



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

MINUTES OF THE NOVEMBER 1, 2017 REGULAR MEETING

Call to Order: By Chair Glen Huntingford at 3:52 p.m., 205 W Patison Street, Port Hadlock, Washington

Supervisors Present: Julie Boggs, Lige Christian, Glen Huntingford, Al Latham, and Roger Short

Supervisors Excused: None

Associate Supervisors Present: None

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

Also Present: Tom Miller, WACD (via telephone conference call)

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 October 4, 2017 regular meeting Minutes as presented and approved under the Consent Agenda.

With permission from the Board, Tom Miller, Board President of WACD, addressed those in attendance, announcing the recent hiring of Patricia Hickey to fill the position of WACD Executive Director. WACD is in the process of reviewing resumes for the position of WACD lobbyist. Mr. Miller proceeded with a review of the Association's upcoming annual meeting schedule and offerings, and the general direction of WACD. A discussion on how to improve communications between the Association and the District followed, during which he invited the Board and staff to attend, in person or by phone, the Executive Committee's weekly meetings. After thanking Mr. Miller for his time and information, the Board deferred any further discussions to Item A under Old Business.

Treasurer's Report, Disbursements, and Electronic Payments for October, 2017: The Treasurer's Report, Disbursement #s 3554 through #3582, electronic payments, and supportive documentation for October, 2017 were reviewed. Net salaries for October, 2017 totaled \$8,833.12; general expenses totaled \$89,120.53. Total expenditures for the month of October, 2017 amounted to \$97,953.65. After review and discussion, ***Al Latham made a motion to approve the Treasurer's Report, Disbursement #s 3554 through #3582 (including salaries and general expenses), and electronic payments for October, 2017 in the total amount of \$97,953.65. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***

Office Manager Tracy Kier requested permission from the Board for two Supervisors to sign a mid-month check in the amount of \$13,202.21 for construction costs on RCO FFFPP Project No. 15-1470 if, and only after, those funds are received by the District before the Board's next regular meeting on December 6, 2017. After discussion, ***Lige Christian made a motion to allow two Supervisors to sign a mid-month check in the amount of \$13,202.21 for construction costs on RCO FFFPP Project No. 15-1470 if, and only after, those funds are received by the District before the Board's next regular meeting on December 6, 2017. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Kier reported that the current balance in the District's Truck Reserve Fund is \$16,239.48, which included interest earned in September, 2017, and \$218.82 allocated by the District in October, 2017.

Manager's Report: District Manager Al Cairns distributed to, and reviewed with, the Board a report outlining general updates and activities for the month of October, 2017. During his review, he highlighted, in part, his recent conversation with Senator Sheldon, and the outcomes of meetings attended by staff. Conservation Planner/Resource Specialist Jerry Clarke followed with a report on the District's CREP and RCO FFFPP projects. Mr. Cairns informed the Board that Kitsap Conservation District has requested the temporary, part-time assistance of JCCD Farm Conservation Planner Craig Schrader. Ms. Kier briefly outlined October's financial and office management activities. Mr. Cairns finished his report with a summary of October's inquiries, landowner visits, and water quality activities, and commended JCCD Fishery

Biologist/Water Quality Specialist Glenn Gately for his presentation to WSU's Stream Watchers.

OLD BUSINESS

- A. WACD Dues:** The Board discussed their expectations of WACD, and the needs of the District from WACD. They also noted the need to improve communications between the District and WACD. *Lige Christian made a motion to direct the District Manager to request each quarter a report from WACD outlining their efforts and outcomes on the District's behalf. The motion was seconded by Julie Boggs. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote.* To help improve communications, staff will send a copy of the District's Minutes and Agendas each month to the WACD's Executive Director, President, and Northwest Area Director. *Lige Christian then made a motion to allow two Board Supervisors to sign a mid-month check in the amount of \$2,650.00 for WACD 2017 annual dues. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.*
- B. NRCS Programs Evaluation:** As reported by Mr. Cairns, staff met with NRCS District Conservationist, Sarah Tanuvasa, to consider potential NRCS projects in which the District may be of assistance. Staff will be reviewing any draft task orders as they become available, and will also be discussing with Ms. Tanuvasa the possibility of NRCS projects on the west side of the District.
- C. Policy Update:** No new report.
- D. 2018 Election:** This item was addressed below, under New Business.
- E. Port of Port Townsend Professional Services Agreement:** Mr. Cairns informed the Board that he met with Port of Port Townsend representatives to discuss their priority needs and how the District may be of assistance. He will be preparing a final proposal for their consideration.
- F. Labor & Industries Consultation Service for Accident Prevention Program:** No new report.
- G. Jefferson County/DOE Strait Priority Areas Project Amendment:** Mr. Cairns reported on the progress of his meetings with Jefferson County Environmental Health to consider revisions to Task 3 of the Strait Priority Areas Project Professional Services Agreement.

NEW BUSINESS

- A. Resolution No. 2017-018 – 2018 Election:** With the assistance of Ms. Kier, the Board reviewed JCCD Resolution No. 2017-018 setting, in part, the date, time, and place for the District's poll site election in 2018. After review, *Lige Christian made a motion to adopt Resolution No. 2017-018 setting, in part, the date, time, and place for the District's poll site election in 2018 to be Wednesday, March 7, 2018, from 3:00 p.m. to 7:00 p.m., at the District's office located at 205 W Patison Street, in Port Hadlock, Washington. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.* Staff will proceed with the required public notifications.
- B. Time Change of JCCD Board of Supervisors' December 6, 2017 Regular Meeting:** Mr. Cairns requested that the Board consider changing the time of their December 6, 2017 regular meeting to allow for staff to attend a free, local pasture management workshop that day. After discussion, *Julie Boggs made a motion to change the time of the Board's December 6, 2017 regular meeting to 6:00 p.m. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.* Staff will proceed with the required public notifications.

COMMITTEE REPORTS

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

CORRESPONDENCE

Mr. Cairns shared with the Board his electronic communications to Senator Sheldon dated November 1, 2017. Discussion followed.

REVIEW OF OFFICIAL ACTIONS

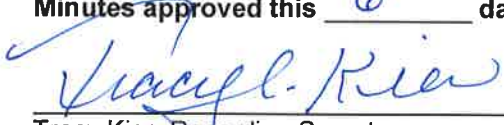
- ✓ The Consent Agenda was approved by consensus of the Board, and the Minutes of the October 4, 2017 regular meeting were approved as presented under the Consent Agenda.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3554 through #3582 (including salaries and general expenses), and electronic payments for October, 2017 in the total amount of \$97,953.65.

- ✓ The Board passed a motion allowing two Supervisors to sign a mid-month check in the amount of \$13,202.21 for construction costs on RCO FFFPP Project No. 15-1470 if, and only after, those funds are received by the District before the Board's next regular meeting on December 6, 2017.
- ✓ The Board passed a motion directing the District Manager to request each quarter a report from WACD outlining their efforts and outcomes on the District's behalf.
- ✓ The Board passed a motion allowing two Board Supervisors to sign a mid-month check in the amount of \$2,650.00 for WACD 2017 annual dues.
- ✓ The Board passed a motion adopting Resolution No. 2017-018 setting, in part, the date, time, and place for the District's poll site election in 2018 to be Wednesday, March 7, 2018, from 3:00 p.m. to 7:00 p.m., at the District's office located at 205 W Patison Street, in Port Hadlock, Washington.
- ✓ The Board passed a motion changing the time of the Board's December 6, 2017 regular meeting to 6:00 p.m.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, December 6, 2017 at 6:00 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington.

Meeting Adjourned: There being no further business to discuss or transact, the meeting was adjourned at 5:30 p.m.

Minutes approved this 6th day of December, 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
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	