



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE SEPTEMBER 6, 2017 REGULAR MEETING

Call to Order: By Vice-Chair Al Latham at 4:08 p.m., 205 W Patison Street, Port Hadlock, Washington

Supervisors Present: Lige Christian, Al Latham, and Roger Short

Supervisors Excused: Julie Boggs and Glen Huntingford

Associate Supervisors Present: None

Staff Present: Al Cairns, Jerry Clarke, Craig Schrader, and Tracy Kier

Also Present: None

Consent Agenda: Vice-Chair Latham 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. Vice-Chair Latham signed the August 2, 2017 regular meeting Minutes as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for August, 2017: The Treasurer's Report, Disbursement #s 3506 through #3531, electronic payments, and supportive documentation for August, 2017 were reviewed. Net salaries for August, 2017 totaled \$9,918.00; general expenses totaled \$75,849.83. Total expenditures for the month of August, 2017 amounted to \$85,767.83. The Board noted for the record Check No. 3507 in the amount of \$8,946.72 for a CREP PIP payment issued mid-month per the Board's approval at their August 2, 2017 meeting. After review, **Roger Short made a motion to approve the Treasurer's Report, Disbursement #s 3506 through #3531 (including salaries and general expenses), and electronic payments for August, 2017 in the total amount of \$85,767.83. The motion was seconded by Lige Christian. 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 \$15,757.33, which included interest earned in July, 2017, and \$186.18 allocated by the District in August, 2017. Ms. Kier also reported that there remained \$594.39 of allocated JCCD 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 Vice-Chair Al Latham 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 motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.**

Manager's (Staff) Report: District Manager Al Cairns distributed to, and reviewed with, the Board the manager and staff report outlining general updates and activities for the month of August, 2017. During his review, Mr. Cairns noted the outcomes of meetings attended during the month, and noted activities conducted in landowner assistance, water quality, education and outreach, and training and professional development. He informed the Board that he is reducing the number of meetings he is attending in order to devote more time at the office to develop contingency plans to address the District's budget issues. Conservation Planner/Resource Specialist Jerry Clarke followed with a review of the District's CREP and RCO FFFPP projects, and stated that all Shellfish and Non-Shellfish projects are on hold due to the lack of capital funding. Ms. Kier highlighted the office/financial management focus during the past month.

Due to time constraints, **Lige Christian made a motion to table all further Agenda items until the Board's next regular meeting on October 4, 2017, except for the NRCS Programs Evaluation, the Budget Outlook, and the**

Interlocal Agreement with Whatcom Conservation District, time permitting. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.

OLD BUSINESS

- A. NRCS Programs Evaluation:** Farm Conservation Planner Craig Schrader reported on his recent communications with Sarah Tanuvasa, District Conservationist with NRCS, reviewing NRCS's EQIP and CSP programs, and how the District may be able to assist with these programs in the future. Mr. Schrader outlined the potential role of the District, landowner responsibilities, NRCS payments to the landowners, timelines, and certification levels that may be required of District staff. Discussion followed. No action was taken by the Board.
- B. Policy Update:** The Board tabled any discussion and action on the following draft policies until the Board's next regular meeting on October 4, 2017:
- i. District Manager Delegation of Authority – Dated 09-06-2017**
 - ii. Procurement Policy – Draft Dated 09-06-2017**
 - iii. Labor Rates Policy - Draft Dated 09-06-2017**
- C. WSCC Conservation Accountability and Performance Program (CAPP):** This item was tabled until the Board's next regular meeting on October 4, 2017.
- D. FCS Group Draft Agreement:** This item was tabled until the Board's next regular meeting on October 4, 2017.
- E. Jefferson County Public Works Agreement:** This item was tabled until the Board's next regular meeting on October 4, 2017.
- F. Critical Areas Ordinance Update:** This item was tabled until the Board's next regular meeting on October 4, 2017.
- G. JCCD Office Lease:** This item was tabled until the Board's next regular meeting on October 4, 2017.
- H. American Planning Association Annual Conference:** This item was tabled until the Board's next regular meeting on October 4, 2017.

NEW BUSINESS

- A. Budget Outlook:** Mr. Cairns explained his process in analyzing the impacts facing the District as a result of the current state capital funding impasse. In response to resulting shortfalls, he recommended a thirteen percent (13%) reduction in District staffing, and the partial use of District reserves to fund a portion of the District's overhead needs, through April 1, 2018. Should the District reduce its staffing as recommended, he noted the value of consolidating office hours to three days per week. Discussion followed, focusing, in part, on previously established staffing levels, recommended staffing reductions, potential JCCD services and funding sources, and projected overhead costs. After discussion, ***Lige Christian made a motion to table the use of District reserves until further recommendation to the Board by the District Manager when reserve funds are needed to cover District overhead costs. The motion was seconded by Roger Short. After additional discussion, the motion was approved by a unanimous vote. Lige Christian then made a motion to accept the District Manager's recommendation for a thirteen percent (13%) reduction in staffing hours based on the District Manager's presentation and redistribution of hours. The motion was seconded by Roger Short. Discussion followed, after which the motion was approved by a unanimous vote. Lige Christian then made a motion to accept the District Manager's recommendation to change the District's office hours from Monday through Thursday to Monday through Wednesday, due to budget constraints. The motion was seconded by Roger Short. After discussion, the motion was approved by a unanimous vote.*** Mr. Cairns then presented a draft Press Release regarding the reduction of staffing and office hours for the Board's consideration. Review and discussion followed. ***Lige Christian made a motion to accept the wording of the draft Press Release regarding the reduction of staffing and office hours, subject to the review and approval of those JCCD Supervisors not present at the meeting. The motion was seconded by Roger Short. There being no further discussion, the motion was approved by a unanimous vote.***
- B. Interlocal Agreement – Whatcom Conservation District:** With the assistance of Mr. Cairns, the Board reviewed the Interlocal Agreement between the JCCD and Whatcom Conservation District regarding the use of shared personnel. Due to time constraints, any further discussion and/or action on this item was tabled until the Board's next regular meeting on October 4, 2017.
- C. Project Scope and Fee Agreement for Archaeological Monitoring – Project #15-1470:** This item was tabled until the Board's next regular meeting on October 4, 2017.
- D. WSCC FY18 Livestock Addendum:** This item was tabled until the Board's next regular meeting on October 4, 2017.
- E. Jefferson County/DOE Strait Priority Areas Project Amendment:** This item was tabled until the Board's next

regular meeting on October 4, 2017.

- F. **2018 Election/Appointment Process:** This item was tabled until the Board's next regular meeting on October 4, 2017.
- G. **WACD Dues:** This item was tabled until the Board's next regular meeting on October 4, 2017.
- H. **Labor & Industries Consultation Service for Accident Prevention Program:** This item was tabled until the Board's next regular meeting on October 4, 2017.

COMMITTEE REPORTS

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

CORRESPONDENCE

There was no correspondence for the Board's consideration.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board, and the Minutes of the August 2, 2017 regular meeting were approved as presented under the Consent Agenda.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3506 through #3531 (including salaries and general expenses), and electronic payments for August, 2017 in the total amount of \$85,767.83.
- ✓ The Board passed a motion granting Vice-Chair Al Latham 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 tabling all further Agenda items until the Board's next regular meeting on October 4, 2017, except for the NRCS Programs Evaluation, the Budget Outlook, and the Interlocal Agreement with Whatcom Conservation District, time permitting.
- ✓ The Board passed a motion tabling the use of District reserves until further recommendation to the Board by the District Manager when reserve funds are needed to cover District overhead costs.
- ✓ The Board passed a motion accepting the District Manager's recommendation for a thirteen percent (13%) reduction in staffing hours based on the District Manager's presentation and redistribution of hours.
- ✓ The Board passed a motion accepting the District Manager's recommendation to change the District's office hours from Monday through Thursday to Monday through Wednesday, due to budget constraints.
- ✓ The Board passed a motion accepting the wording of the draft Press Release regarding the reduction of staffing and office hours, subject to the review and approval of those JCCD Supervisors not present at the meeting.

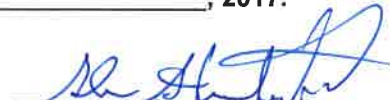
Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, October 4, 2017 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. The Board and staff will be holding the District's annual open house on Wednesday, September 27, 2017, from 6:00 p.m. to 8:00 p.m. at the Finnriver Farm & Cidery in Chimacum.

Meeting Adjourned: There being no further business to discuss or transact, the meeting was adjourned at 5:27 p.m.

Minutes approved this 4th day of October, 2017.



Tracy Kier, Recording Secretary



Glen Huntingford, 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
September 6, 2017 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
JL.C - 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	