

KING CONSERVATION DISTRICT

Board of Supervisors
Meeting Minutes

December 12th, 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

5 **Staff Present:** Lorna Miss, Kathryn Lewis, Jessica Saavedra, Rosa Méndez-Perez, Matt
6 Mega, Selena Corwin, Liz Clark, Mary Chang-Ward

7 Chair Haugen called the meeting to order at 5:10 PM.

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

10 Chair Haugen indicated that the Board would be moving into an Executive Session until 5:30
11 PM, unless extended. The Board moved into Executive Session at 5:10 PM using a Breakout
12 Zoom Room. Haugen extended the session at 5:30 PM to 5:45 PM.

13 The Board meeting was reconvened by Haugen at 5:45 PM.

14 **Preliminary Matters:**

15 All attendees introduced themselves.

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

17 Two items were added to New Business: Member Jurisdiction Grant Application Update
18 and Executive Director Contract.

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

21 **Knutsen moved; Bush-Bollay seconded, passed unanimously a motion to approve the**
22 **consent agenda (5 ayes, 0 nays).**

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

24

25 **New Employee Introduction:**

26 Executive Director Méndez-Perez introduced the new Chief Administrative Officer, Selena
27 Corwin.

28 **Reports:**

29

30 **Executive Director Report:**

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

33 **Board Report:**

34 Supervisor Knutsen and Supervisor Porter provided summaries of the Washington
35 Association of Conservation Districts annual meeting and conference.

36 **WFSE Report:**

37 Mike Lasecki updated the board on the Collective Bargaining Agreement. The CBA was
38 ratified by 94 percent.

39 **Finance:**

40 Méndez-Perez presented AI 22-099: October 2022 Financial Statements and Check Register.

41 **Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 22-099:**
42 **October 2022 Financial Statements and Check Register (5 ayes, 0 nays).**

43 **New Business:**

44 **Porter moved; Knutsen seconded, passed unanimously a motion to sign a two year**
45 **contract with Executive Director Rosa Méndez-Perez, with a salary of \$167,330,**
46 **Executive Leave up to ten days, and a 2.5 percent step and 2.5 percent Cost of Living**
47 **Adjustment per year (5 ayes, 0 nays).**

48 Saavedra presented AI 22-105: Update for Jurisdiction Grant Application.

49 **Porter moved; Mosby seconded, passed unanimously a motion to approve AI 22-105:**
50 **Update for Jurisdiction Grant Application (5 ayes, 0 nays).**

51 Mendez-Perez presented AI 22-100: LIP Application – Johnston Forest Health Management.

52

53 Mendez-Perez presented AI 22-101: LIP Application – Krzyzewski Forest Health
54 Management.

55

56 Mendez-Perez presented AI 22-102: LIP Application – Coddington Forest Health
57 Management.

58

59 **Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 22-100:**
60 **Johnston Forest Health Management, AI 22-101: Krzyzewski Forest Health**
61 **Management, and AI 22-102: Coddington Forest Health Management (5 ayes, 0 nays).**

62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96

Mendez-Perez presented AI 22-103: 2023 Collective Bargaining Agreement.

Bush-Bollay moved; Porter seconded, passed unanimously a motion to approve AI 22-103: 2023 Collective Bargaining Agreement with Washington Federation of State Employees for January 2023 through December 2024 (5 ayes, 0 nays).

Unfinished Business:

Mendez-Perez presented AI 22-093: Dentel Buffer Fence Project for consideration.

Mosby moved; Bush-Bollay seconded, passed unanimously a motion to approve AI 22-093: Dentel Buffer Fence Project (5 ayes, 0 nays).

Lewis presented AI 22-094 : FY23 KCD Budget for approval.

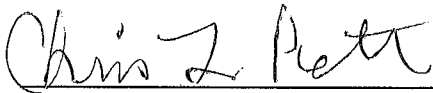
Knutsen moved; Mosby seconded, passed unanimously a motion to approve the amended AI 22-094 : FY23 KCD Budget (5 ayes, 0 nays).

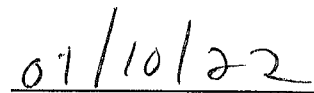
Lewis presented AI 22-095: Contingency Fund Transfers Policy for consideration.

Bush-Bollay moved; Porter seconded, passed unanimously AI 22-095: Contingency Fund Transfers Policy (5 ayes, 0 nays).

There was no further business before the Board.

Porter moved; Bush-Bollay seconded, passed unanimously a motion to adjourn the meeting at 7:13 PM (5 ayes, 0 nays).





Authorized Signature

Date

Summary of Motions

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

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

97 Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 22-099:
98 October 2022 Financial Statements and Check Register (5 ayes, 0 nays).

99 Porter moved; Knutsen seconded, passed unanimously a motion to sign a two year
100 contract with Executive Director Rosa Méndez-Perez, with a salary of \$167,330,
101 Executive Leave up to ten days, and a 2.5 percent step and 2.5 percent Cost of Living
102 Adjustment per year (5 ayes, 0 nays).

103 Porter moved; Mosby seconded, passed unanimously a motion to approve AI 22-105:
104 Update for Jurisdiction Grant Application (5 ayes, 0 nays).

105 Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 22-100:
106 Johnston Forest Health Management, AI 22-101: Krzyzewski Forest Health
107 Management, and AI 22-102: Coddington Forest Health Management (5 ayes, 0 nays).
108

109 Bush-Bollay moved; Porter seconded, passed unanimously a motion to approve AI 22-
110 103: 2023 Collective Bargaining Agreement with Washington Federation of State
111 Employees for January 2023 through December 2024 (5 ayes, 0 nays).
112

113 Mosby moved; Bush-Bollay seconded, passed unanimously a motion to approve AI 22-
114 093: Dentel Buffer Fence Project (5 ayes, 0 nays).

115 Knutsen moved; Mosby seconded, passed unanimously a motion to approve the
116 amended AI 22-094 : FY23 KCD Budget (5 ayes, 0 nays).

117 Bush-Bollay moved; Porter seconded, passed unanimously AI 22-095: Contingency
118 Fund Transfers Policy (5 ayes, 0 nays).

119 Porter moved; Bush-Bollay seconded, passed unanimously a motion to adjourn the
120 meeting at 7:13 PM (5 ayes, 0 nays).
121

122