



JEFFERSON COUNTY CONSERVATION DISTRICT  
205 W. Patison St., Port Hadlock, WA 98339 - Phone (360) 385-4105 FAX (360) 385-4823

**MINUTES OF THE AUGUST 2, 2017 REGULAR MEETING**

**Call to Order:** By Chair Glen Huntingford at 3:47 p.m., 205 W Patison Street, Port Hadlock, Washington  
**Supervisors Present:** Lige Christian, Glen Huntingford, Al Latham, and Roger Short  
**Supervisors Excused:** Julie Boggs  
**Associate Supervisors Present:** None  
**Staff Present:** Al Cairns, Jerry Clarke, and Tracy Kier  
**Also Present:** Sarah Tanuvasa, NRCS and David Wayne Johnson, JCDCD

**Consent Agenda:** Chair Huntingford asked if anyone wished to remove any items from the Consent Agenda. Hearing no requests, the Consent Agenda was approved by consensus of the Board. Chair Huntingford signed the July 5, 2017 regular meeting Minutes as presented and approved under the Consent Agenda.

**Treasurer's Report, Disbursements, and Electronic Payments for July, 2017:** The Treasurer's Report, Disbursement #s 3472 through #3505, electronic payments, and supportive documentation for July, 2017 were reviewed. Net salaries for July, 2017 totaled \$12,502.56; general expenses totaled \$114,782.22. Total expenditures for the month of July, 2017 amounted to \$127,284.78. The Board noted for the record Check No. 3473 in the amount of \$18,726.00 payable to Big R Bridge issued mid-month per the Board's approval at their July 5, 2017 meeting. After review, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3472 through #3505 (including salaries and general expenses), and electronic payments for July, 2017 in the total amount of \$127,284.78. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.***

Office Manager Tracy Kier reported that the current balance in the District's Truck Reserve Fund is \$15,570.84, which included interest earned in June, 2017, and \$92.02 allocated by the District in July, 2017. Ms. Kier also reported that there was \$594.39 of allocated JCDCD Truck Reserve funds for April, May, June, and July, 2017 in the District's checking account ready for transfer to the District's money market account. ***Lige Christian made a motion to grant Chair Glen Huntingford the authority to transfer JCDCD Truck Reserve Fund allocations for April, May, June, and July, 2017 in the amount of \$594.39 from the District's checking account to the District's money market account. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Kier requested permission from the Board to allow two Board Supervisors to sign a mid-month check in the amount of \$8,947.00 to the landowner for CREP PIP No. 02-11003 in the event the District receives these funds before the Board's next regular meeting in September. After discussion, ***Roger Short made a motion to allow two Board Supervisors to sign a mid-month check in the amount of \$8,947.00 to the landowner of CREP PIP No. 02-11003 in the event the District receives these funds before the Board's next regular meeting in September. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***

**Manager's Report:** District Manager Al Cairns distributed to, and reviewed with, the Board the manager's report outlining general updates and activities for the month of July, 2017. He explained that staff has been largely focusing on identifying the impacts on the District's budget and programs as a result of the absence of a new state capital budget. Mr. Cairns then highlighted the outcomes of recent meetings attended by staff, and staff's efforts to identify additional funding sources.

Conservation Planner/Resource Specialist Jerry Clarke reported on the status of the District's CREP projects and RCO FFFPP Project No. 15-1470. He then informed the Board that due to the absence of a state capital budget, RCO FFFPP Project No. 16-2574 and all Shellfish, Non-Shellfish, and Livestock projects are on hold. Seedlings have been ordered for the 2018 Annual Native Plant Sale.

Mr. Cairns followed with a report on the District's technical assistance, farm planning, and water quality activities performed in July, and the outcome of his research into a vehicle replacement program for the District's truck. He finished with a report on a potential biochar workshop, and a recent Livestock Pasture Management workshop sponsored by JCCD, Clallam Conservation District, and WSU Extension.

### **OLD BUSINESS**

**A. Policy Update:** The Board discussed the following draft policies:

- i. **General Operating Reserve Policy – Draft Dated 07-05-2017:** The Board directed staff to delete the second sentence of paragraph two, section 2 - Procedure; and to delete the last paragraph of Section 2 - Procedure. The Board also directed staff to delete the word "grant" from the first sentence of Section 3 - Use and Replenishment of Funds; and to delete the third bullet item under B - Guiding Process for Replenishment of General Operating Reserve and replace it with "Shortfall of funding;".
- ii. **Public Records Disclosure Policy – Draft Dated 07-05-2017:** There were no changes directed by the Board.
- iii. **Capital Asset Management Policy – Draft Dated 07-05-2017:** There were no changes directed by the Board.

After discussion, *Al Latham made a motion to approve the General Operating Reserve Policy as amended. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote. Lige Christian then made a motion to approve the Public Records Disclosure Policy and Capital Asset Management Policy as presented. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.*

- B. **WSCC Conservation Accountability and Performance Program (CAPP):** Staff is in the process of preparing a checklist to assess the CAPP program, and will present that to the Board when it is ready for their review.
- C. **FCS Group Draft Agreement:** Mr. Cairns reported that the FCS Contract Agreement has been signed and the project is underway.
- D. **Jefferson County Public Works Agreement:** Mr. Cairns is waiting to hear back from Jefferson County Public Works on an agreement to increase the rate of pay for landfill monitoring services.

### **NEW BUSINESS**

- A. **NRCS Task Order:** With the assistance of Sarah Tanuvasa of NRCS, staff is reviewing opportunities in which the District may be able to provide additional assistance to the community through NRCS programs. Ms. Tanuvasa explained the recent personnel changes in NRCS and the status of NRCS projects in Jefferson County.
- B. **Construction Contract – Amendment 1 – RCO FFFPP Project No. 15-1470:** Mr. Clarke reviewed with the Board the contract amendments proposed for Project No. 15-1470. After discussion, *Lige Christian made a motion to approve the Construction Contract Amendment 1 for RCO FFFPP Project No. 15-1470. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.*
- C. **WSCC FY18 Implementation Addendum 1:** The Board reviewed the budget and proposed outcomes for the WSCC Implementation allocation for fiscal year 2018. After discussion, *Lige Christian made a motion to approve the WSCC FY18 Implementation Addendum 1. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.*
- D. **WSCC FY18 Basic Allocation Application:** After review and discussion, *Lige Christian made a motion to approve the WSCC FY18 Basic Allocation Application. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.*
- E. **WSCC FY18 Basic Allocation Initial Payment Request:** This item was reviewed with the Basic Allocation Application. Ms. Kier explained that it will not be necessary to submit an Initial Payment Request form for Basic Allocation funds. Instead, Basic Allocation funds will be distributed by the WSCC when they receive the Application.
- F. **Draft Communication to Legislature Regarding Hirst:** Mr. Cairns presented for the Board's consideration a draft letter addressed to Senator Van De Wege, Representative Chapman, and Representative Tharinger requesting, in

part, that they work with all due haste to resolve the State's budget impasse. After consideration, ***Al Latham made a motion to approve the letter addressed to Senator Van De Wege, Representative Chapman, and Representative Tharinger; AND FURTHER, to grant Chair Huntingford the authority to sign the letter on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***

- G. WSCC All District Policy Meeting – August 23-24, 2017:** Mr. Cairns reminded the Board of the WSCC All-District Policy Meeting in Ellensburg on August 23 – 24, 2017.
- H. JCCD Spending Plan:** As explained by Mr. Cairns, he and staff are in the process of identifying the shortfall impacts on the District's budget resulting from the State's recent budget impasse. Mr. Cairns will be using this information to formulate a contingency plan for the Board's consideration at their next regular meeting, which plan may include a reduction in the District's service delivery in order to maintain a balanced budget. Discussion followed, after which ***Lige Christian made a motion to keep, at a minimum, the District's staffing at the level required by District policy to maintain staff benefits. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.***
- I. Labor Rates:** Mr. Cairns recommended that the District consider adopting labor rates that include operational overhead for use in contracts that do not already incorporate overhead costs. Mr. Cairns will prepare his recommendations for the Board's consideration at their next regular meeting.
- J. Draft Procurement Policy:** Staff is in the process of preparing a draft procurement policy, and will present the draft to the Board once it is ready for their review.
- K. Truck Replacement:** This item was discussed above under the Manager's Report.
- L. Office Lease Agreement:** Mr. Cairns advised the Board that the District's office lease expired in June, 2017, and per that agreement, the District is currently on a month-to-month lease basis. Staff will solicit a new lease agreement for the Board's consideration.
- M. Critical Areas Ordinance Update:** Mr. Cairns reported on his recent meeting with Jefferson County DCD staff regarding the Critical Areas Ordinance update. The Board directed Mr. Cairns to proceed with his efforts in this regard.
- N. American Planning Association Annual Conference/OSS Study Proposal:** Mr. Cairns explained the focus of this year's APA conference as it relates to alternatives to current, permissible on-site septic systems. He informed the Board that his attendance at the conference on September 29, 2017 will be on a personal level, and that he will not be representing the JCCD at the conference.

#### COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** No new report.
- B. Legislative Update:** No new report.

#### CORRESPONDENCE

The Board reviewed correspondence received from Larry Davis, President of Washington Conservation Society, dated July 7, 2017, regarding membership. No action was taken by the Board.

#### REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board, and the Minutes of the July 5, 2017 regular meeting were approved as presented under the Consent Agenda.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3472 through #3505 (including salaries and general expenses), and electronic payments for July, 2017 in the total amount of \$127,284.78.
- ✓ The Board passed a motion granting Chair Glen Huntingford the authority to transfer JCCD Truck Reserve Fund allocations for April, May, June, and July, 2017 in the amount of \$594.39 from the District's checking account to the District's money market account.
- ✓ The Board passed a motion allowing two Board Supervisors to sign a mid-month check in the amount of \$8,947.00 to the landowner of CREP PIP No. 02-11003 in the event the District receives these funds before the Board's next regular meeting in September.
- ✓ The Board passed a motion approving the General Operating Reserve Policy as amended.
- ✓ The Board passed a motion approving the Public Records Disclosure Policy and Capital Asset

**Management Policy as presented.**

- ✓ **The Board passed a motion approving the Construction Contract Amendment 1 for RCO FFFPP Project No. 15-1470.**
- ✓ **The Board passed a motion approving the WSCC FY18 Implementation Addendum 1.**
- ✓ **The Board passed a motion approving the WSCC FY18 Basic Allocation Application.**
- ✓ **The Board passed a motion approving the letter addressed to Senator Van De Wege, Representative Chapman, and Representative Tharinger; AND FURTHER, granting Chair Huntingford the authority to sign the letter on behalf of the Board.**
- ✓ **The Board passed a motion to keep, at a minimum, the District's staffing at the level required by District policy to maintain staff benefits.**

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board is scheduled for Wednesday, September 6, 2017 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. The Board and staff will be holding the District's Annual Meeting on Wednesday, September 27, 2017, from 6:00 p.m. to 8:00 p.m. at the Finnrivier Cidery.

**Meeting Adjourned:** There being no further business to discuss or transact, the meeting was adjourned at 6:18 p.m.

Minutes approved this 6 day of SEPT., 2017.

  
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Tracy Kler, Recording Secretary

  
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Glen Huntingford, Chair  
*ALFRED LATHAM, VICE 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
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
HCDOP = 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	