

KING CONSERVATION DISTRICT

Board of Supervisors
Meeting Minutes

November 14th, 2022

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

3 **Supervisors not present:** None.

4 **Guests Present:** Jean Fike – Washington State Conservation Commission, Carmela
5 Ennis – King County Council, Casey Vaughn – State of Washington Department
6 of Ecology, Alan Chapman, Selena Corwin – Pierce Conservation District

7 **Staff Present:** Lorna Miss, Kathryn Lewis, Jessica Saavedra, Mark Dostal, Rosa Méndez-
8 Perez, Matt Mega, Mary Embleton, Elizabeth Stockton, Megan Wheldon, Carrie King, Emma
9 Thompson, Zoe Nelson

10 **Preliminary Matters:**

11 Chair Haugen called the meeting to order at 5:01 PM. All attendees introduced themselves.

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

13 **Porter moved; Bush Bollay seconded, passed unanimously a motion to approve the**
14 **agenda (3 ayes, 0 nays).**

15 **Bush-Bollay moved; Porter seconded, passed unanimously a motion to approve the**
16 **consent agenda (3 ayes, 0 nays).**

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

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19 **New Employee Introduction:**

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21 Méndez-Perez introduced the new KCD Education Program Manager, Zoe Nelson. Nelson
22 introduced Emma Thompson, new KCD Education Coordinator.

23 **Reports:**

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25 **Executive Director Report:**

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

29 **Board Report:**

30 Vice-Chair Porter shared about the KCD project at Café Juanita along Juanita Creek.

31 **WFSE Report:**

32 Jessica Saavedra provided a WFSE report, highlighting the progress with union negotiations.

33 **Finance:**

34 Méndez-Perez presented AI 22-092: September 2022 Financial Statements and Check
35 Register.

36 **Porter moved; Mosby seconded, passed unanimously a motion to approve AI 22-092:**
37 **September 2022 Financial Statements and Check Register (5 ayes, 0 nays).**

38 **New Business:**

39 Méndez-Perez presented AI 22-093: Dentel Buffer Fence Project for first reading.

40 Kathryn Lewis, Méndez-Perez and Matt Mega presented AI 22-094: FY2023 KCD Budget
41 for first reading, outlining the program initiatives and strategic investments.

42 Lewis presented AI 22-095: Contingency Reserve Fund Transfers for first reading.

43 Megan Melick-Weldon presented AI 22-096: Request to Purchase New Equipment for a
44 hose reel rental for dairy farmers.

45 **Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 22-096:**
46 **Request to Purchase New Equipment (5 ayes, 0 nays).**

47 Mark Dostal presented AI 22-097: Election Mailer Proposal for consideration. Dostal
48 recommended Groundswell as the proposal for approval.

49 **Porter moved; Bush-Bollay seconded, passed unanimously a motion for Executive**
50 **Director Méndez-Perez to sign a contract with Groundswell for the 2023 Election**
51 **Mailer, not to exceed \$300,000 (5 ayes, 0 nays).**

52 **Unfinished Business:**

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54 Lewis presented AI 22-088: Contingency Reserve Fund Policy for consideration.

55 **Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 22-088:**
56 **Contingency Reserve Fund Policy (5 ayes, 0 nays).**

57 Lewis presented AI 22-089: Salary Reserve Fund Policy for consideration.

58 **Bush-Bollay moved; Knutsen seconded, passed unanimously AI 22-089: Salary Reserve**
59 **Fund Policy (5 ayes, 0 nays).**

60 **Executive Session:** The grounds for the session under RCW 42.30.110 (g) are to review the
61 performance of a public employee.

62 Chair Haugen indicated that the Board would be moving into an executive session for 30
63 minutes, unless extended. The Board moved into Executive Session at 7:08 PM using a
64 Breakout Zoom Room. Haugen extended the session by 10 minutes at 7:40 PM, 10 minutes
65 at 7:50 PM, and 5 minutes at 8:00 PM.

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67 The Board meeting was reconvened by Haugen at 8:05 PM.

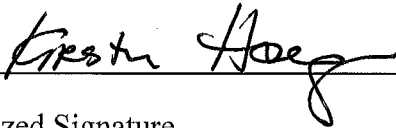
68
69 There was no further business before the Board.

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71 **Porter moved; Bush-Bollay seconded, passed unanimously a motion to adjourn the**
72 **meeting at 8:05 PM (5 ayes, 0 nays).**

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12/22/22

76 Authorized Signature

Date

77

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Summary of Motions

79 **Porter moved; Bush Bollay seconded, passed unanimously a motion to approve the**
80 **agenda (3 ayes, 0 nays).**

81 **Bush-Bollay moved; Porter seconded, passed unanimously a motion to approve the**
82 **consent agenda (3 ayes, 0 nays).**

83 **Porter moved; Mosby seconded, passed unanimously a motion to approve AI 22-092:**
84 **September 2022 Financial Statements and Check Register (5 ayes, 0 nays).**

85 **Knutsen moved; Porter seconded, passed unanimously a motion to approve AI 22-096:**
86 **Request to Purchase New Equipment (5 ayes, 0 nays).**

87 **Porter moved; Bush-Bollay seconded, passed unanimously a motion for Executive**
88 **Director Méndez-Perez to sign a contract with Groundswell for the 2023 Election**
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Page 4 of 4
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90 **Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 22-088:**
91 **Contingency Reserve Fund Policy (5 ayes, 0 nays).**

92 **Bush-Bollay moved; Knutsen seconded, passed unanimously AI 22-089: Salary Reserve**
93 **Fund Policy (5 ayes, 0 nays).**

94 **Porter moved; Bush-Bollay seconded, passed unanimously a motion to adjourn the**
95 **meeting at 8:05 PM (5 ayes, 0 nays).**