

## Check Detail

### August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>24571</b>	<b>08/08/2022</b>	<b>Salix Advisors LLC</b>		<b>1000 · Bank of Ame...</b>		<b>-4,875.00</b>
Bill	22-119	07/31/2022	King County		7800 · Professional ...	-4,875.00	4,875.00
TOTAL						-4,875.00	4,875.00
<b>Bill Pmt -Check</b>	<b>24572</b>	<b>08/08/2022</b>	<b>Smith, Miranda</b>		<b>1000 · Bank of Ame...</b>		<b>-127.63</b>
Bill	08012...	08/01/2022	King County:Comm...		7700 · Travel	-52.52	52.52
Bill	08012...	08/01/2022	King County:Comm...		7700 · Travel	-75.11	75.11
TOTAL						-127.63	127.63
<b>Bill Pmt -Check</b>	<b>24573</b>	<b>08/08/2022</b>	<b>SnoValley Tilth</b>		<b>1000 · Bank of Ame...</b>		<b>-1,804.73</b>
Bill	FF000...	08/01/2022	King County:Region...		9992 · Regional Foo...	-1,804.73	1,804.73
TOTAL						-1,804.73	1,804.73
<b>Bill Pmt -Check</b>	<b>24574</b>	<b>08/08/2022</b>	<b>Stockton, Liz</b>		<b>1000 · Bank of Ame...</b>		<b>-724.53</b>
Bill	08052...	08/05/2022	King County:Agricult...		7700 · Travel	-324.53	324.53
			King County:Agricult...		7600 · Conferences ...	-400.00	400.00
TOTAL						-724.53	724.53
<b>Bill Pmt -Check</b>	<b>24575</b>	<b>08/08/2022</b>	<b>T-Mobile</b>		<b>1000 · Bank of Ame...</b>		<b>-1,269.28</b>
Bill	96406...	07/21/2022	King County		6600 · Communicati...	-1,269.28	1,269.28
TOTAL						-1,269.28	1,269.28
<b>Bill Pmt -Check</b>	<b>24576</b>	<b>08/08/2022</b>	<b>US Bank Eq. Finance</b>		<b>1000 · Bank of Ame...</b>		<b>-3,298.91</b>
Bill	47811...	07/21/2022	King County		7000 · Rentals	-3,298.91	3,298.91
TOTAL						-3,298.91	3,298.91
<b>Bill Pmt -Check</b>	<b>24577</b>	<b>08/08/2022</b>	<b>WACD Plant Materi...</b>		<b>1000 · Bank of Ame...</b>		<b>-6,350.00</b>
Bill	23-09...	07/26/2022	King County:Riparia...		4610 · Cost of Good...	-6,350.00	6,350.00
TOTAL						-6,350.00	6,350.00

# King Conservation District

## Check Detail

### August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>24578</b>	<b>08/08/2022</b>	<b>WFSE-Union</b>		<b>1000 · Bank of Ame...</b>		<b>-1,781.59</b>
Bill	07312...	07/25/2022	King County		2250 · Union Dues ...	-1,781.59	1,781.59
TOTAL						-1,781.59	1,781.59
<b>Bill Pmt -Check</b>	<b>24579</b>	<b>08/08/2022</b>	<b>Your Part-Time Co...</b>		<b>1000 · Bank of Ame...</b>		<b>-4,707.50</b>
Bill	22-7-3...	07/25/2022	King County		7800 · Professional ...	-2,180.00	2,180.00
Bill	22-8-4...	08/01/2022	King County		7800 · Professional ...	-2,527.50	2,527.50
TOTAL						-4,707.50	4,707.50
<b>Bill Pmt -Check</b>	<b>24580</b>	<b>08/22/2022</b>	<b>Arbor Day Foundat...</b>		<b>1000 · Bank of Ame...</b>		<b>-1,500.00</b>
Bill	SSI30...	08/08/2022	King County		8300 · Sponsorships...	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
<b>Bill Pmt -Check</b>	<b>24581</b>	<b>08/22/2022</b>	<b>Avantpage Inc</b>		<b>1000 · Bank of Ame...</b>		<b>-446.82</b>
Bill	IN-X-8...	08/09/2022	King County:Urban ...		7800 · Professional ...	-446.82	446.82
TOTAL						-446.82	446.82
<b>Bill Pmt -Check</b>	<b>24582</b>	<b>08/22/2022</b>	<b>Baum, Richard</b>		<b>1000 · Bank of Ame...</b>		<b>-2,254.00</b>
Bill		08/19/2022	King County:Rural L...		9994 · Cost Share &...	-2,254.00	2,254.00
TOTAL						-2,254.00	2,254.00
<b>Bill Pmt -Check</b>	<b>24583</b>	<b>08/22/2022</b>	<b>Brimeyer, Joe</b>		<b>1000 · Bank of Ame...</b>		<b>-200.00</b>
Bill		08/19/2022	King County:Riparia...		8800 · Project Reim...	-200.00	200.00
TOTAL						-200.00	200.00
<b>Bill Pmt -Check</b>	<b>24584</b>	<b>08/22/2022</b>	<b>Builders Exchange...</b>		<b>1000 · Bank of Ame...</b>		<b>-90.00</b>
Bill	1072582	08/05/2022	King County:Agricult...		6730 · Publications ...	-90.00	90.00
TOTAL						-90.00	90.00

# King Conservation District

## Check Detail

### August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	24585	08/22/2022	Bussey, Philip		1000 · Bank of Ame...		-1,500.00
Bill	2017-50	08/19/2022	King County:Small L...		9994 · Cost Share &...	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Bill Pmt -Check	24586	08/22/2022	City of Renton Utili...		1000 · Bank of Ame...		-169.18
Bill	02009...	07/29/2022	King County:Riparia...		6410 · Field Supplies	-169.18	169.18
TOTAL						-169.18	169.18
Bill Pmt -Check	24587	08/22/2022	City of SeaTac		1000 · Bank of Ame...		-5,043.75
Bill		08/19/2022	King County:Membe...		9998 · Member Juris...	-5,043.75	5,043.75
TOTAL						-5,043.75	5,043.75
Bill Pmt -Check	24588	08/22/2022	Compensation Con...		1000 · Bank of Ame...		-4,740.00
Bill	315	08/08/2022	King County		7800 · Professional ...	-4,740.00	4,740.00
TOTAL						-4,740.00	4,740.00
Bill Pmt -Check	24589	08/22/2022	Cowper, Bruce		1000 · Bank of Ame...		-200.00
Bill		08/19/2022	King County:Riparia...		8800 · Project Reim...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	24590	08/22/2022	Des Moines Farme...		1000 · Bank of Ame...		-6,737.00
Bill		08/19/2022	King County:Membe...		9998 · Member Juris...	-6,737.00	6,737.00
TOTAL						-6,737.00	6,737.00
Bill Pmt -Check	24591	08/22/2022	Enduris Washington		1000 · Bank of Ame...		-51,611.00
Bill	R23-1...	08/08/2022	King County		7100 · Repairs & Ma...	-51,611.00	51,611.00
TOTAL						-51,611.00	51,611.00

# King Conservation District

## Check Detail

### August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	24592	08/22/2022	Feist, Chris		1000 · Bank of Ame...		-525.00
Bill		08/19/2022	King County:Small L...		9994 · Cost Share &...	-525.00	525.00
TOTAL						-525.00	525.00
Bill Pmt -Check	24593	08/22/2022	Foise, Stephen and...		1000 · Bank of Ame...		-3,712.00
Bill		08/19/2022	King County:Small L...		9994 · Cost Share &...	-3,712.00	3,712.00
TOTAL						-3,712.00	3,712.00
Bill Pmt -Check	24594	08/22/2022	Forterra		1000 · Bank of Ame...		-4,852.00
Bill	FF000...	08/19/2022	King County:Region...		9992 · Regional Foo...	-4,852.00	4,852.00
TOTAL						-4,852.00	4,852.00
Bill Pmt -Check	24595	08/22/2022	Gockel, Diana & Don		1000 · Bank of Ame...		-2,340.00
Bill		08/19/2022	King County		9994 · Cost Share &...	-2,340.00	2,340.00
TOTAL						-2,340.00	2,340.00
Bill Pmt -Check	24596	08/22/2022	Hip Hop is Green		1000 · Bank of Ame...		-7,600.00
Bill		08/19/2022	King County:Membe...		9998 · Member Juris...	-7,600.00	7,600.00
TOTAL						-7,600.00	7,600.00
Bill Pmt -Check	24597	08/22/2022	InTWO fka ICS Sup...		1000 · Bank of Ame...		-6,075.44
Bill	26598	08/15/2022	King County		7800 · Professional ...	-6,075.44	6,075.44
TOTAL						-6,075.44	6,075.44
Bill Pmt -Check	24598	08/22/2022	Kelly, Patricia		1000 · Bank of Ame...		-200.00
Bill		08/19/2022	King County:Riparia...		8800 · Project Reim...	-200.00	200.00
TOTAL						-200.00	200.00

# King Conservation District

## Check Detail

### August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	24599	08/22/2022	Kidder, Lynn		1000 · Bank of Ame...		-200.00
Bill		08/19/2022	King County:Riparia...		8800 · Project Reim...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	24600	08/22/2022	King Cnty Dept of ...		1000 · Bank of Ame...		-52,909.00
Bill	FF000...	08/19/2022	King County:Region...		9992 · Regional Foo...	-52,909.00	52,909.00
TOTAL						-52,909.00	52,909.00
Bill Pmt -Check	24601	08/22/2022	Klem, Maya		1000 · Bank of Ame...		-76.26
Bill	08192...	08/19/2022	King County:Urban ...		7700 · Travel	-76.26	76.26
TOTAL						-76.26	76.26
Bill Pmt -Check	24602	08/22/2022	Lasecki, Michael		1000 · Bank of Ame...		-26.55
Bill	08192...	08/19/2022	King County:Small L...		7700 · Travel	-26.55	26.55
TOTAL						-26.55	26.55
Bill Pmt -Check	24603	08/22/2022	Leventhal, Daniel		1000 · Bank of Ame...		-400.00
Bill		08/19/2022	King County:Riparia...		8800 · Project Reim...	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	24604	08/22/2022	Mathews, Jerome		1000 · Bank of Ame...		-600.00
Bill		08/19/2022	King County:Riparia...		8800 · Project Reim...	-400.00	400.00
Bill		08/19/2022	King County:Riparia...		8800 · Project Reim...	-200.00	200.00
TOTAL						-600.00	600.00
Bill Pmt -Check	24605	08/22/2022	McCarthy, Jessica ...		1000 · Bank of Ame...		-1,505.00
Bill		08/19/2022	King County:Rural L...		9994 · Cost Share &...	-1,505.00	1,505.00
TOTAL						-1,505.00	1,505.00

# King Conservation District

## Check Detail

### August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	24606	08/22/2022	National Constructi...		1000 · Bank of Ame...		-93.59
Bill	6635606	07/19/2022	King County:Riparia...		7000 · Rentals	-93.59	93.59
TOTAL						-93.59	93.59
Bill Pmt -Check	24607	08/22/2022	Navia Benefit Solut...		1000 · Bank of Ame...		-130.00
Bill	10497...	07/28/2022	King County		2240 · FSA Payable	-130.00	130.00
TOTAL						-130.00	130.00
Bill Pmt -Check	24608	08/22/2022	Nelson, John Paul		1000 · Bank of Ame...		-100.00
Bill		08/19/2022	King County:Riparia...		8800 · Project Reim...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	24609	08/22/2022	Pacific Forest Res...		1000 · Bank of Ame...		-2,632.37
Bill	2022-...	08/03/2022	King County:Agricult...		7800 · Professional ...	-2,632.37	2,632.37
TOTAL						-2,632.37	2,632.37
Bill Pmt -Check	24610	08/22/2022	Renton Office Park...		1000 · Bank of Ame...		-21,149.68
Bill	Sep20...	08/19/2022	King County		6000 · Occupancy	-21,149.68	21,149.68
TOTAL						-21,149.68	21,149.68
Bill Pmt -Check	24611	08/22/2022	Schneider, Jon		1000 · Bank of Ame...		-400.00
Bill		08/19/2022	King County:Riparia...		8800 · Project Reim...	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	24612	08/22/2022	Smith, Miranda		1000 · Bank of Ame...		-32.26
Bill	08192...	08/19/2022	King County:Comm...		6410 · Field Supplies	-32.26	32.26
TOTAL						-32.26	32.26

# King Conservation District

## Check Detail

### August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	24613	08/22/2022	Snoqualmie Valley ...		1000 · Bank of Ame...		-4,609.57
Bill	#5	08/08/2022	King County:Region...		9992 · Regional Foo...	-4,609.57	4,609.57
TOTAL						-4,609.57	4,609.57
Bill Pmt -Check	24614	08/22/2022	South King County...		1000 · Bank of Ame...		-9,516.58
Bill	#6 Q1 ...	08/19/2022	King County:Region...		9992 · Regional Foo...	-9,516.58	9,516.58
TOTAL						-9,516.58	9,516.58
Bill Pmt -Check	24615	08/22/2022	SouthWorth & Son...		1000 · Bank of Ame...		-13,044.00
Bill	KCD2...	08/09/2022	Hammond Settleme...		7800 · Professional ...	-13,044.00	13,044.00
TOTAL						-13,044.00	13,044.00
Bill Pmt -Check	24616	08/22/2022	The Athena Group		1000 · Bank of Ame...		-2,750.00
Bill	4741	08/08/2022	King County		7800 · Professional ...	-2,750.00	2,750.00
TOTAL						-2,750.00	2,750.00
Bill Pmt -Check	24617	08/22/2022	University of Wash...		1000 · Bank of Ame...		-200.00
Bill	222301	08/10/2022	King County		8300 · Sponsorships...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	24618	08/22/2022	WA Department of ...		1000 · Bank of Ame...		-41,163.83
Bill	WC00...	08/12/2022	King County:Riparia...		7800 · Professional ...	-12,220.92	12,220.92
			King County:Riparia...		7800 · Professional ...	-11,601.58	11,601.58
			King County:Riparia...		9994 · Cost Share &...	-2,477.33	2,477.33
			King County:Riparia...		7800 · Professional ...	-2,477.33	2,477.33
			King County:Riparia...		7800 · Professional ...	-8,670.67	8,670.67
			King County:Riparia...		9994 · Cost Share &...	-619.33	619.33
			King County:Riparia...		7800 · Professional ...	-619.33	619.33
			King County:Riparia...		9994 · Cost Share &...	-1,238.67	1,238.67
			King County:Riparia...		7800 · Professional ...	-1,238.67	1,238.67
TOTAL						-41,163.83	41,163.83

# King Conservation District

## Check Detail

### August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	24619	08/22/2022	Washington Water ...		1000 · Bank of Ame...		-6,097.77
Bill	FF000...	08/19/2022	King County:Region...		9992 · Regional Foo...	-6,097.77	6,097.77
TOTAL						-6,097.77	6,097.77
Bill Pmt -Check	24620	08/22/2022	Weiss, Kristen and...		1000 · Bank of Ame...		-200.00
Bill		08/19/2022	King County:Riparia...		8800 · Project Reim...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	24621	08/22/2022	Wilbur-Ellis Compa...		1000 · Bank of Ame...		-321.71
Bill	15269...	08/05/2022	King County:Riparia...		6410 · Field Supplies	-160.85	160.85
			King County:Riparia...		6410 · Field Supplies	-160.86	160.86
TOTAL						-321.71	321.71
Bill Pmt -Check	24622	08/22/2022	WSU		1000 · Bank of Ame...		-28,000.00
Bill	AWD0...	08/04/2022	King County:Small L...		7800 · Professional ...	-28,000.00	28,000.00
TOTAL						-28,000.00	28,000.00
Bill Pmt -Check	24623	08/22/2022	Your Part-Time Co...		1000 · Bank of Ame...		-2,170.00
Bill	22-8-1...	08/08/2022	King County		7800 · Professional ...	-1,007.50	1,007.50
Bill	22-8-2...	08/15/2022	King County		7800 · Professional ...	-1,162.50	1,162.50
TOTAL						-2,170.00	2,170.00
Bill Pmt -Check	24624	08/22/2022	Arbor Day Foundat...		1000 · Bank of Ame...		-962.00
Bill	64162...	08/08/2022	King County:Small L...		7600 · Conferences ...	-613.00	613.00
			King County:Small L...		7600 · Conferences ...	-349.00	349.00
TOTAL						-962.00	962.00

# King Conservation District

## Check Detail

### August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	24625	08/22/2022	SouthWorth & Son...		1000 · Bank of Ame...		-9,752.86
Bill	KCD2...	08/09/2022	King County:Agricult...		7800 · Professional ...	-9,752.86	9,752.86
TOTAL						-9,752.86	9,752.86
Bill Pmt -Check	24626	08/22/2022	University of Wash...		1000 · Bank of Ame...		-1,000.00
Bill		08/19/2022	King County:Rural L...		7600 · Conferences ...	-620.00	620.00
			King County:Riparia...		7600 · Conferences ...	-280.00	280.00
			King County:Small L...		7600 · Conferences ...	-100.00	100.00
TOTAL						-1,000.00	1,000.00
Bill Pmt -Check	24627	08/22/2022	SouthWorth & Son...		1000 · Bank of Ame...		-28,213.82
Bill		08/19/2022			9994 · Cost Share &...	-28,213.82	28,213.82
TOTAL						-28,213.82	28,213.82
Check	FRAU...	08/15/2022			1000 · Bank of Ame...		-746.31
			King County		8600 · Miscellaneous	-746.31	746.31
TOTAL						-746.31	746.31
Check	1000003	08/25/2022	Mega, Matt		1000 · Bank of Ame...		-3,209.42
			King County		24000 · Payroll Liabi...	-3,209.42	3,209.42
TOTAL						-3,209.42	3,209.42

# New Business

# 2023 Budget Workshop



Local Food  
Healthy Forests  
Clean Water  
Better Ground

# Agenda

- **Proposed Process**
- **Gains/Look Forward**
- **Constraints/Cost Drivers/Opportunities**
- **Questions, Discussion, & Next Steps**

# Proposed Process

- **Budget Discussions Ongoing**
  - *Board of Supervisors*
  - *Management Team*
  - *Key Project Staff*

FY23 Budget Process	October	November	December	January	2023
Leadership Discussions					
Allocate Funding Levels					
Set Restricted Fund Levels					
FY23 Budget 1 <sup>st</sup> Look		11/14/22			
Board Budget Approval			12/12/22		
Implement FY23 Budget into QB					
Mid-Year Budget Update					8/14/23

## **Gains/Look Forward**

- **New QB Financial System**
- **New Hires**
- **Program Funding Levels**
  - **Restricted/Obligated Funds**
- **Reserve Levels**
- **Strategic Planning**
- **Long Term Cash Flow Forecasting**
- **2020-2024 Interlocal Agreement with King County**

## **Constraints/Cost Drivers**

- **Inflationary Effects upon Salary Cost**
- **Potential Capital Needs**
  - **Computer Server/New Workstations**
  - **Evaluation Database**

# Opportunities/Initiatives

- **New Initiatives:**
  - *Zoning Project*
  - *Regional Food System 3rd Party Evaluation*
  - *Contract Funding for Ag Drainage*
  - *New Salmon Project Funding from WSCC*
  - *Agricultural Strategic Planning*
- **Established Carry Forward/Restricted Fund Levels**
- **Fully Staffed King Conservation District!**

# Questions/Discussion



Local Food  
Healthy Forests  
Clean Water  
Better Ground

**King Conservation District Board of Supervisors Meeting  
Agenda Action Briefing/Report  
Meeting Date: October 17, 2022**

AI 22-088

**SUBJECT: 22-XXX**

- Contingency Reserve Fund Policy

**FISCAL IMPACT**

- This policy will set aside \$1,883,803 in resource conservation assessment funding, for use as a contingency reserve.

**POLICY CONSIDERATION**

- Financial policies 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 provided as a result of these financial policies

**BACKGROUND**

- At some point in the past a Contingency Reserve Fund was begun by King Conservation District management. This fund has been reported to the Washington State Auditor's office for several years as part of the KCD financial reporting process.
- No written record has been located showing formal creation of this fund, its purpose, or policies guiding its use.
- This policy will become a part of the Comprehensive Fiscal Policy document which guides the King Conservation District financial system.

**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. A final draft policy will likely to be formally presented for action at the first Board of Supervisors meeting in November. No action is required, but approval is optional.

**RECOMMENDATION**

- No action is proposed at this time.

**MOTION**

- Not required.

## **FIN-5: Reserve/Restricted Funds**

### **Section 1. Contingency Reserve Fund**

#### **1.1 Purpose**

A Contingency Reserve is created for the purpose of preventing harm to the King Conservation District arising from unforeseen financial hardships, and to provide financial resources for unforeseen emergent circumstances.

#### **1.2 Starting Amount**

The starting amount for this fund on November 14, 2022, shall be \$1,883,803. This fund shall be held in the Washington State Local Government Investment Pool.

#### **1.3 Use of Funds**

With the exception of interest earned on the principal amount, Contingency Reserve Funds may only be released for any purpose by formal action of the King Conservation District Board of Supervisors.

#### **1.4 Interest Earned**

Interest earned from Contingency Reserve Funds held in the Local Government Investment Pool are designated as unrestricted funds and are automatically included as operating funds in the King Conservation District's accounts. Interest earned from the Contingency Reserve Fund can be used in accordance with policies related to unrestricted funds.

#### **1.5 Subsequent Annual Contingency Reserve Fund Levels**

Annual Contingency Reserve Fund levels shall be computed by the King Conservation District Administrative Department, and adjustments of funding levels or the process for computing prudent reserve fund balances shall be proposed to the Board of Supervisors as part of formal annual budget process, or as formal budget amendments brought before the Board of Supervisors from time to time.

#### **1.6 Reporting**

Fund levels for this reserve, including any transfers to or from the Contingency Reserve Fund, shall be reported to the King Conservation District Board of Supervisors as a routine item in the monthly financial report. This fund shall also be reported to the Washington State Auditor's office as a part of routine financial reporting required by that agency.

**King Conservation District Board of Supervisors Meeting**  
**Agenda Action Briefing/Report**  
**Meeting Date: October 17, 2022**

AI 22-089

**SUBJECT: 22-XXX**

- Salary Reserve Fund Policy

**FISCAL IMPACT**

- This policy will set aside \$1,100,000 in resource conservation assessment funding, for use as a salary reserve.

**POLICY CONSIDERATION**

- Financial policies 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 provided as a result of these financial policies

**BACKGROUND**

- This policy and fund are created to ensure that the King Conservation District can meet its commitments to fund staff salary costs during the period 2022-2028.
- This policy will become a part of the Comprehensive Fiscal Policy document which guides the King Conservation District financial system.

**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. A final draft policy will likely to be formally presented for action at the first Board of Supervisors meeting in November. No action is required, but approval is optional.

**RECOMMENDATION**

- No action is proposed at this time.

**MOTION**

- Not required.

## **FIN-5: Reserve/Restricted Funds**

### **Section 2. Salary Reserve Fund**

#### **2.1 Purpose**

A Salary Reserve is created for the purpose of ensuring that salary costs for King Conservation District staff are covered for the period 2022-2028.

#### **2.2 Starting Amount**

The starting amount for this fund on November 14, 2022, shall be \$1,100,000. This fund shall be held in the Washington State Local Government Investment Pool. It is intended that the initial investment into this reserve be drawn from salary savings realized in 2022 due to the difference between salary cost budgeted in the approved FY2022 budget and actual cost for salary during that period. This amount will be amended as part of the FY2023 budget to more accurately reflect those salary savings.

#### **2.3 Use of Funds**

With the exception of interest earned on the principal amount, Salary Reserve Funds may only be used for the purpose of covering salary costs in excess of annual Rates & Charges funding. Funds may be released by King Conservation District management to cover any temporary or ongoing budget deficits resulting from salary costs in excess of annual Rates & Charges revenues set aside for salary purposes.

#### **2.4 Interest Earned**

Interest earned from Salary Reserve Funds held in the Local Government Investment Pool are designated as unrestricted funds and are automatically included as operating funds in the King Conservation District's accounts. Interest earned from the Contingency Reserve Fund can be used in accordance with policies related to unrestricted funds.

#### **2.5 Subsequent Salary Reserve Fund Levels**

Salary Reserve Fund levels shall be computed by the King Conservation District Administrative Department, and adjustments of funding levels or the process for computing prudent reserve fund balances shall be proposed to the Board of Supervisors as part of formal annual budget process, or as formal budget amendments brought before the Board of Supervisors from time to time.

#### **2.6 Reporting**

Fund levels for this reserve, including any transfers to or from the Contingency Reserve Fund, shall be reported to the King Conservation District Board of Supervisors as a routine item in the monthly financial report. This fund shall also be reported to the Washington State Auditor's office as a part of routine financial reporting required by that agency.

## Draft King Conservation District 2023 Board Election Materials

The King Conservation District 2023 Board Election is being designed to reflect the 2022 Board Election. KCD is again partnering with King County Elections and Democracy Live in accordance with our ILA to reduce barriers and offer voters digital ballot access. KCD is again planning on sending direct postcard mailers to every voting household in the district to raise awareness and increase turnout. KCD is also attempting to mirror King County Elections special election dates, timelines, and best practices where possible.

Below you will find:

- Draft Budget
- Draft Postcard Mailer points
- Draft Timeline
- Draft Ballot Access Methods
- Draft Elections Resolution

### Draft Budget (estimates based on 2022 spending)

2022 election spending was ~\$330,000. Some budget items like KCE processing cost are based on a turnout of ~60,000 voters and so came in under budget in 2022 and will likely do so again in 2023. Staff time is estimated at \$20,000 but can fluctuate depending on the election year and needs. Postcard mailers have had a 10% inflation estimate added to 2023 numbers but will depend on market prices.

Item	2022 Budgeted	2022 Actual	2023 Estimates
Ballot Tabulation	\$75,000	\$16,431	\$20,000
Digital Ballot Access	\$75,000	\$41,260	\$45,000
Additional Marketing (Digital)	\$25,000	\$25,000	\$25,000
Postcard Mailers			
Professional Services	\$9,000	\$9,000	\$10,000
Postage	\$150,792	\$150,792	\$165,871
Printing, Mailing, Digital Services	\$66,820	\$66,820	\$75,000
Annual Ballot Disposal	\$500	\$500	\$500
Annual Ballot Storage	\$2,000	\$2,000	\$2,000
Legal	\$7,000	\$0	\$0
Staffing	31050	\$20,000	\$20,000
Subtotal	\$442,162	\$331,803	\$363,371

### Draft Postcard Mailers

The KCD Board has provided feedback on changes to the 2023 Election Postcard Mailer. Staff will check changes in cost and feasibility of the suggested updates. Board members have expressed an interest in updating the mailer in the following ways:

- Reduce KCD general information and instead link to website to learn more
- Focus the card on the election and voting process

- Mirror more the King County Elections voter guide and sample ballot
- Move to 100% recycled paper with recycling logo (like FSC paper)
- Include a call for election reform or mention KCD's election reform efforts

## Draft Timeline

- August Begin Meeting with DL and KCE Plan Bimonthly meetings
- September Identify groups to run 2-3 town halls (Rural, Urban, etc.)
- September Update Website with compelling material about programs
- September 1 Initial board candidate outreach begins
- September 12 Board Meeting – General Election draft decisions presented
- September 20 Draft Materials for Board Review
- September 30 Media Contacts List Updated
- October 7 Finalize Board Election Resolution Language
- **October 17 Board Meeting – Pass Board Election Resolution, Include Supporting Documents (budget, process, etc.)**
- October 18 Submit Legal Notice to Seattle Times (2 day delay) Ask for two printings 10-20-22 and 10-27-22
- November 16 KCD Elections Page Updated with Board Resolution materials
- November 16 Official Notice of Board Resolution in Journal of Note. Check WAC 135-110-110 for noticing requirements. (printed no later than 7 days after approval)
- November 30 Elected Officials Contact Lists Updated
- December 6 Update Press Release List, Update Elected Officials List
- December 5-9 Candidate filing window. Ends 9<sup>th</sup> at 5pm.
- December 9 Last day to file EF1 – CD Election Information with WSCC
- December 9 KCD sends candidate info to KCE to verify registered voter in district
- December 12 Candidate withdrawal deadline
- December 13 KCD sends final list of candidates to KCE
- December 14 Candidate Orientation (Internal)
- December 16 Candidate profiles added to KCD website
- January 3 Press Release 1 – KCD Board Election This Month
- January 6 KCE uploads ballot build to Democracy Live (includes ballot packet and declaration signature sheet)
- January 11 Democracy Live has final proof ready for KCD and KCE review
- January 12 KCE tests and approves Democracy Live ballots, sends approval to KCD
- January 13 KCD approves Democracy Live site
- January 17 Press Release 2 – Voting Starts Next week
- January 23 Press Release 3 – Voting Starts Tomorrow
- **January 24 at 8am Voting period starts at 8 am**
- January 26 Ballot Box at KCE opens (KCD is not using any other drop boxes)
- February 6 Press Release 3 – Last Week to Vote
- February 13 Social Media - Voting Ends tomorrow
- February 10 Last Day for requested ballots to be mailed out. (Friday before Tuesday Election Day)
- **February 14 Election Day, voting closes at 8 pm**

Initial election results posted by 9 pm

- Last day to mail in printed ballot
- February 16 Election results posted by 5 pm
- February 21 Election results posted by 5 pm
- February 23 Election results posted by 5 pm
  - Deadline to receive ballots with on-time postmarks
  - Signature challenge deadline at 4:30 pm
- February 28 Election results posted by 5 pm
  - Last day to file EF2 – Election Report with WSCC
- March 2 KCE transmits final results and summary report to KCD
  - Final results posted
- May Election Certified by WSCC
- June Candidate Seated

### Draft Voting Methods

1. Electronic Ballot Access
  - a. Standard approach of using Democracy Live electronic ballot access portal
2. KCD Assists with ballot printing
  - a. KCD gets name, birthdate, and address of voter
  - b. Works with Democracy Live to print that voter's specific ballot
  - c. KCD prints ballot
  - d. KCD mails ballot to the voter
  - e. KCD can also email ballot to voter
  - f. Voter is responsible for final ballot submission (mail or drop off at KCE)
3. King County Elections Office
  - a. For ballots that were printed through KCD assistance.
  - b. The KCE Office Drop Box is typically open during other elections and available if KCD holds its election during same period as other elections.
  - c. KCD Elections Office (919 SW Grady Way, Renton, WA 98057) drop box is open 24/7 from January 26<sup>th</sup> until 8pm on February 14<sup>th</sup>.
4. Mail
  - a. For ballots that were printed through KCD assistance.
  - b. Mail to KCD Elections Office (919 SW Grady Way, Renton, WA 98057) during voting window laid out in elections resolution. s

**KING CONSERVATION DISTRICT  
KING COUNTY, WASHINGTON  
RESOLUTION NO. 22-003**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
KING CONSERVATION DISTRICT, KING COUNTY,  
WASHINGTON, ESTABLISHING THE 2023 ELECTION AND  
APPOINTMENT OF THE BOARD OF SUPERVISORS.

WHEREAS, the three-year term of Chris Porter, who holds elected Position #3 on the Board of Supervisors of the King Conservation District, will expire in May of 2023; and

WHEREAS, the three-year appointment of Burr Mosby, who holds the appointed Position #5 on the Board of Supervisors of the King Conservation District, will expire in May of 2023; and

WHEREAS, the Board of Supervisors of the King Conservation District desires to formally establish the date for the 2023 election for the expiring term of Position #3 of the Board of Supervisors, and to establish all other requirements and designations required by the Washington State Conservation Commission: now, therefore

BE IT RESOLVED by the Board of Supervisors of the King Conservation District, King County, Washington, as follows:

Section 1. The King Conservation District Board of Supervisors election will be held on Tuesday, February 14, 2023.

Section 2. Ballots will be available to eligible voters through online ballot access beginning January 24, 2023, at 8:00 a.m. Voters may return ballots electronically through the online ballot marking system by 8:00 p.m. on February 14, 2023. Printed ballots with a postmark on or before February 14, 2023 may be mailed to King County Elections, 919 SW Grady Way Suite 200, Renton WA 98057. Ballots postmarked February 14, 2023, will be counted and accepted through February 23, 2023. Printed ballots may also be returned to the drop box located at the King County Elections office at 919 SW Grady Way Suite 200, Renton WA 98057 beginning January 26, 2023 at 8 a.m. and ending February 14, 2023, at 8:00 p.m. No other drop boxes are being offered for King Conservation District ballots. Ballots will not be collected at the King Conservation District office. Voters that require accommodation to vote may call 425-282-1900 or email [elections@kingcd.org](mailto:elections@kingcd.org).

Section 3. The candidate filing window for Position #3 on the King Conservation District Board of Supervisors is December 5, 2022, at 8:00 a.m. through December 9, 2022, at 5:00 p.m. Candidate required information must be received by King Conservation District no later than December 9, 2022, at 5:00 p.m. Candidate information for the KCD Voter Guide must be submitted at the same time as filing information. Instructions and forms for these items will be available at <https://kingcd.org/elections>. More information on Conservation Districts can be found at the Washington State Conservation Commission website at <https://scc.wa.gov/elections-and-appointments/> or <https://kingcd.org/elections/>.

Section 4. The appointment filing window for Position #5 is January 1, 2023 through March 31, 2023. Applicants for the appointed positions must be a register voter in the state of Washington. Appointed positions are filled by the Washington State Conservation Commission. More information on Board of Supervisor appointments can be found at <https://scc.wa.gov/elections-and-appointments/>.

Section 5. The King Conservation District Board of Supervisors designates Mark Dostal as the Elections Officer for the 2022 Board of Supervisors Election.

Section 6. The King Conservation District Board of Supervisors directs the Elections Officer to prepare and file all forms as appropriate and deemed necessary with the Washington State Conservation Commission consistent with the terms of this Resolution and to take all actions necessary to accomplish its ends including any filings with any other entities as necessary.

Section 7. All District resolutions, policies and procedures are hereby modified, amended, and superseded to be in accordance with this Resolution.

ADOPTED BY THE BOARD OF SUPERVISORS of the King Conservation District, Washington, at a regular open public meeting thereof, and effective this 17<sup>th</sup> day of October 2022.

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Kirstin Haugen, Chair

## **CERTIFICATE**

I, Chris Porter, Vice Chair of the Board of Supervisors, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 21-008 of such Board, duly adopted at a regular meeting thereof held on November 8, 2021.

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Chris Porter, Vice Chair

**King Conservation District Board of Supervisors Meeting**  
**Action/ Agenda Briefing Report AI 22-091**  
**Meeting Date: October 17<sup>th</sup>, 2022**

AI 22-091

**SUBJECT:** Lake Sammamish Artificial Light at Night Abatement Collaborative Agreement with USGS

**FISCAL IMPACT**

The total budget for the agreement is \$40,000.

**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.

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.

The Collaborative Agreement with the USGS reflects the deliverables from the grant scope of work.

**RECOMMENDATIONS**

Staff recommends the board approve the contract.

**Motion:** I move to approve the Collaborative Agreement with USGS for the Lake Sammamish Artificial Light at Night Abatement project.

**MOTION**

\_\_\_\_\_ Moved, \_\_\_\_\_ Seconded;

AI

## COLLABORATIVE AGREEMENT

This Collaborative Agreement (“Agreement”) is entered into by and between the U.S. Geological Survey (USGS), a bureau of the Department of the Interior, through the offices of its Western Fisheries Research Center, Seattle, WA, hereinafter referred to as the “USGS” and King Conservation District, Renton, WA, hereinafter referred to as “Collaborator.” USGS and Collaborator are sometimes herein referred to as a “Party” and collectively as the “Parties.” Any inconsistency between the standard terms of Articles 1 through 16 of this Agreement and any attachments to this Agreement shall be resolved by giving precedence to Articles 1 through 16.

Whereas, the USGS is authorized to perform collaborative work and prosecute projects in cooperation with other agencies, Federal, State or private, pursuant to 43 USC §36c; and

Whereas, the USGS is authorized to receive payments in arrears from any State, Territory, Tribe, possession, or political subdivision by 43 USC §50b, and;

Whereas, the USGS has a mission in ecosystems and species management and has need of bringing together teams of scientific expertise and laboratory capabilities to produce data and/or materials to conduct fish and aquatic species research to support this mission; and

Whereas, Collaborator has a need to address factors affecting marine survival of salmon in Lake Sammamish and the Sammamish River, and has need of USGS expertise in measuring artificial light conditions and identifying hotspots affecting marine survival of Juvenile Salmon species; and

Whereas, the Project entitled “Sammamish Survey of Artificial Light (ALAN)” is intended by the Parties to be mutually beneficial and to benefit the people of the United States;

Now, therefore, the Parties hereto agree as follows:

1. **Statement of Work.** See the attached Statement of Work (SOW) (Attachment A), incorporated by reference herein.
2. **Principal Investigator.** The USGS principal investigator (PI) for this Project is David Beauchamp, 206-526-6596, fadave@usgs.gov, 6505 NE 65<sup>th</sup> ST, Seattle, WA, 98115. The PI for the Collaborator is Debbie Meisinger, 425-282-1923, Debbie.meisinger@kingcd.org, and 800 SW 39<sup>th</sup> Street, Suite 150, Renton, WA 98057. In the event that a PI is unable to continue in this Project, the sponsoring agency will make every effort to provide a replacement acceptable to the other Party.
3. **Title to Equipment.** There will be no joint property purchased as a result of the collaborative effort outlined in the SOW. Each Party will provide its own equipment necessary to support its participation in the SOW.

4. **Term.** The collaborative effort contemplated by this Agreement will commence on the effective date of this Agreement. The effective date of this Agreement shall be 10/1/2022, or date of the last signature by the Parties. The expiration date of this Agreement shall be 6/30/2023.

#### 5. **Funding/Resource Share.**

(a) The Collaborator will provide an estimated \$40,000 in funds-in to the Project. The Collaborator is providing in-kind services and or resources with an estimated value of: \$0.

(b) If the Collaborator is a non-governmental organization, the USGS requires an advance of \$0. In the event that the advance payment is not received by USGS, USGS will submit an invoice. Invoices not paid within **30 days from date of bill** will bear Interest, and other fees required by Federal law, at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

(c) The Collaborator will provide payment using **Option 2**, described in this section.

**OPTION 1:** This agreement has been negotiated to be paid in advance on a(n) Billing frequency basis, and will not be subject to interest, administrative, or penalty fees. In the event payment is not received in accordance with the billing terms/schedule, the USGS will bill based on expenses incurred and will bear interest, and other fees required by Federal Law, at the annual rate pursuant to the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

**OPTION 2:** This agreement has been negotiated to be paid based on the expenses incurred. The USGS will submit invoices to the Collaborator's administrative contact, identified in Article 9, on a monthly basis. Invoices not paid within 60 days from date of bill for Local and State Government customers will bear Interest, and other fees required by Federal Law, at the annual rate pursuant to the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

(d) The USGS is providing in-kind services and or resources with an estimated value of: \$0 to the Project.

6. **Amendments/Termination.** This Agreement can be changed or amended only by a written instrument signed by the Parties. This Agreement may be terminated by either Party on thirty (30) days written notice to the other Party. In the event of an early termination, USGS shall be reimbursed for any completed work or work in progress on the effective date of termination (i.e., when the Agreement actually terminates following the receipt of written notice from the other Party). Any unspent advanced funds will be returned to Collaborator. The USGS shall provide a copy of the outcomes completed as of the effective date of termination in the event of an early termination of the Agreement.

#### 7. **Scientific Information/Data.**

Each Party is free to publish the information and data developed in the performance of the statement of work (SOW) and data management plan (DMP). Before a Party submits the information and data for publication or otherwise intends to publicly release or disclose scientific information and data that is jointly developed, the other Party will be provided thirty (30) days for review of the proposed release or disclosure, prior to submission for publication. The Parties acknowledge that scientific information and data developed as a result of the SOW are subject to applicable USGS Fundamental Science Practices (FSP) review, approval, and release requirements, which are available in Survey Manual Chapter (SMC) 502.4, Fundamental Science Practices: Review, Approval, and Release of Information Products. The USGS is required to provide timely public access to the results of scientific information and data that does not contain sensitive protected information. Data and associated metadata will be open format and publicly accessible. The data and metadata will also be open access and machine readable in accordance with USGS FSP requirements available in SMC 502.7, Fundamental Science Practices: Metadata for USGS Scientific Information Products Including Data and SMC 502.8, Fundamental Science Practices: Review and Approval of Scientific Data for Release.

#### 8. (Reserved)

9. **Notices.** Any notice required to be given or which shall be given under this Agreement shall be in writing and delivered by first-class mail to the Parties as follows:

**USGS:****Technical:**

David Beauchamp  
6505 NE 65<sup>th</sup> St.  
Seattle, WA 98115  
fadave@usgs.gov  
206-526-6596  
www.USGS.gov

**Administrative:**

Michael Kelley  
6505 NE 65<sup>th</sup> St.  
Seattle, WA 98115  
mkelley@usgs.gov  
[206-526-6287]

**Collaborator:****Technical:**

Debbie Meisinger  
800 SW 39<sup>th</sup> St.,  
Renton, WA 98057  
Debbie.meisinger@kingcd.org  
425-282-1923  
<https://kingcd.org>

**Administrative:**

Debbie Meisinger  
800 SW 39<sup>th</sup> St.  
Suite 150, Renton, WA 98057  
debbie.meisinger@kingcd.org  
452-282-1923

**Financial Contact Information for Collaborator:**

Maria Chang-Ward  
800 SW 39th Street, Suite 150  
Renton, WA 98057

accounting@kingcd.org  
425-282-1925  
EIN: 91-6059501

**10. Independent Organization.** For purposes of this Agreement and all research and services to be provided hereunder, each Party shall be, and shall be deemed to be, an independent Party and not an agent or employee of the other Party. Each Party shall have exclusive control over its employees in the performance of the SOW. While in field locations, a Party's employees must adhere to the safety and technical requirements imposed by the Party controlling the work site.

Neither Party has authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other Party, except as may be explicitly provided for herein or authorized in writing. Neither Party has authority to use the name of the other in advertising or in other forms of publicity without the written permission of the other.

#### **11. Governing Law.**

(a) This Agreement is subject to interpretation under State and Federal law. If there is inconsistency between the laws, then Federal law is controlling. Each Party agrees to be responsible for the activities, including the negligence, of their employees. Responsibility of the USGS for the payment of claims for loss of property, personal injury, or death caused by the negligence or wrongful act or omission of a USGS employee, while acting within the scope of their employment, is limited to provisions of the Federal Tort Claims Act, 28 USC §§ 2671-80. USGS warrants that it is self-insured for the purposes of Worker's Compensation.

(b) The USGS and the Collaborator make no express or implied warranty as to the conditions of the research, merchantability or fitness for a particular purpose of the research, data, or resulting product incorporating data developed and exchanged under the SOW.

**12. Force Majeure.** Neither Party shall be held liable for any unforeseeable event beyond its control, not caused by the fault or negligence of such Party, which causes such Party to be unable to perform its obligations under this Agreement, and which it is unable to overcome by the exercise of due diligence including, but not limited to, flood, drought, earthquake, storm, fire, pestilence, lightning, and other natural catastrophes; epidemic, war, riot, civil disturbance, or disobedience; strikes, labor disputes, or failure, threat of failure, or sabotage; or any order or injunction made by a court or public agency. In the event of the occurrence of such a force majeure event, the Party unable to perform must promptly notify the other Party. It shall further use its best efforts to resume performance as quickly as possible and shall suspend performance only for such period of time as is necessary as a result of the force majeure event.

**13. Entire Agreement.** This Agreement contains all of the terms of the Parties and supersedes all prior Agreements and understandings related thereto. Due to the specialized nature of the collaborative work, this Agreement is non-assignable by both Parties.

**14. Disputes.** The signatories to this Agreement shall expend their best efforts to amicably resolve any dispute that may arise under this Agreement. Any dispute that the signatories are



unable to resolve shall be submitted to the Director of the USGS or his/her designee and the Executive Director of the Collaborator or his/her designee for resolution.

**15. Anti-Deficiency Act.** Pursuant to the Anti-Deficiency Act, 31 U.S.C. §1341 (a)(1), nothing herein contained shall be construed as binding the USGS to expend in any one fiscal year any sum in excess of its appropriations or funding in excess of what it has received for the collaborative work outlined in the SOW.

**16. Survivability.** The following provisions shall survive the termination of this Agreement: 7. Publications/Reports/Data, and 14. Disputes.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the last date listed below.

### ACCEPTED AND AGREED

**The USGS signatory certifies that:**

- **The USGS signatory is consistent with the delegations of authority to sign agreements, SM 205.13.**
- **The Collaborator is a U.S. owned organization.**
- **The COI form has been coordinated with the Ethics Office, as applicable.**
- **This Collaborative Agreement contains standard terms only or, if it contains non-standard terms, it was sent to OPA for review.**

U.S. GEOLOGICAL SURVEY

COLLABORATOR

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Michael Schmidt

Name: Rosa Méndez-Perez

Title: Center Director, WFRC

Title: Executive Director

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

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

## **Attachment A: Statement of Work between USGS and King Conservation District**

### **I. 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.

### **II. Purpose**

USGS will lead a baseline artificial light survey of nearshore habitats in Lake Sammamish with the goal of measuring current conditions and identifying hotspots for artificial light. The survey data will direct light reduction efforts in Lake Sammamish and provide a baseline measure success.

### **III. Objectives or Specific Aims**

Conduct light surveys by boat (generally within 10 m of the shoreline when possible) for total 4-8 nights deployed during the months of September-October. 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 m<sup>3</sup>/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.

### **IV. Term and Proposed Project Schedule/Milestones**

Complete final survey report by the end of March 2023.

### **V. Collaborator's Role and Expertise**

#### **Specific Collaborator Tasks**

Public Awareness, landowner outreach and incentive program.

# Unfinished Business

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

AI 22-085

**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>	<b>\$3,573,726.33</b>
<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>