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
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 $2,550.00 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

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

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**Acronym List**

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<tr>
<th>Acronym</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>AFO/CAFO</td>
<td>Animal Feeding Operation/Concentrated Animal Feeding Operation</td>
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<td>Ag/GMA</td>
<td>Agriculture/Growth Management Act</td>
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<td>BMPs</td>
<td>Best Management Practices</td>
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<td>BOCC</td>
<td>Board of County Commissioners</td>
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<td>DOE</td>
<td>Department of Ecology</td>
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<td>EQIP</td>
<td>Environmental Quality Incentive Program</td>
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<td>HCDOP</td>
<td>Hood Canal Dissolved Oxygen Program</td>
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<td>IGDO</td>
<td>Intra Gravel Dissolved Oxygen</td>
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<td>JCPH</td>
<td>Jefferson County Public Health</td>
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<td>JCPW</td>
<td>Jefferson County Public Works</td>
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<td>MOA/MOU</td>
<td>Memorandum of Agreement, Memorandum of Understanding</td>
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<td>MRSC</td>
<td>Municipal Research and Services Center of Washington</td>
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<td>NFWF</td>
<td>National Fish &amp; Wildlife Foundation</td>
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<td>NOPRC&amp;D</td>
<td>North Olympic Peninsula Resource, Conservation and Development</td>
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<td>RCO/SRFB</td>
<td>Recreation &amp; Conservation Office/Salmon Recovery Funding Board</td>
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<td>WCC</td>
<td>Washington Conservation Corps</td>
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<td>Wildlife Incentive Program</td>
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<td>WRP</td>
<td>Wetland Reserve Program</td>
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<td>WSCC</td>
<td>Washington State Conservation Commission</td>
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<td>Washington State University</td>
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<td>SMP</td>
<td>Shoreline Management Plan</td>
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<td>TSP</td>
<td>Technical Service Provider (contract with NRCS)</td>
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<td>Jefferson Landworks Collaborative</td>
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<td>WA. Assoc. of Cons. Districts Plant Material Center</td>
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<td>Puget Sound Partnership</td>
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<td>JCNWCB</td>
<td>Jefferson County Noxious Weed Control Board</td>
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**Abbreviations:**

- SAO = State Auditor's Office
- CAO = Critical Areas Ordinance
- CREP = Conservation Reserve Enhancement Program
- CASP = Critical Areas Stewardship Plan
- FSA SOC = Farm Service Agency, County Office Committee
- FSA CED = Farm Service Agency, County Executive Director
- CY or FY = Calendar Year / Fiscal Year
- CCWF = Centennial Clean Water Funds (DOE funds)
- NACD = National Association of Conservation Districts
- JC/CCD = Jefferson County/Dept. of Community Development
- JCCD = Jefferson County Conservation District
- JLT = Jefferson Land Trust
- NMP = Nutrient Management Plan
- LWG = Local Working Group
- NOSC = North Olympic Salmon Coalition
- TA = Technical Assistance
- PUD#1 = Public Utility District #1
- WACD = Washington Association Conservation Districts
- NRCS = Natural Resources Conservation Service
- WRIA 17 = Water Resources Inventory Area #17
- HCM = Horses for Clean Water (also: Hood Canal Watershed)
- WADE = Washington Association of District Employees
- EPA = Environmental Protection Agency
- USDA APHIS-ADC = United States Dept. of Agriculture Animal Plant Health Inspection Services – Animal Damage Control
- PSCD Caucus = Puget Sound Conservation District Caucus