

KING CONSERVATION DISTRICT

Board of Supervisors
Meeting Minutes

February 13th, 2023

- 1 **Supervisors Present:** Kirstin Haugen – Chair, Chris Porter – Vice Chair, Brittney Bush-Bollay,
2 Bill Knutsen, Burr Mosby
- 3 **Supervisors not present:** None.
- 4 **Guests Present:** Carmella Ennis – King County Council, Alan Chapman –
5 Washington Association of Conservation Districts, Jean Fike – Washington State
6 Conservation Commission
- 7 **Staff Present:** Lorna Miss, Jessica Saavedra, Rosa Méndez-Perez, Matt Mega, Selena
8 Corwin, Ellen Arnstein, Carrie King, Mary Embleton
- 9 Chair Haugen called the meeting to order at 5:01 PM.
- 10 **Preliminary Matters:**
- 11 All attendees introduced themselves.
- 12 Chair Haugen asked for any additions or corrections to the agenda.
- 13 Mary Embleton requested to replace the supporting document for consent agenda action
14 item AI 23-011: Harvest Against Hunger with an amended version.
- 15 **Porter moved; Mosby seconded, passed unanimously a motion to approve the amended**
16 **agenda (4 ayes, 0 nays).**
- 17 Supervisor Knutsen asked to pull AI 23-011: Harvest Against Hunger from the consent
18 agenda to discuss at the end of the meeting.
- 19 **Porter moved; Knutsen seconded, passed unanimously a motion to approve the consent**
20 **agenda as amended (4 ayes, 0 nays).**
- 21 **Public Comment:** There was no public comment.
- 22 **Reports:**
- 23
- 24 **Executive Director Report:**
- 25 Executive Director Méndez-Perez provided a monthly report to the Board. A detailed letter
26 was provided in the Board packet.
- 27 **Board Report:**

28 Vice Chair Porter showed a video highlighting the 2023 Washington State Conservation
29 Commission visit and tour.

30

31 Chair Haugen discussed the current conservation district election reform legislation under
32 consideration by the Legislature. The legislation will create a study to determine the cost for
33 all conservation districts to move to the general election ballot.

34

35 **WFSE Report:**

36 Jessica Saavedra informed the Board that Carrie King and Brett Anderson will serve as new
37 shop stewards. Mike Lasecki will take a one-year break from his shop steward position.

38

39 **Finance:**

40 CAO Corwin presented AI 23-007, appointing a District Auditor to verify and sign monthly
41 financial statements and to assist with internal financial audits.

42 **Mosby moved; Knutsen seconded, passed unanimously a motion to approve AI 23-007;**
43 **Designating the Board Vice Chair to serve as District Auditor, Adding to the KCD**
44 **Board Policies and Procedures, page 9, as follows, under Vice-Chair:**

45 **3. Serve as the District Auditor.**

46 **4. Sign monthly Financial Statement Certifications following approval by the**
47 **Board of Supervisors.**

48 **5. Review and sign off on bank reconciliation statements.**

49 **6. Conduct an annual internal financial audit with the Chief Administrative**
50 **Officer.**

51 **(5 ayes, 0 nays).**

52 Corwin presented AI 23-0008: December 2022 Financial Statements and Check Register.
53 Corwin informed the Board this would be the last financial report generated by Your Part-
54 time Controller as this function would be handled by Corwin moving forward.

55 **Porter moved; Bush-Bollay seconded, passed unanimously a motion to approve AI 23-**
56 **008: December 2022 Financial Statements and Check Register (5 ayes, 0 nays).**

57 **Presentation:**

58 Liz Stockton presented the 2022 Agricultural Drainage Program.

59 **New Business:**

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60 Corwin presented AI 23-009: Authorized Signatures Form Approval, requesting approval to
61 add Matt Mega and Selena Corwin as authorized signatories.

62 **Mosby moved; Bush-Bollay seconded, passed unanimously a motion to approve AI 23-**
63 **009 Authorized Signatures Form Approval Adding Matt Mega and Selena Corwin (4**
64 **aves, 0 nays).**

65 Méndez-Perez presented AI 23-010: Third Party Evaluation Community Expert Council
66 Stipends for consideration.

67 **Bush-Bollay moved; Haugen seconded, passed unanimously a motion to approve AI 23-**
68 **010: Third Party Evaluation Community Expert Council Stipends (4 ayes, 0 nays).**

69 **Unfinished Business:**

70 Corwin presented AI 22-002: Procurement Policy for first reading. Action will be necessary
71 at the March Board meeting.

72 Ellen Arnstein presented AI 22-002: Urban Forestry Contract for consideration.

73 **Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 22-002:**
74 **Urban Forestry Contract (4 ayes, 0 nays).**

75 Méndez-Perez presented AI 22-003: Renewal of Legal Services for consideration.

76 **Bush-Bollay moved; Mosby seconded, passed unanimously a motion to approve AI 22-**
77 **003: 2023 Renewal of Legal Services for Inslee Best (5 ayes, 0 nays).**

78 Méndez-Perez presented AI 23-011: Harvest against Hunger.

79 **Mosby moved; Knutsen seconded, passed unanimously a motion to approve AI 22-011:**
80 **Harvest against Hunger (4 ayes, 0 nays).**

81 There was no further business before the Board.

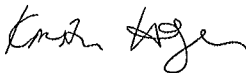
82

83 **Bush-Bollay moved; Mosby seconded, passed unanimously a motion to adjourn the**
84 **meeting at 6:32 PM (4 ayes, 0 nays).**

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86

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Mar 23, 2023

88 Authorized Signature

Date

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Summary of Motions

- 90
- 91 Porter moved; Mosby seconded, passed unanimously a motion to approve the amended
92 agenda (4 ayes, 0 nays).
- 93 Porter moved; Knutsen seconded, passed unanimously a motion to approve the consent
94 agenda as amended (4 ayes, 0 nays).
- 95 Mosby moved; Knutsen seconded, passed unanimously a motion to approve AI 23-007:
96 Designating the Board Vice Chair to serve as District Auditor, Adding to the KCD
97 Board Policies and Procedures, page 9, as follows, under Vice-Chair:
- 98 3. Serve as the District Auditor.
- 99 4. Sign monthly Financial Statement Certifications following approval by the
100 Board of Supervisors.
- 101 5. Review and sign off on bank reconciliation statements.
- 102 6. Conduct an annual internal financial audit with the Chief Administrative
103 Officer.
- 104 (5 ayes, 0 nays).
- 105 Porter moved; Bush-Bollay seconded, passed unanimously a motion to approve AI 23-
106 008: December 2022 Financial Statements and Check Register (5 ayes, 0 nays).
- 107 Mosby moved; Bush-Bollay seconded, passed unanimously a motion to approve AI 23-
108 009 Authorized Signatures Form Approval Adding Matt Mega and Selena Corwin (4
109 ayes, 0 nays).
- 110 Bush-Bollay moved; Haugen seconded, passed unanimously a motion to approve AI 23-
111 010: Third Party Evaluation Community Expert Council Stipends (4 ayes, 0 nays).
- 112 Knutsen moved; Mosby seconded, passed unanimously a motion to approve AI 22-002:
113 Urban Forestry Contract (4 ayes, 0 nays).
- 114 Bush-Bollay moved; Mosby seconded, passed unanimously a motion to approve AI 22-
115 003: 2023 Renewal of Legal Services for Inslee Best (5 ayes, 0 nays).
- 116 Mosby moved; Knutsen seconded, passed unanimously a motion to approve AI 22-011:
117 Harvest against Hunger (4 ayes, 0 nays).
- 118 Bush-Bollay moved; Mosby seconded, passed unanimously a motion to adjourn the
119 meeting at 6:32 PM (4 ayes, 0 nays).