



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

MINUTES OF THE NOVEMBER 4, 2020 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:43 p.m., GoToMeeting at 1-877-568-4106, Code No. 892-219-621

Supervisors Present: Janet Aubin, Julie Boggs, Lige Christian (at 4:29 p.m.), and Al Latham

Supervisors Excused: Laurie Hannan

Associate Supervisors Present: Erik Kingfisher

Staff Present: Tracy Kier

Also Present: Kirk Sehlmeier, NRCS; Alan Chapman, WACD; and Sierra Young

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 noted on the Agenda and posted in advance on the District's website and office building. Each of those in attendance announced themselves for the record. Chair Latham welcomed those guests attending the meeting. Throughout the meeting, Office Manager Tracy Kier 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 modify the Consent Agenda. Hearing no requests, **Supervisor Julie Boggs made a motion to approve the Consent Agenda. The motion was seconded by Supervisor Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.** The Minutes of the September 2, 2020 regular meeting and the Minutes of the October 7, 2020 regular meeting were approved as presented under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for October, 2020: Ms. Kier reviewed with the Board the October, 2020 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4284 through 4302, electronic payments, deposits, Balance Sheet information, Accounts Receivable Aging Summary information, Profit & Loss information, and Leave Liability information. She informed the Board that Supervisor Laurie Hannan and Chair Latham were in the office earlier that day, during which time they inspected October's checks, payments, and supportive documentation, and certified the payment of the October's disbursements and electronic payments. Net salaries for October, 2020 totaled \$6,190.45, general expenses totaled \$17,480.87, and total expenses amounted to \$23,671.32. Deposits made in October, 2020 amounted to \$18,061.29. The current balance in the District's Truck Reserve Fund was \$19,804.16, which included interest earned in September, 2020 and \$1.73 allocated by the District in October, 2020.

Ms. Kier informed the Board that the landowner reimbursements for the FY20-21 WSCC NRI Chimacum Creek projects were being processed by WSCC, and that once those funds were received by the District, she would prepare the reimbursement checks as directed by the Board at their October 7, 2020 regular meeting. After review and discussion, **Supervisor Boggs made a motion to approve the Treasurer's Report, Disbursement #s 4284 through 4302 (including salaries and general expenses), and electronic payments for October, 2020 in the total amount of \$23,671.32. The motion was seconded by Supervisor Aubin. There being no discussion, the motion was approved by a unanimous vote.**

Monthly Activity Report: Ms. Kier explained to the Board that, while the District Manager position remained open, staff would continue to report the District's activities on a monthly basis in the form of a Monthly Activity Report. She then reviewed with the Board those District activities occurring in October, 2020, including, but not necessarily limited to,

District projects and programs, technical assistance, water quality and solid waste monitoring, general office and financial management, and education and outreach.

At the request of Conservation Planner Sharon Yeh, who was in the field at the time of the regular meeting, Ms. Kier reminded the Board of the upcoming pollinator workshop in collaboration with JCCD, Kitsap CD, and the Xerces Society being held electronically on Friday, November 13, 2020. She encouraged everyone to share this information with the community and local partners. Ms. Yeh also requested that Ms. Kier inform the Board of her meeting with Brian Cochrane, Habitat and Monitoring Coordinator for WSCC, who recently conducted an in-field audit of the District's CREP program. During their meeting, and per Coordinator Cochrane's request, they inspected CREP sites on Salmon Creek. They also discussed the considerable decline in CREP soil rental rates impacted, in part, by the implementation of the new Farm Bill and self-reporting of rental costs by landowners/operations. Kirk Sehlmeier, Resource Conservationist for NRCS, provided additional input and offered his assistance should the District have any questions. A discussion regarding potential CREP enrollments and reenrollments followed. Lastly, Ms. Yeh had requested clarification from the Board on who would be attending agency and partnership related meetings while the District Manager position remained open. The Board requested that staff forward them information relating to these meetings as communications are received throughout the month.

In closing, Ms. Kier provided an update on staff's research and preparation for the Board's Special Meeting scheduled for November 18, 2020. Chair Latham requested that staff provide recommendations for integrating a new District Manager into the District during the pandemic.

OLD BUSINESS

- A. **2021 JCCD Election and Appointment:** This item was addressed below, under New Business, Item A, JCCD Resolution No. 2020-030 – 2021 Election.
- B. **JCCD Newsletter:** Ms. Kier reported on the content and progress of the JCCD 2021 winter newsletter. A discussion about content followed. Content will include, but not necessarily be limited to, general updates and activities, the pollinator workshop, a summary of the Discovery Bay Comprehensive report, and the District's 2021 Board election and appointment. The newsletter will be distributed electronically later that week.

NEW BUSINESS

- A. **JCCD Resolution No. 2020-030 – 2021 Election:** Ms. Kier reminded those in attendance that the elected Board Supervisor position currently held by Lige Christian is open for election in 2021, and the appointed Board Supervisor position currently held by Janet Aubin is open for appointment in 2021. She then presented, and reviewed with the Board, a draft election Resolution, No. 2020-030. A lengthy discussion followed focusing, in part, on recent changes approved by the WSCC; goals for a legal, transparent, and accessible process; COVID-19 pandemic requirements and considerations; polling method options; deadlines; public notice and use of the District's website; resources; and estimated costs. By way of discussion, the Board agreed to conduct a mail-in election on March 2, 2021. They also agreed that ballots must be returned to the District office by mail or in-person; that mail-in ballots must be postmarked on or before March 2, 2021 and must be received by the District by 4:00 p.m. on March 10, 2021; and that ballots returned to the District in-person must be received by the District by 7:00 p.m. on March 2, 2021. After discussion, ***Supervisor Aubin made a motion to approve JCCD Resolution No. 2020-030 setting the date, time, and method of the District's 2021 election as discussed and modified by the Board. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.***
- B. **Professional Services Contract Agreement – Hood Canal Coordinating Council:** Ms. Kier provided background information leading to the development of the Professional Services Contract Agreement with the Hood Canal Coordinating Council for services in connection with Phase 4 of the Hood Canal Regional Pollution Identification and Correction Program. Discussion regarding the Agreement terms, area of focus, scope of work, and budget followed. After review and discussion, ***Supervisor Christian made a motion to approve the Professional Services Contract Agreement between the District and the Hood Canal Coordinating Council for services in connection with Phase 4 of the Hood Canal Regional Pollution Identification and Correction Program; AND FURTHER, to grant Chair Latham the authority to sign the Agreement on behalf of the Board. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- C. **Department of Ecology Southwest Region November, 2020 Nonpoint Activity Update:** At the request of the Department of Ecology, the November, 2020 Nonpoint Activity Update from the Southwest Region was provided to

the Board for information purposes. There was no discussion or action taken on this item.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** No new reports.
- B. Legislative Update:** Alan Chapman, Northwest Washington Area Director for WACD, reported on the presentations, updates, and actions taken during the recent Northwest Area WACD meeting, including the approval of seven Resolutions for presentation at the annual WACD meeting. Discussion regarding the annual WACD meeting followed, after which **Supervisor Boggs made a motion to allow Chair Latham and Supervisor Aubin to attend the electronic annual WACD meeting from November 30, 2020 to December 2, 2020; AND FURTHER, to allow the District to cover the registration costs associated with attending. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.**

CORRESPONDENCE

There was no correspondence for the Board's review or consideration. Ms. Kier noted there were no public comments made during the meeting via info@jeffersoncd.org.

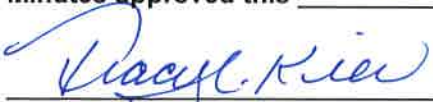
REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by the Board as presented.
- ✓ The Minutes of the September 2, 2020 and October 7, 2020 regular meetings were approved as presented under the Consent Agenda.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4284 through 4302 (including salaries and general expenses), and electronic payments for October, 2020 in the total amount of \$23,671.32.
- ✓ The Board passed a motion approving JCCD Resolution No. 2020-030 setting the date, time, and method of the District's 2021 election as discussed and modified by the Board.
- ✓ The Board passed a motion approving the Professional Services Contract Agreement between the District and the Hood Canal Coordinating Council for services in connection with Phase 4 of the Hood Canal Regional Pollution Identification and Correction Program; AND FURTHER, granting Chair Latham the authority to sign the Agreement on behalf of the Board.
- ✓ The Board passed a motion allowing Chair Latham and Supervisor Aubin to attend the electronic annual WACD meeting from November 30, 2020 to December 2, 2020; AND FURTHER, allowing the District to cover those registration costs associated with attending.

Time, Date, and Place of Next Meeting: As previously approved, the Board will conduct a Special Meeting via teleconference on November 18, 2020 at 3:00 p.m. for the purposes of discussing, and potentially taking action on, issues relating to District staffing needs, funding capacity and budgeting, recruitment and hiring, and service priorities. The next regular meeting of the Board will be held on December 2, 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 hold their December, 2020 regular meeting remotely via teleconference. In this event, information regarding virtual meeting access will be listed on the Board's December 2, 2020 Agenda, and posted in advance on the District Office building located at 205 W Patison Street in Port Hadlock, Washington, and on the District's website at www.jeffersoncd.org.

Meeting Adjourned: There being no further business to discuss or transact, **Supervisor Christian made a motion to adjourn the meeting. The motion was seconded by Supervisor Aubin. There being no discussion, the motion was approved by a unanimous vote, and the meeting was adjourned at 5:08 p.m.**

Minutes approved this 2nd day of December, 2020.



Tracy Kier, Recording Secretary



Al Latham, Chair

Acronym List

AFO/CAFO = Animal Feeding Operation/Concentrated Animal Feeding Operation	SAO – State Auditor's Office
---	------------------------------

**Minutes
November 4, 2020 Regular Meeting
Jefferson County Conservation District**

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
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	