KING CONSERVATION DISTRICT
SPECIAL BOARD OF SUPERVISORS MEETING
October 24th, 2023, at 6:00 PM
Hybrid Meeting
In Person: 800 SW 39th St, Suite 150,
Renton, WA. 98057
Or Remote Access:
https://us06web.zoom.us/j/85908922938
Call in Number: (253) 215-8782
Meeting : 859 0892 2938
Meeting Agenda

Call to Order

1. **Preliminary Matters** **6:00 PM – 6:05 PM**
   a) Introductions
   b) Additions or Corrections to the Agenda
   c) Adoption of the Board Agenda

2. **Public Comment** **6:05 PM – 6:10 PM**

3. **New Business** **6:10 PM – 6:25 PM**
   a) AI 23-101: Wildfire Mitigation Cost Share Policy Updates – Lasecki **(pgs. 2-7**)
   b) AI 23-102: Trilogy Community Wildfire Mitigation Cost Share Project Approval-Lasecki **(pgs. 8-25)**

4. **Unfinished Business** **6:25 PM – 6:30 PM**
   a) AI 23-100: 2024 Board Election Materials - Dostal (**pgs. 26-29**)Additional Materials Emailed to Board

6:30 PM – 7:00 PM

5. **Executive Session**
   a) RCW 42.30.110 (g) To review the performance of a public employee

King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: _10-24-23_____

SUBJECT: AI 23-101

- Review and approval of proposed updates to current KCD Wildfire Preparedness Cost-share practices and policies that were established by Board Resolution No. 22-015 in March of 2022.

FISCAL IMPACT

- Current KCD Wildfire Preparedness Program cost-share funding available to award towards wildfire mitigation cost-share projects is $186,429.34.
- To date in our current 5-year plan period (2020-2024), $21,570.66 has been awarded to 7 different wildfire mitigation cost-share projects.
- At the beginning of 2024 an additional $52,000 will be added to the total available Wildfire Preparedness cost-share funds ($200,000+ wildfire cost-share funds will likely be available at the start of 2024)

POLICY CONSIDERATION

- Under the current policies and practices established by Resolution No. 22-015, to spend down all the anticipated available cost-share funds for the current 5-year plan period, KCD staff would need to plan more than 47 wildfire mitigation cost-share projects and the KCD Wildfire Working Group would need to review and approve all these projects' applications over the next 14 months.
- Per Resolution No. 22-015, the maximum cost share award amount available for a community or individual home wildfire mitigation project is $5,000.
- Per Resolution No. 22-015, every KCD wildfire mitigation cost-share project must be reviewed and approved by the KCD Wildfire Mitigation Working Group. This is a group composed of mostly staff from other natural resource agencies, who have limited capacity to dedicate time towards reviewing KCD cost-share project applications on top of their regular agency work duties.
- Current policies and practices established by Resolution No. 22-015 do not provide a pathway or process to consider applications or allow the award of cost-share funding over $5,000 towards larger, higher impact, and higher cost wildfire mitigation projects.

STAKEHOLDER INTERESTS

- Communities and residents living in at-risk Wildfire Urban Interface areas of King County
- KCD Wildfire Mitigation Working Group Members – KCD wildfire program staff, WA DNR staff, King County DNRP staff, Eastside Fire and Rescue staff
- King Conservation District Staff and Board of Supervisors
- KCD Advisory Committee and other stakeholders

BACKGROUND

As part of the process to develop a system of Rates and Charges for the 2020-2024 5-year plan, KCD solicited stakeholder input (including the Board of Supervisors) regarding the work to be financed. As a result of the feedback

received, KCD elected to include a budget of $52,000 annually for wildfire mitigation cost-share projects to assist communities and small private landowners with reducing their wildfire risk and increasing the resiliency of our at-risk communities in King County.

In 2021, the program awarded $2,000 to fund a chipper day in the Mirrormont Firewise Community and after establishing current wildfire cost-share policies with Resolution 22-015 in March of 2022, 6 individual home wildfire mitigation cost-share projects have been awarded cost-share funding totaling $19,570.66.

The KCD Wildfire Mitigation Working Group and KCD Wildfire Preparedness Program staff through their experience following the policies and practices established by Resolution 22-015 over the past 20 months have identified several critical limitations of these policies that are negatively impacting the effectiveness and efficiency of awarding and implementing wildfire mitigation cost-share projects. To address the most critical limitations of the current wildfire mitigation cost-share policies, two policy updates are being proposed with the support of KCD Wildfire Mitigation Working Group members.

- Policy Update 1: KCD Wildfire Mitigation cost-share project applications will no longer be reviewed and approved by the KCD Wildfire Mitigation Working Group (composed primarily of outside agency staff). Project applications will instead be reviewed and approved by an internal review committee made up of KCD forest team staff members. KCD's Executive Director will continue to hold agency approval authority for entering into cost-share application-agreements with applicants per current KCD policies.

- Policy Update 2: Current wildfire cost-share rates and limits will remain the same for individual home/property projects as described by Resolution No. 22-015, but the Wildfire Preparedness program may now accept large, high impact and higher cost community wildfire mitigation project applications that are seeking more than $5,000 in KCD wildfire mitigation cost-share funding. These high impact, higher cost projects will be reviewed by KCD's forest team review committee and funding will be awarded by a motion of KCD's Board of Supervisors or, where approval authority is delegated by existing KCD policy, by approval of KCD's Executive Director.

EFFECTIVE DATE:

- If approved, these KCD wildfire mitigation cost-share policy updates will go into immediate effect.

OPTIONS

- Approve both policy updates as they are proposed.
- Approve only one of the proposed policy updates as they are proposed.
- Discuss and delay action on this agenda item to a future date.

- Reject approval of both policy updates.

RECOMMENDATION

- Staff recommends the board approve both proposed wildfire mitigation cost-share policy updates as they have been presented.

MOTION

- _____Move to approve the adoption of wildfire mitigation cost-share policy updates 1 and 2 as they have been proposed in AI 23-0XX. _____ Seconded.

King Conservation District Board of Supervisors Meeting
Action/ Agenda Briefing Report AI 22-015
Meeting Date: 3-14-22

SUBJECT: To approve the cost-share rates and suggested practices for the wildfire cost-share program designed to reduce wildfire risk to King County residents.

FISCAL IMPACT

The budget for wildfire cost-share has been set by the ILA as allocating $102,000 to be awarded on projects that would assist communities and landowners in moderate to high-risk areas of King County reduce their wildfire risk. Cost-share rate will be set at 25-75 percent depending on the size of the property and the funded practice. There will be an option for KCD to cover 100 percent of project cost paid directly to the contractor in instances of financial hardship or emergency. This proposal would not affect the spending level of the program; rather it sets cost-share rates and approved practices.

POLICY CONSIDERATION

Working with the Wildfire Mitigation Working Group, KCD will determine where and how limited resources should be spent by choosing a slate of wildfire risk reduction projects, allowing flexibility to respond to real-world conditions and unforeseen circumstances, while ensuring that we sustain the committed level of investment in wildfire risk reduction projects in alignment with ILA goals.

STAKEHOLDER INTERESTS

- Staff and board members of the King Conservation District
- KCD Wildfire Mitigation Working Group – Composed of King Conservation District (KCD), Washington State Department of Natural Resources (WADNR), King County Department of Natural Resources and Parks (KCDNRP), and Eastside Fire and Rescue (ESFR).
- Municipal jurisdictions working with the district to implement wildfire mitigation best management practices.
- People living and working within the project municipal jurisdictions

BACKGROUND

Historic Allocation Information:

As part of the process to develop a system of Rates and Charges for 2020-2025, the King CD solicited stakeholder input (including the Board of Supervisors) regarding the work to be financed. As a result of the feedback received, King CD elected to include a budget of $52,000 annually for wildfire mitigation cost-share projects to assist communities and small private landowners in reducing their wildfire risk and increasing the resiliency of our private forest. (In 2021, the program allocated $2000 to fund a chipper day for the Mirrormont Community.)

Current Allocation Proposal:

This policy would enable us to release funds and invest them in wildfire mitigation working group-approved wildfire risk reduction projects at the following rates per practice:

Landowner	Project Type	Cost-Share Rate	Maximum Cost Share Amount
Standard Cost Share rate (single Landowner < 20 acres)	Large-scale projects: Shaded fuel break,	50%	$2000.00

Organized Communities (HOA, Community Association etc.)	Pruning, thinning, fire-safe native plant installation, home hardening	75%	$5000.00
Multiple Landowners (5+ adjacent) or Single Landowner (20-50 acres of treatment)		75%	$5000.00
All	Chipper Days	Flat	$2500.00
	Community Education Events (venue, outreach)	Flat	$1000.00
	Dumpster Days	Flat	$1500.00

Communities that express financial hardship, can work on a sliding scale, up to 100% coverage as approved by the Wildfire Working Group. This reduces barriers that could limit some communities and small private landowners from conducting wildfire mitigation practices. In-kind labor and use of personally owned machinery are eligible for reimbursement. In-kind labor and use of personally owned machinery are also eligible for match at the rates listed below. In-kind labor will not be paid directly to the landowner but will be deducted from the landowner's portion of the proposed project. KCD will assume responsibility to pay the value of in-kind labor funds directly to contractor.

Description of work or item	**Rate**
Manual labor	$20/hr.
Person with power equipment (i.e., chainsaw, Auger)	$20/hr.
Small Tractor (up to 40 hp)	$45/hr.
Medium Tractor (40-70 hp)	$60/hr.
Masticator	$175/hr.
Truck (under 2 tons)	$50/hr.
Truck (2 tons and over)	$70/hr.
6-inch chipper	$26/hr.
12-inch chipper	$60/hr.
Dump trailer	$18/hr.
Chipper Crew	$2500/ day.

Timeline Proposal

Policy will become effectively immediately pending Board of Supervisors approval.

RECOMMENDATIONS

Staff recommends the board approve the cost-share rates and practice as laid out in this proposal, allowing wildfire mitigation funding to be released to Wildfire Mitigation Working Group-approved projects.

MOTION

_____ Moved, _____ Seconded; Passed a motion to approve the cost-share rates and practice as laid out in this proposal, allowing wildfire mitigation funding to be released to Wildfire Mitigation Working Group-approved projects.

King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: 10-24-23

SUBJECT: AI 23-102

- Review and approval by KCD Board of Supervisors of cost-share project and funding requested in Community Wildfire Mitigation Cost-share Project Application-Agreement submitted by Trilogy at Redmond Ridge Community Residential Association.

FISCAL IMPACT

- KCD rates and charges funding allocated to KCD's Wildfire Preparedness Program for cost-share will cover the requested amount.
- Current total estimated project cost is $35,610 based on Community Residential Association selected contractor and bid for project.
- Requested KCD cost-share amount is $26,707.50 (75% of total cost).
- Current KCD Wildfire Preparedness Program cost-share funding available is $208,000, if project is approved and awarded, $161,721.84 will be available.
- At the beginning of 2024 an additional $52,000 will be added to the total available Wildfire Preparedness cost-share funds.

POLICY CONSIDERATION

- Cost-share amount requested exceeds maximum cost-share amount approved by Board of Supervisors Resolution No. 22-015.
- Per Resolution No. 22-015, the maximum cost share amount available for a community wildfire mitigation project is $5,000.
- Staff are requesting an exemption to the $5,000 maximum cost share amount cap for this project which will help mitigate wildfire risk near 30 community residential homes and a large City of Redmond managed public forest.

STAKEHOLDER INTERESTS

- 30+ residents living directly adjacent to project area
- Trilogy Community's Forest Stewardship Committee
- Community Residential Association Staff
- KCD Wildfire Mitigation Working Group Members – KCD, WA DNR, King County DNRP, Eastside Fire and Rescue
- King Conservation District Staff and Board of Supervisors

BACKGROUND

- The project associated with this Agenda Action Item is a Community Wildfire Mitigation project planned in 2022 and 2023 by KCD staff in collaboration with members of Trilogy's Forest Stewardship Committee, residents living adjacent to project area, and Community Residential Association professional staff.
- This Community Wildfire Mitigation project seeks to remove and modify forest vegetation, woody debris and potential wildfire fuels on property owned and managed by the Trilogy Community Residential Association that's directly adjacent to and between 30 residential homes in the community and a large

contiguous forested area (800+ acre Redmond Watershed Preserve) owned by the City of Redmond.

- The Community Residential Association will be directly hiring a contractor to complete the project work. They received bids for the project from 3 different contractors and chose the lowest bid provided to them.
- The KCD Wildfire Mitigation Working Group has reviewed and approved this project application-agreement for award.
- Community Wildfire Mitigation Project will be occurring in and positively impacting a community which ranks high for the percent of its population with a disability (6/10) and the percent of its population age 65+ (10/10) according to WA State Department of Health's public and environmental health data tracking tool, Washington Tracking Network.

EFFECTIVE DATE:

- If approved, this wildfire mitigation cost-share project application-agreement will be awarded once representatives from all parties (KCD, Community Residential Association, and Contractor) have signed the application-agreement document.
- Project work will begin after award of contract, likely in November 2023, and project work will conclude by end of December 2023.

OPTIONS

- Approve award of Trilogy Community wildfire mitigation cost-share project application-agreement and funding in the amount of $26,707.50 for project.
- Discuss and delay action until next B.O.S. meeting on November 14th, 2023.
- Reject approval of the project application-agreement.

RECOMMENDATION

- Staff recommends the board approve the award of Trilogy Community Wildfire Mitigation Cost-share Project Application-Agreement as presented and authorize KCD Executive Director Rosa Mendez-Perez to sign project application-agreement.

MOTION

- Motion to approve the *award of Trilogy Community Wildfire Mitigation Cost-share application-agreement, project cost-share funding in the amount of $26,707.50 and authorize KCD Executive Director Rosa Mendez-Perez to sign this project application-agreement.*

Wildfire Mitigation Cost-Share Application and Agreement

Section 1. Applicant(s) and Project Information

Applicant(s) Name(s) Trilogy at Redmond Ridge Residential Community Association Paul Hoffman, Director of Facilities	Community Name *(if applicable)* Trilogy at Redmond Ridge Residential Community Association
Mailing Address(es) 23225 Ne Greens Crossing Road Redmond, WA 98053	Project Address(es) Nearest home address on north end of project is 13025 Sun Break Way NE, Redmond, WA, Nearest home address on south end of project is 12543 Sun Break Way NE, Redmond, WA
Phone number(s) (425) 216-1513	Email address(es) phoffman@hoamco.com
KCD Project Planner: Michael Lasecki	Principal Project Applicant/Contact: Paul Hoffman, Director of Facilities
Parcel #(s) 8682262760, 868226TRCT, 868221TRCT	Project Planned Practice(s) ☐ Vegetation Removal 0-30 feet from home (001) ☐ Hardscaping 0-5 feet from home (002) ☐ Gutter/Roof Maintenance (003) ☐ Vent Screening (004) ☐ Siding Enhancements (005) ☐ Deck Enhancements (006) ☐ Fence Upgrade (007) ☐ Address Sign (008) ☑ Brush Management (314) ☑ Fuel Break (383) ☑ Woody Residue Treatment (384) ☐ Firebreak (394) ☑ Tree/Shrub Pruning (660) ☑ Forest Stand Improvement (666) ☑ Firewise Community Project (000)
Cost-share Project Work Planned Completion Date: 12/31/23	

Cost-share Project Work Will Be Completed by:

Joe's Tree and Timber, LLC

Section 2. Other Cost-share and Grant Information

A. Have you previously applied for and received wildfire cost-share from KCD?
☑ Yes ☐ No (If yes, please describe below)

~$5,000 was awarded to community to complete fuels reduction work in 2017 from W

B. Are you applying for (or have you received) wildfire funding (cost-share or grants) through other agencies or programs, such as WA DNR, King County Emergency Management or US Forest Service? Cost-share and public funding for wildfire mitigation projects cannot exceed total project costs.
☐ Yes ☑ No (If yes, please describe below)

Section 3. Contractor Assignment of Payment Agreement

☐ ~~Does not apply to project~~

Contractor Information

Applicant Selected Contractor Name:	Joe's Tree & Timber LLC
Contractor Mailing Address:	30417 NE 190th St, Duvall, WA 98019
Contractor Email:	joestree@outlook.com
Contractor Phone Number:	206-498-2296
Contractor Tax ID Number:	

Assignment of Payment Terms and Conditions

A. Applicant's selected contractor must be properly licensed and bonded in accordance with Chapter 18.27 RCW and shall not be identified as a debarred contractor by Washington State Department of Labor & Industries. Information about debarred status can be found at the following link: https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx.
B. Original invoice paperwork must be submitted to KCD planner and applicant(s) via email for cost-share project work.
C. Neither any disbursing officer, nor any other KCD employee or official, shall be subject to any suit or liable for payment of any amount if payment is inadvertently made to the applicant and not the contractor.
D. This assignment of payment does not extend to any successor of the contractor, nor may the contractor re-assign this assignment of payment.
E. The contractor understands that they will receive cost-share reimbursement payment for eligible expenses in the form of a check. This check will be made payable to the contractor.

F. Payment will only occur after the contractor provides an invoice for eligible expenses associated with this cost-share project, the applicant(s) submit a request for reimbursement, and KCD staff have documented that the invoiced work meets project specifications.
G. The applicant understands they are responsible for securing all necessary contractor information for this assignment of payment agreement, and ensuring all necessary information accompanies any cost-share reimbursement requests.
H. This assignment of payment arrangement may only be revoked by the applicant(s) and contractor signing the *Revocation of Assignment of Payment* section of this Agreement and submitting it to KCD. In such event, the applicant shall be solely responsible for all payments to the contractor.

The undersigned Applicant(s) and Contractor agree to the above terms and conditions.

Applicant(s) Signature(s): _____ Date: _____

Contractor Signature: _____ Date: _____

~~**Revocation of Assignment of Payment**~~

~~Assignment of payment authorization is hereby revoked.~~

~~Applicant(s) Signature(s): _____ Date: _____~~

~~Contractor Signature: _____ Date: _____~~

Section 4. Planned Practice(s) and Cost-share Budget

The cost-share application/agreement budget is the applicant's statement for how much KCD cost-share funds will be paid out to implement the wildfire mitigation project. Project cost-share funding is limited by project cost-share maximums and approved reimbursement rates. The cost differential for projects installed at a higher cost than what is approved in this application/agreement shall be the responsibility of the applicant(s). In cases where a budget for a cost-share award needs to be updated, the applicant(s) submit a budget revision request to KCD for approval. In the absence of an approved budget revision, the cost differential shall be the responsibility of the applicant(s).

Practice Code		Practice Name	Practice Measurement (feet, sq feet)	Practice Design Life	Total Practice Cost	Landowners Contribution	Funding from Other Sources	Eligible KCD Funding / Maximum Requested
~~1~~	~~001~~	~~Vegetation Removal~~		~~5 years~~			-	

Practice Code		Practice Name	Practice Measurement	Practice Design Life	Total Practice Cost	Landowners Contribution	Funding from Other Sources	Eligible KCD Funding / Maximum Requested
~~2~~	~~002~~	~~Hardscaping~~		~~5 years~~				
~~3~~	~~003~~	~~Gutter/Roof Maintenance~~		~~1 year~~				
~~4~~	~~004~~	~~Vent Screening~~		~~5 years~~				
~~5~~	~~005~~	~~Siding Enhancement~~		~~5 years~~				
~~6~~	~~006~~	~~Deck Enhancement~~		~~5 years~~				
~~7~~	~~007~~	~~Fence Upgrade~~		~~5 years~~				
~~8~~	~~008~~	~~Address Signs~~		~~5 years~~				
9	314	Brush Management	2.2 ac	10 years				
10	383	Fuel Break	1.37 ac	10 years				
11	398	Woody Residue Treatment	2.2 ac	10 years				
~~12~~	~~394~~	~~Firebreak~~		~~5 years~~				
13	660	Tree/Shrub Pruning	2.2 ac	10 years				
14	666	Forest Stand Improvement	2.2 ac	10 years				
15	000	Community Project	2.2 ac	N/A	$ 35,610.00			
				TOTALS	$ 35,610	$ 8,902.5	$ 0	$ 26,707.5

Section 5. Project Maintenance and Monitoring

☐ ~~**Does not apply to project**~~

The applicant(s) is (are) responsible to maintain the practice(s) or project to standards as detailed in the attached project specifications for the design life of the practice(s) or project.

☐ A. I understand the design life of the Wildfire Mitigation Practice(s) is (are) as follows:

- o Brush Mgmt design life 10 years
- o Fuel Break design life 10 years
- o Woody Residue Treatment design life 10 years
- o Tree/Shrub Pruning design life 10 years
- o Forest Stand Improvement design life 10

☐ B. I understand KCD will work with me to verify proper maintenance of the installed Wildfire Mitigation Practice(s), which may include a combination of site visits with KCD staff to inspect practice(s) or project and/or photo documentation submitted by me at the request of KCD staff during the design life of the practices listed above.

☐ C. I understand I am obligated to maintain the wildfire mitigation practice(s) as described in the attached project specifications for the design life(s) listed above and to inform the KCD planner if practice(s) fail or is (are) removed during the practice(s) design life(s).

Section 6. Cost-share Terms and Conditions

I request financial assistance (cost-share) through KCD's Wildfire Preparedness Program to implement the wildfire mitigation practice(s) or wildfire mitigation project described in this application and detailed in the attached *Project Specifications*. This practice(s) or project is needed to address the resource concerns described in the attached *Project Specifications*. This Agreement shall expire and terminate if the project is not completed by the specified planned completion date in Section 1 or in an approved cost-share timeline revision request.

_____(Initial Here)

I agree to ensure that all applicable local, state, and federal permits are obtained for installation of the practice(s) or project for which funds are requested. Furthermore, I understand that KCD must receive a copy of any applicable permit in order to process my cost-share reimbursement.

_____(Initial Here)

I agree to work cooperatively with KCD to ensure any contractor hired to complete the funded practice(s) or project is properly licensed and bonded in accordance with and is not identified as a debarred contractor by Washington State Department of Labor & Industries.

_____(Initial Here)

I agree to work cooperatively with KCD to ensure the funded practice(s) or project is maintained consistent with the design life(s) in the attached project specifications and in Section 5 of this application.

_____(Initial Here)

I agree to indemnify, defend, and hold harmless KCD, its elected or appointed officials, employees, and agents from all claims, alleged liability, damages, losses to or death of person or damage to property allegedly resulting from the negligent or intentional acts of the applicant(s) or any of its employees, agents, contractors, or subcontractors in connection with this Agreement.

_____(Initial Here)

I represent that the information provided in Section 2 of this application is a full disclosure of all other natural resource financial cost-share and grant relationships in which I have or I am participating in. Furthermore, I agree to disclose if I am applying for or receive funding (cost-share or grants) for the practice(s) or project described in this application through other agencies or programs and to provide KCD with written documentation detailing this funding support. This may include copies of reimbursement checks or letters showing value of provided contribution. I understand that I must provide proof of reimbursement for alternate funding prior to receiving funding through KCD's Wildfire Preparedness Program. **I acknowledge that KCD wildfire mitigation project and practice(s) cost-share funds cannot be used in combination with other funding sources to exceed 100% of project costs.** I agree to allow communication between KCD and any other agency regarding the details of the project as well as funding details.

_____(Initial Here)

Wildfire Mitigation Cost-Share Application and Agreement

I understand that wildfire mitigation project and practice(s) cost-share funding is contingent upon implementing the practice(s) or wildfire mitigation project to the specifications provided by KCD, and that KCD will verify compliance with project specifications. Furthermore, I understand that changes to the practice(s) or project specifications must be approved through a *Scope of Work Revision Process*. Unapproved changes will not be eligible for reimbursement.

_____(Initial Here)

I give permission to KCD to photograph my property to document the site conditions and/or the implementation and maintenance of the funded practice or project.

_____(Initial Here)

I understand that this Agreement is subject to disclosure under the Public Records Act, Chapter 42.56 RCW.

_____(Initial Here)

I understand that I will no longer be eligible for KCD cost-share funds if one or more of the following occurs:

_____(Initial Here)

a. The KCD-funded practice(s) or project fails within its design life(s) due to circumstances within my control (e.g., neglect, failure to maintain the practice(s) or project, destruction of the practice(s) or project before expiration of the design life, or other actions which cause the KCD-funded practice(s) or project to become non-viable). Note: Applicants are not responsible for practice/project failure caused by circumstances beyond their control (e.g. fire, flood, storm damage, etc.).
b. The KCD funded practice(s) or project is not being used for the intended purpose.
c. I cancel 2 cost-share contracts awarded through KCD.
d. I deny KCD staff access to my property to verify practice(s) or project installation and maintenance.

Signature of applicant(s)
Date

FOR KCD OFFICE USE	
Approved for Funding (Wildfire Mitigation Working Group)	Approved for Award (KCD Executive Director or Delegate)
Date	Date
Cost-Share Contract Identification Number WFM-2023-07	

King Conservation District
800 SW 39th St. Suite #150, Renton, WA 98057
Main: (425) 282-1900 | Fax: (425) 282-1898 | www.kingcd.org

WILDFIRE MITIGATION PROJECT SPECIFICATIONS

Applicant/Cooperator: *Trilogy at Redmond Ridge, Residential Community Association* **Contact:** *Paul Hoffman, Director of Facilities, (425) 216-1513, phoffman@hoamco.com*
Contractor: *Joe's Tree & Timber LLC*
Property Address: *Nearest home address on north end of project is 13025 Sun Break Way NE, Redmond, WA, Nearest home address on south end of project is 12543 Sun Break Way NE, Redmond, WA.*
Parcel #: *8682262760, 868226TRCT, 868221TRCT*
Project Area (HIZ Zones, Total Size): *Immediate, Intermediate, Extended. Total Project Area ~2.2 acres, Zone A 0.17 acres, Zone B 1.2, Zone C 0.83 acres*
Project Planner: *Mike Lasecki, KCD Senior Resource Specialist, michael.lasecki@kingcd.org, 425-529-4812*
Project Completion Date: 12/31/2023 but will depend on date of project approval and award

Resource Concerns – check all that apply
☒ Wildfire hazard from biomass accumulation
☒ Plant structure and composition
☒ Plant productivity and health
☐ Plant pest pressure

Project Purpose/Objectives - check all that apply
☒ Reduce wildfire risk and hazards
☒ Maintain or improve plant health and vigor
☒ Reduce the spread of wildfire
☒ Reduce the vulnerability of structures igniting

Wildfire Mitigation Practices Being Implemented (Design Life of Practice) - check all that apply	
☐ 001 Vegetation Removal 0-30 feet from homes (5 years)	☐ 008 Address Sign (5 years)
☐ 002 Hardscaping 0-5 feet from home (5 years)	☒ 314 Brush Management (10 years)
☐ 003 Gutter/Roof Maintenance (1 years)	☒ 383 Fuel break (10 years)
☐ 004 Vent Screening (5 years)	☒ 384 Woody Residue Treatment (10 years)
☐ 005 Siding Enhancements (5 years)	☐ 394 Firebreak (5 years)
☐ 006 Deck Enhancements (5 years)	☒ 660 Tree/Shrub Pruning (10 years)
☐ 007 Fence Upgrade (5 years)	☒ 666 Forest Stand Improvement (10 years)

Project Map

Additional Zoomed-In Project Maps are Attached.

Project Area Current Conditions

Project Area:

Area where project work is to occur is marked with pink flagging. All project work shall occur within pink flagged boundaries.

Project Zone A - Immediate Home Ignition Zones (within 5 feet of home or home attachments):

Project Zone A areas are located primarily in the northern half of the project area. This project zone consists only of areas on the Residential Community Association owned parcels that are within 5 feet of adjacent residential structures. Project Zone A area boundaries are flagged with blue flagging. **Within the project zone specific vegetation that should not be removed is flagged with green or chartreuse flagging.** Vegetation and woody debris present in project zone areas varies but most areas contain a combination of fine flammable plant debris accumulations, small branches on the ground, non-woody vegetation such as ferns and forbs, woody native and non-native shrubs, small diameter tree seedlings, saplings and large diameter conifer and deciduous trees. Large stumps and large diameter logs are also present in a few Zone A areas.

Woody vegetation, low tree branches and small diameter trees within immediate zone of homes.

Woody vegetation within immediate zone of homes.

Woody vegetation within immediate zone of homes.

Woody vegetation, low tree branches and small diameter trees within immediate zone of homes.

Project Zone B - Intermediate Home Ignition Zone (within ~30 feet of homes or home attachments):

Project Zone B is a single contiguous area that's located primarily between project Zone A areas or boundary with residential properties and the west edge of the trail running north-south through the project area. Project Zone B's western, northern, and southern boundaries are flagged with orange flagging. The eastern project boundary will be the either the blue flagging of Zone A areas, the pink project area boundary flagging or retention walls. **Within the project zone specific vegetation that should not be removed is flagged with green or chartreuse flagging**. Vegetation and woody debris present in project zone area varies but generally includes small and larger branches on the ground, non-woody vegetation such as ferns and forbs, woody native and non-native shrubs, small diameter tree seedlings, saplings and large diameter conifer and deciduous trees. Large stumps and large diameter logs are also present and several dead or dying small diameter trees are also located in this project zone.

North end of project zone, understory woody debris and vegetation in intermediate zone of adjacent home.

Woody vegetation, low tree branches and small diameter trees within intermediate zone of homes.

Woody vegetation, low tree branches and small diameter trees within intermediate zone between trail and homes.

Low tree branches and small diameter trees within intermediate zone of homes along trail.

Project Zone C - Extended Home Ignition Zone (Beyond ~30 feet from homes or home attachments):

Project Zone C is a single contiguous area that's located between project Zone B's west boundary (orange flags) and the west boundary of the project area (pink flags). Vegetation and woody debris present in project zone area varies but generally includes small and larger branches on the ground, non-woody vegetation such as ferns and forbs, woody native and non-native shrubs, small diameter tree seedlings, saplings and large diameter conifer and deciduous trees. Large stumps and large diameter logs are also present and many dead or dying small diameter trees are also located in this project zone.

Small diameter trees and dead small diameter trees and seedlings in extended zone.	*Small diameter trees and dead or dying small diameter trees and seedlings in extended zone and trees with branches reaching nearly to the ground.*

Wildfire Mitigation Project Specifications

This wildfire mitigation project will implement the following practices according to the specifications provided below.

See NRCS Conservation Practice Standards hyperlinked or contact KCD planner for additional guidance on implementing practices.

Bids/estimate from applicant selected contractor(s) must be based on the below project specifications. KCD requires a total cost estimate for all practices included in cost-share project before an application for cost-share assistance will be accepted for review and approval.

Practice	Location/Zone	Specification	Cost Estimate
666 Forest Stand Improvement	Project Zones A, B, C	Remove all small diameter trees (<8" DBH) painted with yellow "X" on their trunk and conifer tree seedlings (<1" DBH) not tagged with green or chartreuse flagging in all project zones using hand treatment techniques (chainsaw, brushcutter, or similar equipment). (~180 small diameter trees are marked for removal) Do not cut any English Holly or Laurel from project area. Apply woody residue treatment specifications to felled small diameter trees and seedlings.	Estimate provided by Contractor not broken out by practice.
660 Tree and Shrub Pruning	Project Zone A	Where possible remove all tree branches in zone that reach to within 10 feet of homes or their attached structures. Remove all live and dead branches on retained trees to a pruning height of 6-10 feet above under canopy vegetation but do not prune a tree to less than a 50% crown ratio. Crown ratio is the percent green crown compared to the total height of the tree.	Estimate provided by Contractor not broken out by practice.

		Apply woody residue treatment specifications to removed tree branches.	
	Project Zone B	Remove all tree branches in zone that reach within 10 feet of homes or attached structures. Remove all live and dead branches on retained trees to a pruning height of 6-10 feet above under canopy vegetation but do not prune a tree to less than a 50% crown ratio. Crown ratio is the percent green crown compared to the total height of the tree. Apply woody residue treatment specifications to removed tree branches.	Estimate provided by Contractor not broken out by practice.
	Project Zone C	Remove all live and dead branches on retained trees to a pruning height of 6-10 feet above under canopy vegetation but do not prune a tree to less than a 50% crown ratio. Crown ratio is the percent green crown compared to the total height of the tree. Apply woody residue treatment specifications to removed tree branches.	Estimate provided by Contractor not broken out by practice.
314 Brush Management	Project Zone A	Remove all woody shrubs in zone not marked with green or chartreuse flagging using hand treatment techniques (chainsaw, brushcutter, or similar equipment). Cut stems as close to flush with ground as possible and apply woody residue treatment specifications to removed woody shrubs.	Estimate provided by Contractor not broken out by practice.
	Project Zone B	Remove all woody shrubs in zone not marked with green or chartreuse flagging, **that's located east of trail and bordering west edge of trail (within 2 feet of trail edge)** using hand treatment techniques (chainsaw, brushcutter, or similar equipment). Cut stems as close to flush with ground as possible and apply woody residue treatment specifications to removed woody shrubs.	Estimate provided by Contractor not broken out by practice.
	Project Zone C	Remove woody shrubs in zone that are below retained tree canopies where 6-10 feet of separation between shrubs and lowest tree branches could not be achieved with Tree and Shrub Pruning practice using hand treatment techniques (chainsaw, brushcutter, or similar equipment). Cut stems as close to flush with ground as possible and apply woody residue treatment specifications to removed woody shrubs.	Estimate provided by Contractor not broken out by practice.

383 Fuel Break	Project Zone A	Remove all down dead trees in zone if they have recently fallen and are not yet embedded into the ground. Downed trees that are embedded into soil in zone or which cannot be removed without soil disturbance should be left in place. Remove all exposed branches from embedded downed dead trees. Cut down and remove grasses and herbaceous plants from zone. Remove dead leaves, twigs, cones, and branches from zone and reduce thick layers of tree needles to a depth of two inches using mechanical or hand tool treatment techniques (leaf blowing, raking, etc.). Take care not to disturb the "duff" layer (dark area at the ground surface where needles are decomposing) if present. Apply woody residue treatment specifications to removed leaves, twigs, cones, needles and branches. Removed grasses and herbaceous plants from zone should be scattered onto forest floor of Zone C or disposed of off site.	Estimate provided by Contractor not broken out by practice.
	Project Zone B	**Only east of trail and bordering west edge of trail (within 2 feet of trail edge):** Remove all down dead trees if they have recently fallen and are not yet embedded into the ground. Downed trees that are embedded into soil or which cannot be removed without soil disturbance should be left in place. Remove all exposed branches from embedded downed dead trees. Remove dead leaves, twigs, cones, and branches and reduce thick layers of tree needles to a depth of two inches using mechanical or hand tool treatment techniques (leaf blowing, raking, etc.). Take care not to disturb the "duff" layer (dark area at the ground surface where needles are decomposing) if present. Apply woody residue treatment specifications to removed leaves, twigs, cones, needles and branches.	
384 Woody Residue Treatment	Project Zone A	Small woody residue (leaves, twigs, cones, needles and branches) generated from Forest Stand Improvement, Tree and Shrub Pruning, Brush Management and Fuel Break practices in Zone can be removed from site and disposed of at an appropriate waste management site or woody residue generated should be chipped and chips spread across forest floor in Zone C at a depth of less than 3” or chips can be	Estimate provided by Contractor not broken out by practice.

		hauled away and disposed of at an appropriate waste management site. Larger woody residue (larger branches and felled trees) generated in Zone can be lopped and scattered by cutting branches and logs into lengths less than 6' and spreading this woody residue across forest floor in zone C so they are in contact with soil or duff layer and are not in continuous or larger woody residue can be removed from site and disposed of at an appropriate waste management site.	
	Project Zone B	Small woody residue (leaves, twigs, cones, needles and branches) generated from Forest Stand Improvement, Tree and Shrub Pruning, Brush Management and Fuel Break practices in Zone can be removed from site and disposed of at an appropriate waste management site or woody residue generated should be chipped and chips spread across forest floor in Zone C at a depth of less than 3" or chips can be hauled away and disposed of at an appropriate waste management site. Larger woody residue (larger branches and felled trees) generated in Zone can be lopped and scattered by cutting branches and logs into lengths less than 6' and spreading this woody residue across forest floor in zone C so they are in contact with soil or duff layer and are not in continuous or larger woody residue can be removed from site and disposed of at an appropriate waste management site.	Estimate provided by Contractor not broken out by practice.
	Project Zone C	Larger woody residue (larger branches and felled trees) generated in Zone can be lopped and scattered by cutting branches and logs into lengths less than 6' and spreading this woody residue across forest floor in zone C so they are in contact with soil or duff layer and are not in continuous or larger woody residue can be removed from site and disposed of at an appropriate waste management site.	Estimate provided by Contractor not broken out by practice.
		Total Cost Estimate for All Practices:	**$35,610.00**

Permits
IT SHALL BE THE RESPONSIBILITY OF THE LANDOWNER OR LAND MANAGER TO OBTAIN ALL NECESSARY PERMITS AND/OR RIGHTS, AND TO COMPLY WITH ALL STATE, LOCAL OR TRIBAL ORDINANCES AND LAWS PERTAINING TO THIS PROJECT. An approved programmatic permit from King County Department of Local Services and Permitting Division has been issued to landowner for project and a copy has been provided to King Conservation District.

Project Maintenance and Monitoring

Maintenance Requirements:

The design life of the wildfire mitigation practices being implemented by this project are listed below. After the end of the practice design life has been reached, the practice is expected to be complete, fully installed and has achieved the project's purpose/objective(s).

For each practice to achieve the intended project purpose/objective it must be maintained during the design life of the practice. Maintenance of wildfire mitigation practices will not be provided cost-share assistance by KCD but staff can provide technical assistance to cooperators on how to successfully maintain practices and if maintenance is needed.

Below are the required maintenance activities for each project practice over its practice life span.

Practice	Practice Design Life	Required Practice Maintenance Activities
666 Forest Stand Improvement	10 years	• Periodically inspect forest conditions in treatment area • Complete additional pruning or brush management when the distance between the understory vegetation and the live and dead branches of the overstory trees is less than 3 times the height of the understory vegetation • Remove any new dead or poor vigor small diameter trees from treatment area
660 Tree/Shrub Pruning	10 years	• Periodically inspect trees where treatment was applied. • Complete additional pruning as needed to maintain a tree branch separation of 6-10 feet above understory vegetation • Complete additional pruning as needed and where possible to maintain a tree branch separation of at least 10 feet from residential structures and their attachments.
314 Brush Management	10 years	• Periodically inspect plant conditions in treatment area and complete additional brush management retreatments while woody vegetation is small and most vulnerable.
383 Fuel Break	10 years	• Annually inspect fuel break treatment area and remove any flammable debris that has built up or flammable woody vegetation that has regrown to above 3 feet tall.
384 Woody Residue Treatment	10 years	• Monitor project area for vegetation re-growth, windthrow, and other down fall which increases surface fuel loading. • As amount of surface fuels rebuilds in project area and reaches unacceptable levels, additional woody residue treatment needs to be applied.

Monitoring Requirements:

Landowner shall submit photographs of project area practices to King Conservation District annually for first 3 years after practice installation.

KCD staff may request to schedule a project inspection visit to document performance of practices within practices life span periods after installation or cooperator can request a project inspection and technical assistance visit from KCD to receive consultation on project practice maintenance or performance.

Proposal

Joe's Tree & Timber, LLC

30417 NE 190th St • Duvall, WA 98019
206-498-2296

Submitted To: King Conservation District	Phone: Mike Lasecki, KCD Senior Resource Specialist (4)529-4812	Date: 7/24/23
Address: 800 SW 39th ST. Suite #150 Renton, WA 98057	Job Name: Trilogy at Redmond Ridge, Residental Community Association	
	Job Location:	
Date of Plans: August 8th -September 22nd	Job Phone: Paul Hoffman (4)216-1513	

We hereby submit specifications and estimates for:

Wildfire Mitigation Project:

Property Addresses:
Nearest home address on North end of project is 13025 Sun Break Way NE, Redmond, WA.
Nearest home on South end: 12543 Sun Break Way NE, Redmond, WA.

Total Project area of ~ 2.2 Acres. accumulation of Zones A, B, and C.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

$33,000.00 plus tax (.087). $2,610.00
Dollars ($35,610.00).

Payment to be made as follows:
Upon Job Completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.	Authorized Signature: _____ Note: This Proposal may be Withdrawn by us if not accepted within 30 days
ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.	Signature: _____

King Conservation District 2024
Board Election Materials

The King Conservation District Board passes an annual Elections Resolution setting out the time and manner of KCD's board election in alignment with requirements set out in WAC 135-110. Below are materials to assist the board in passing this resolution and the resolution.

The KCD Board will also vote on passing the annual approval to authorize Executive Director Rosa Méndez-Perez an up-to amount for the 2024 Election Mailer contract.

The King Conservation District 2024 Board Election is being designed to reflect the 2022 and 2023 Board Elections. KCD is again partnering with King County Elections (KCE) and Democracy Live (DL) in accordance with our Interlocal Agreement with King County to reduce barriers, given existing constraints, and offer voters digital ballot access. At the request of the board, for the fourth year, KCD is planning to send direct postcard mailers to voting households 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. KCD will work with partners to ensure a candidate forum is hosted.

Below you will find:

- Budget
- Postcard Mailer RFQ
- Timeline
- Ballot Access Methods
- Elections Resolution

Budget

2023 election spending was ~$390,000. Some budget items like KCE processing costs are based on a turnout of 60,000 voters and so came in under budget in 2023 and will likely do so again in 2024. Postcard mailers continue to rise in price due to inflation and we anticipate at least a 10% increase in mailer costs in 2024.

Item	2023 Budgeted
Ballot Tabulation	$75,000
Digital Ballot Access	$75,000
Additional Marketing (Digital)	$25,000
Postcard Mailers	$260,000
Discretionary Annual Ballot Disposal Annual Ballot Storage	$4,500
Legal	$12,700
Total	$452,200

Postcard Mailers

For the 2024 Board Election, KCD ran an RFP (https://kingcd.org/2023/09/15/2024-kcd-board-election-postcard-mailer-request-for-proposals-rfp/) for the 2024 election mailer that is produced at the board's request. KCD ran a legal notice in the Journal of Daily Commerce and directly contacted eight creative design and printing firms about the RFP. Four firms submitted a proposal by the deadline. The board has been sent proposals separately from the board packet for their review.

KCD staff reviewed the proposals and will make their recommendation at the board meeting.

The Board may review submitted proposals and will be voting to authorize Executive Director Rosa Méndez-Perez an up-to amount for the 2024 Election Mailer contract.

At the direction of the KCD Board, the KCD Board Election mails out roughly 800,000 mailers to registered voting households. The KCD Board has provided feedback over the last several years on the design of the Election Postcard Mailer. Staff will check with the board for preferences and implement changes depending on cost and feasibility of the suggested updates. For reference, the 2023 Election Mailer is below

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Timeline

- August — Begin Meeting with DL and KCE Plan Bimonthly meetings
- September — Contact groups to candidate forum/town halls
- September — Update Website with compelling material about programs
- September — Initial board candidate outreach begins
- **September 12** — **Board Meeting –Election Resolution and draft materials 1s touch**
- September 20 — Draft Materials for Board Review
- September 30 — Media Contacts List Updated
- October 10 — Finalize Board Election Resolution Language
- **October 10** — **Board Meeting – Pass Board Election Resolution**
- October 13 — Legal Notice published (no later than 7 days after resolution passed)
- October 23 — 2nd Legal Notice published (at least 6 days after 1st notice)
- October 13 — KCD Elections Page Updated with Board Resolution materials
- November 30 — Elected Officials Contact Lists Updated
- December 6 — Update Press Release List, Update Elected Officials List
- December 4-8 — Candidate filing window. Ends 8th at 5pm.
- December 8 — Last day to file EF1 – CD Election Information with WSCC
- December 8 — KCD sends candidate info to KCE to verify candidate voter registration
- December 11 — Candidate withdrawal deadline
- December 12 — KCD sends final list of candidates to KCE
- December 13 — Candidate Orientation (Internal)
- December 15 — Candidate profiles added to KCD website
- January 2 — Press Release 1 – KCD Board Election This Month
- January 5 — KCE uploads ballot build to Democracy Live
- January 10 — Democracy Live has final proof ready for KCD and KCE review
- January 11 — KCE tests and approves Democracy Live ballots, sends approval to KCD
- January 12 — KCD approves Democracy Live site
- January 16 — Press Release 2 – Voting Starts Next week
- January 23 — Press Release 3 – Voting Starts Today
- **January 23** — **Voting period starts at 8 am**
- January 25 — Ballot Box at KCE opens (KCD is not using any other drop boxes)
- February 5 — Press Release 4 – Last Week to Vote
- February 9 — Last Day for requested ballots to be mailed out.(Friday before Election Day)
- **February 13** — **Election Day, voting closes at 8 pm**
  Initial election results posted by 9 pm. Last day to mail in printed ballot
- February 15 — Election results posted by 5 pm
- February 20 — Election results posted by 5 pm
- February 22 — Election results posted by 5 pm
  Deadline to receive ballots with on-time postmarks
  Signature challenge deadline at 4:30 pm
- February 27 — Election results posted by 5 pm
  Last day to file EF2 – Election Report with WSCC
- February 29 — KCE transmits final results and summary report to KCD. Final results posted
- May — Election Certified by WSCC
- June — Candidate Seated

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 25 until 8pm on February 14.
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.