



JEFFERSON COUNTY CONSERVATION DISTRICT
205 W. Patison St., Port Hadlock, WA 98339 - Phone (360) 385-4105

MINUTES OF THE JUNE 3, 2020 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:33 p.m., GoToMeeting at 866-899-4679, Code No. 689-454-805#

Supervisors Present: Janet Aubin, Julie Boggs, Lige Christian, Laurie Hannan, and Al Latham

Supervisors Excused: None

Associate Supervisors Present: Erik Kingfisher

Staff Present: Al Cairns and Tracy Kier

Also Present: Jean Fike, WSCC; Kirk Sehlmeier, NRCS; Danielle Zitomer, WDFW; Tom Salzer, WACD; and Alan Chapman, Whatcom CD

Meeting Format: Due to COVID-19 risks, the Board held their regular meeting remotely via GoToMeeting (phone number and code above noted), with public comment available through the District's email address at info@jeffersoncd.org, as posted on the District's website and office building. Each of those in attendance announced themselves for the record. Throughout the meeting, District Manager Al Cairns monitored the info@jeffersoncd.org for public comment. There was no public comment made during the meeting via info@jeffersoncd.org.

Consent Agenda: Chair Latham asked if anyone wished to remove any items from the Consent Agenda. Hearing no requests, ***Supervisor Janet Aubin made a motion to approve the Consent Agenda. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.*** Chair Latham will sign the January 2, 2020; February 5, 2020; February 11, 2020; March 2, 2020; and March 16, 2020 Minutes as presented and approved under the Consent Agenda when he comes into the office to sign May's vouchers. Office Manager Tracy Kier noted for the record that there was no regular meeting of the Board in April, 2020 and in May, 2020 due to COVID-19, and per the Board's action at their special meeting on March 16, 2020. The record will reflect that there were, therefore, no Minutes for April, 2020 and no Minutes for May, 2020.

Treasurer's Report, Disbursements, and Electronic Payments for March, 2020; April, 2020; and May, 2020: Ms. Kier noted for the record that in response to the COVID-19 emergency, and per the Board's action at their March 16, 2020 special meeting, all March, 2020 and April, 2020 payments were preapproved and prepared in advance for release when due on April 1, 2020 and May 1, 2020, respectively. All payments made in March, 2020 and April, 2020 have been reconciled with supportive documentation, and all time sheets have been reconciled, if needed, to match actual type of work performed, actual hours worked, and leave taken. Ms. Kier also noted the State Auditor's Office favorable response and recommendations, dated March 25, 2020, to the Board's question regarding their actions on March 16, 2020 to preapprove and prepare in advance accounts payable, payroll, and taxes for March and April, 2020; to make one month's advance payment of customary District expenditures; and to forecast March, 2020 and April, 2020 time sheets in response to the COVID-19 emergency. Ms. Kier asked if anyone had any questions about the State Auditor's Office response, forwarded to the Board, staff, and WSCC Regional Manager on March 25, 2020. Brief discussion followed.

Ms. Kier then reviewed with the Board the Treasurer's Reports for March, 2020 and April, 2020, initially sent to the Board, staff, and the WSCC Regional Manager on April 1, 2020 and May 5, 2020, respectively; and the Treasurer's Report for May, 2020, sent to the Board, staff, and the WSCC Regional Manager on May 27, 2020 (disbursement #'s 4172 through 4209, receipt #'s 182936 through 182961, and electronic payments). Net salaries for March, 2020 totaled \$12,995.29, general expenses totaled \$37,486.40, and total expenses amounted to \$50,481.69. Deposits made in March, 2020 amounted to \$38,984.26. Net salaries for April, 2020 totaled \$12,509.08, general expenses totaled \$18,040.72, and total expenses amounted to \$30,549.80. Ms. Kier noted that April, 2020 payroll Check #4190 had been voided due to a

change in hourly wage type, and was reissued under Check #4194. The original, voided check was available for inspection by the two Board members who reviewed the April, 2020 checks and supportive documentation, and signed the April, 2020 checks. Deposits made in April, 2020 amounted to \$31,623.66. Net salaries for May, 2020 totaled \$12,739.90, general expenses totaled \$7,821.20, and total expenses amounted to \$20,561.10. Deposits made in May, 2020 amounted to \$51,695.57. The current balance in the District's Truck Reserve Fund was \$19,435.84, which included interest earned from January, 2020 through April, 2020 and \$25.88 allocated by the District from March, 2020 through May, 2020. Ms. Kier requested that the Board consider approving the issuance of mid-month checks to pay for those customary expenditures for which the District has not yet received invoices such as Verizon, Visa, CenturyLink, and Pacific Office Equipment. After review and discussion, **Supervisor Julie Boggs made a motion to approve the Treasurer's Reports for March, 2020; April, 2020; and May, 2020; AND FURTHER, to authorize two Board Supervisors to sign mid-month checks to pay for those customary expenditures for which the District has not yet received invoices. The motion was seconded by Supervisor Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**

Manager's Report: Mr. Cairns asked if anyone had any questions about his Manager's Report and attachments. There were no questions and no discussion.

OLD BUSINESS

- A. 2020 JCCD Election and Appointment Process:** Ms. Kier announced that the automatic reelection of Julie Boggs to the District's open, elected position on the Board was certified by the WSCC in May, 2020; and that Al Latham was appointed by the WSCC to fill the District's open, appointed position on the Board. This concludes the election and appointment process for 2020.
- B. Standard of Conduct Policy:** Mr. Cairns provided background information leading to the development of a draft Standard of Conduct Policy for the Board's consideration. During his comments, Mr. Cairns referred to the history of hostile and threatening behaviors exhibited by Roger Short and Kevin Short of Short's Family Farm toward the Board and staff, and noted those relative actions taken by the Board at their special meeting on February 11, 2020 in an effort to protect the personal safety of the Board and staff. Mr. Cairns also referred to information received from Steve Gross, Legal Consultant with MRSC, regarding the Board's action taken on February 11, 2020 to discontinue contact with Roger Short, Kevin Short, Short's Family Farm, and their representatives, and to direct further conservation services to the NRCS office in Port Angeles. A discussion about providing services to Roger Short, Kevin Short, Short's Family Farm, and their representatives followed, during which the Board also reviewed staff recommendations and the draft Standard of Conduct to provide clear expectations about the quality of conduct between staff and the Board of Supervisors and those with whom the District conducts business. After review and discussion, **Supervisor Hannan made a motion to approve the Standard of Conduct policy and procedure as presented. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.**
- C. Chimacum Creek Flow Restoration Project:** Mr. Cairns described the usual process for entering into cost share contracts, and noted the unique issues arising from this multi-landowner project including, but not necessarily limited to, contracting and bidding, sequencing of project tasks, and on-the-ground management and oversight, quality control, and inspection. In consideration of these issues, Mr. Cairns recommended the use of a cover letter to project landowners, a draft of which was presented to the Board for their consideration. The Board agreed by consensus to the use of the letter to the landowners as recommended, with some modifications relating to contractors and the need for demonstrated contractor competency. Further discussion followed focusing, in part, on project oversight and assistance, funding, permit guidelines, and outreach and landowner participation. For those attending the meeting, Mr. Cairns ended with a brief review of the history leading up to the project, and the project scope of work.
- D. 2019 Employee Evaluations:** The Board and Mr. Cairns noted that the evaluations were conducted, and they are in the process of documenting the evaluations.
- E. 2020 COLA and Merit Raises:** Mr. Cairns stated that he could not recommend issuing any merit raises this year due to potential budget cuts. The budget still supports the 2020 COLA approved by the Board in March, 2020.
- F. Drainage District Survey:** With the assistance of Mr. Cairns, the Board reviewed the draft Chimacum Creek Drainage District Community Survey for potential use in the fall of 2020 to help gauge the interest of property owners to reactivate the Drainage District. During the discussion, **Supervisor Boggs made a motion to appoint herself to act as the point-of-contact on behalf of the District for business involving the District and Roger Short, Kevin**

Short, the Short's Family Farm, and their representatives. The motion was seconded by Supervisor Christian. Discussion followed, after which the motion was approved by a unanimous vote.

NEW BUSINESS

- A. Safe Work Recommendations:** Mr. Cairns reviewed with the Board staff's recommendations in response to Governor Inslee's updated guidance on establishing "new normal" business operations relating to COVID-19. Discussion followed. Considering the continued risks to personal health should the office return to an all-staff, in-office work environment, and considering the overall effectiveness of the current teleworking and office use arrangements, the Board agreed with staff's recommendations.
- B. WSCC Contracts for Cost Share Funds – Project No's 2019.200, 2019.300, and 2019.400:** For the record, Ms. Kier noted that the WSCC Contracts for Cost Share Funds for review were for Project No.'s 2019.300, 2019.400, and 2019.600, not Project No. 2019.200. After review and discussion, ***Supervisor Hannan made a motion to ratify the actions of Chair Latham accepting the completion of WSCC NRI Project No. 2019.300, WSCC Shellfish Project No. 2019.400, and WSCC NRI Project No. 2019.600 with the authority having been previously granted to him by the Board during the COVID-19 response. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- C. 2019 State Auditor's Office Annual Financial Reporting and Accountability Audit:** Ms. Kier informed the Board that the District's 2019 Financial Reporting and Accountability Audit was submitted to the State Auditor as required. For informational purposes, she then reviewed with the Board the District's 2019 Balance Report identifying beginning account balances, revenues, expenditures, and ending account balances. A brief discussion on account balances, reserve funds, and investing potentials followed.
- D. 2020 Native Plant Sale Financial Report:** With the assistance of Mr. Cairns and Ms. Kier, the Board reviewed the 2020 Native Plant Sale Financial Report. A brief discussion followed focusing, in part, on the new on-line purchasing system implemented this year, which required extra staff time, and comparisons to the last plant sale conducted in 2018. The overall response to the sale and on-line purchasing was positive. Staff will be evaluating the program further to develop improvements for next year.
- E. FY21 Annual Work Plan and Budget:** Mr. Cairns informed the Board that, per their request, the FY21 Annual Work Plan and Budget was developed to reflect more of the District's current staffing and capacity. He stressed that the Plan could be used as a process for further service refinement and staffing analysis. After discussion, ***Supervisor Boggs made a motion to approve the FY21 Annual Work Plan for submittal to WSCC and implementation by the Board and staff. The motion was seconded by Supervisor Hannan. There being no further discussion, the motion was approved by a unanimous vote.*** Mr. Cairns and Ms. Kier then assisted the Board with a review of the draft FY21 Budget. Although projections indicated a reserve after projected expenses, Ms. Kier described the fragile nature of the budget if revenue streams change, and noted that the District had still not received the signed 2020 Jefferson County General Funding Agreement from the County or any funding relating to the Agreement in 2020. In addition, Mr. Cairns warned the Board of concerns about potential revenue deficits anticipated by the State and County due to affects from the COVID-19 crisis. Considering these concerns, Mr. Cairns cautioned the Board about adding additional staff and/or services in the coming year. He noted that the FY21 Annual Work Plan provided for additional effort to develop more resilient revenue streams in the future. Discussion followed including, but not necessarily limited to, the need to build a District reserve account for overall fiscal health, and to reduce risks and cover expenses in the event of a catastrophic event. After discussion, ***Supervisor Boggs made a motion to approve the FY21 Budget for submittal to WSCC and implementation by the Board and staff. The motion was seconded by Supervisor Aubin. There being no further discussion, the motion was approved by a unanimous vote.***
- F. FY21 Board Positions:** The Board agreed by consensus that Al Latham will remain the Chair, Julie Boggs will remain the Vice-Chair, and Lige Christian will remain the Auditor on the Board until they are able to meet in-person for further discussion.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Kirk Sehlmeier, Resource Conservationist for NRCS, reported on three new cost share agreements focusing on high tunneling, fencing enhancement, and grazing. He also commended Mr. Cairns for his work on the recent RCPP submittal. Jean Fike, Regional Manager for WSCC, provided a brief overview of upcoming deadlines, COVID-19 related updates and resources, and recent information shared during the weekly WSCC Community Conference Call meetings. She noted information concerning elections, budget reductions of at least 15%, and a food systems survey coming from WSCC. Tom Salzer, Executive Director

for WACD, expressed his appreciation for the reports provided during the meeting, and noted his interest in attending as many Conservation District meetings as possible. He announced that the annual WACD meeting would be held virtually this year and that, in the meantime, he is focusing on working with area meeting hosts and revenue forecasts. Alan Chapman, Supervisor for Whatcom Conservation District, informed the Board that he accepted the Northwest Area Representative position for WACD, and that he is eager to carry the views of the Northwest Area districts to WACD. He also announced that the Northwest Area WACD meeting is being hosted by Whatcom Conservation District this year, and would probably be held virtually due to COVID-19 risks. He ended with a brief history of his experience and interest in how conservation districts and eco-systems work. The Board thanked everyone for their time, efforts, and information.

B. Legislative Update: Any information relating to legislative updates was provided above under Item A. Conservation Commission and Non-Commission Grants.

CORRESPONDENCE

A. Letter from Roger Short to JCCD Board of Supervisors, Dated January 24, 2019, Received May 30, 2020: The Board reviewed the correspondence received from Roger Short dated January 24, 2019 and received on May 30, 2020. No action was taken.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board.
- ✓ The Board passed a motion approving the Treasurer's Reports for March, 2020; April, 2020; and May, 2020; AND FURTHER, authorizing two Board Supervisors to sign mid-month checks to pay for those customary expenditures for which the District has not yet received invoices.
- ✓ The Board passed a motion approving the Standard of Conduct policy and procedure as presented.
- ✓ The Board passed a motion appointing Supervisor Julie Boggs to act as the point-of-contact on behalf of the District for business involving the District and Roger Short, Kevin Short, the Short's Family Farm, and their representatives.
- ✓ The Board passed a motion ratifying the actions of Chair Latham accepting the completion of WSCC NRI Project No. 2019.300, WSCC Shellfish Project No. 2019.400, and WSCC NRI Project No. 2019.600 with the authority having been previously granted to him by the Board during the COVID-19 response.
- ✓ The Board passed a motion approving the FY21 Annual Work Plan for submittal to WSCC and implementation by the Board and staff.
- ✓ The Board passed a motion approving the FY21 Budget for submittal to WSCC and implementation by the Board and staff.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, July 1, 2020 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. Due to COVID-19 risks, the Board may elect to hold their July, 2020 regular meeting remotely via teleconference. In this event, information regarding virtual meeting access will be posted on the District Office building and on the District's website at www.jeffersoncdd.org.

Meeting Adjourned: There being no further business to discuss or transact, Supervisor Hannan made a motion to adjourn the meeting. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote. The meeting was adjourned at 5:55 p.m.

Minutes approved this 1st day of July, 2020.



 Tracy Kier, Recording Secretary



 Al Latham, Chair

Acronym List

AFO/CAFO = Animal Feeding Operation/Concentrated Animal Feeding Operation	SAO – State Auditor's Office
Ag/GMA = Agriculture/Growth Management Act	CAO – Critical Areas Ordinance
BMPs = Best Management Practices	CREP = Conservation Reserve Enhancement Program
BOCC = Board of County Commissioners	CASP = Critical Areas Stewardship Plan

Minutes
June 3, 2020 Regular Meeting
Jefferson County Conservation District

DOE = Department of Ecology	FSA COC = Farm Service Agency, County Office Committee
EQIP = Environmental Quality Incentive Program	FSA CED = Farm Service Agency, County Executive Director
HCDOF = Hood Canal Dissolved Oxygen Program	CY or FY= Calendar Year / Fiscal Year
HCSEG = Hood Canal Salmon Enhancement Group	CCWF – Centennial Clean Water Funds (DOE funds)
IGDO= Intra Gravel Dissolved Oxygen	NACD = National Association of Conservation Districts
JCPH= Jefferson County Public Health	JC/DCD = Jefferson County/Dept. of Community Development
JCPW= Jefferson County Public Works	JC EDC = Jeff. Co. Economic Development Council
MOA/MOU = Memorandum of Agreement, Memorandum of Understanding	JCCD = Jefferson County Conservation District
MRSC = Municipal Research and Services Center of Washington	JLT = Jefferson Land Trust
NFWF= National Fish & Wildlife Foundation	NMP = Nutrient Management Plan
NOPRC&D = North Olympic Peninsula Resource, Conservation and Development	LWG = Local Working Group
RCO/SRFB= Recreation & Conservation Office/Salmon Recovery Funding Board	NOSC = North Olympic Salmon Coalition
WCC Intern/WCC Crew = Washington Conservation Corps Intern or Crew	TA = Technical Assistance
WHIP = Wildlife Habitat Incentive Program	PUD#1 = Public Utility District #1
WRP = Wetland Reserve Program	WACD = Washington Association Conservation Districts
WSCC = Washington State Conservation Commission	NRCS = Natural Resources Conservation Service
WSU = Washington State University	WRIA 17 = Water Resources Inventory Area #17
SMP = Shoreline Management Plan	HCW = Horses for Clean Water (also: Hood Canal Watershed)
TSP = Technical Service Provider (contract with NRCS)	WADE = Washington Association of District Employees
JLC - Jefferson Landworks Collaborative	EPA = Environmental Protection Agency
WACD PMC – Wa. Assoc. of Cons. Districts Plant Material Center	USDA APHIS-ADC-United States Dept. of Agriculture Animal Plant Health Inspection Services – Animal Damage Control
PSP = Puget Sound Partnership	PSCD Caucus= Puget Sound Conservation District Caucus
JCNWCB = Jefferson County Noxious Weed Control Board	