



**JEFFERSON COUNTY CONSERVATION DISTRICT**

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

**MINUTES OF THE APRIL 4, 2018 REGULAR MEETING**

**Call to Order:** By Chair Glen Huntingford at 3:35 p.m., 205 W Patison Street, Port Hadlock, Washington

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

**Supervisors Excused:** Lige Christian

**Associate Supervisors Present:** None

**Staff Present:** Al Cairns and Tracy Kier

**Also Present:** Shana Joy, Regional Manager, WSCC; and Patty Charnas, Director, Jefferson County Department of Community Development

**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 March 2, 2018 regular meeting Minutes as presented and approved under the Consent Agenda.

**Department of Community Development Update – Patty Charnas, Director:** DCD Director Patty Charnas distributed to the Board a copy of a memo dated March 26, 2018 to the Jefferson County Board of County Commissioners and Planning Commission, and Philip Morley, Jefferson County Administrator, wherein the DCD recommends delaying adoption of the updated Critical Areas Ordinance to allow for continuing work beyond June 30, 2018. Ms. Charnas briefly reviewed the process to-date, and directed the Board's attention to the reasons for DCD's recommendation identified in the memo. Discussion followed focusing, in part, on prior updates, potential changes and impacts, definitions of current agriculture and new agriculture, further engagement of the agricultural community, and additional collaboration with the District.

**Treasurer's Report, Disbursements, and Electronic Payments for March, 2018:** The Treasurer's Report, Disbursement #s 3688 through #3708, electronic payments, and supportive documentation for March, 2018 were reviewed. Net salaries for March, 2018 totaled \$11,154.76; general expenses totaled \$15,482.11. Total expenditures for the month of March, 2018 amounted to \$26,636.87. For the record, Office Manager Tracy Kier noted that the \$250.00 issued by the District in February, 2018 to stock two cash boxes for the District's annual native plant sale was deposited back into the District's checking account on March 5, 2018. She also noted mid-month Check No's 3689 and 3690, issued on March 14, 2018, as approved by the Board at their March 7, 2018 regular meeting. After review and discussion, ***Al Latham made a motion to approve the Treasurer's Report, Disbursement #s 3688 through #3708 (including salaries and general expenses), and electronic payments for March, 2018 in the total amount of \$26,636.87. The motion was seconded by Julie Boggs. 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 \$16,742.25, which included \$100.28 allocated by the District in March, 2018.

**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 March, 2018. Mr. Cairns noted the meetings attended throughout the month, and provided a brief update on the draft FY2019 Annual Work Plan revisions, to be forwarded to FCS for baseline

assessment; the need to reschedule the Chimacum Creek meeting with NOSC and Jefferson Landtrust; the Naylor Creek culvert replacements; and NRCS work on the west end of Jefferson County. After discussion, Mr. Cairns reported on the progress of the District's current and potential projects. He noted an increase over the past month in soil testing activities, phone inquiries, and landowner visits. Ms. Kier highlighted the office and financial management activities for the month, the main focus having been the annual native plant sale.

**OLD BUSINESS**

- A. 2018 Election:** Ms. Kier reported on the completion of the 2018 election process, and noted that the application deadline for the Board's open, appointed Board position was March 31, 2018. WSCC Regional Manager Shana Joy informed the Board that the WSCC received one appointment application within the deadline. With Ms. Joy's assistance, the Board discussed the WSCC's process for reviewing appointment applications. Ms. Kier noted that the 2018 election/appointment process began in October, 2017. She then explained the election/appointment requirements of the District, and the District's process for meeting and/or exceeding those requirements.
- B. FCS Update:** Mr. Cairns informed the Board that he will be submitting a draft Annual Work Plan to FCS on Monday, April 9, 2018.
- C. Policy Update:**
- I. Draft Employee Health Care Benefits Policy Amendments:** Mr. Cairns reviewed with the Board the following amendments to the District's Employee Health Care Benefits Policy, approved by the Board at their March 7, 2018 regular meeting: Permanent employees working an average of less than eighty-seven (87) hours per month will be provided with the option of health insurance through the JCCD health plan on a pro-rated basis. Should an employee work less than eighty-seven (87) hours per month by necessity due to funding shortfalls, the employee shall be obligated to pay for a portion of the value of the health benefit through a deduction in their monthly paycheck. A sample formula used for determining the employee's cost obligation was included in the Policy per the Board's request.
  - II. Draft Annual Leave Benefits Policy Amendments:** Mr. Cairns then reviewed with the Board the payout language in the Annual Leave Benefits Policy and the Employee Sick Leave Benefits Policy. Discussion followed, after which *Al Latham made a motion to approve the following amendments to the Annual Leave Benefits Policy: Delete the last sentence in the third paragraph and insert the following language – "An employee may be paid their annual leave accrued, at the discretion of the Board of Supervisors, at the time of separation"; AND FURTHER, to approve the following amendments to the Employee Sick Leave Benefits Policy: Delete the third, fourth, fifth, and sixth sentence in the first paragraph and insert the following language – "An employee may be paid their sick leave accrued, at the discretion of the Board of Supervisors, at the time of separation at the rate of twenty-five percent (25%)". The motion was seconded by Julie Boggs. There being no further discussion, the motion was approved by a unanimous vote.*
  - III. Draft Employee Sick Leave Benefits Policy Amendments:** This item was addressed earlier under Old Business, C.II.
- D. 2018 Salaries Recommendations and Budget Capacity Review:** Mr. Cairns stated that he is waiting for the approval of the FY2019 Annual Work Plan and Budget before making any additional recommendations pertaining to employee salaries.
- E. OSS Proposal Update:** Mr. Cairns provided an update on the District's possible assistance to Jefferson County Environmental Health regarding the permitting process and use of alternative on-site septic systems. A workshop is being planned to help provide feedback on the permitting process. Discussion about the District's potential involvement followed.
- F. 2018 Native Plant Sale Update:** Ms. Kier will present a final financial report on this year's native plant sale at the Board's next regular meeting in May.

**NEW BUSINESS**

- A. WSCC Contract(s) for Cost Share Funds:** The Board reviewed the WSCC Contract for Cost Share Funds for Project No. 2017.350, Project No. 2018.200, and Project No. 2018.300. *Al Latham made a motion to approve the WSCC Contract for Cost Share Funds for Project No. 2017.350, Project No. 2018.200, and Project No. 2018.300, pending signature of the landowners; AND FURTHER, to grant Chair Huntingford the authority to sign each of the Contracts on behalf of the Board after each landowner has signed their Contract. The*

*motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*

- B. **WSCC CREP PIP Promissory Note & Security Agreement – Project No. 11007A:** This item was tabled pending additional information.
- C. **Draft WSCC FY2019 Annual Work Plan:** Mr. Cairns distributed to, and reviewed with, the Board a copy of the draft WSCC FY2019 Annual Work Plan. He explained the format and basic changes from the FY2018 Plan, highlighted the activities proposed for FY2019, and discussed the difference between current capabilities of the District and target capabilities of the District. Discussion followed, during which no action was taken.
- D. **JCCD Purchasing Card:** To update the District's purchasing card system, Ms. Kier stated that the current District Manager, Al Cairns, needs to be added to the account and issued a card, thereby removing and replacing the former District Manager. In response, *Al Latham made a motion to add District Manager Al Cairns to the District's Purchasing Card System, request that Kitsap Bank Visa issue Mr. Cairns a purchasing card according to the District's Purchasing Card Policy, and remove former District Manager Jill Zarzeczny from the Purchasing Card System/Kitsap Visa Account. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.*
- E. **Chimacum Creek HPA Planning:** This item was discussed earlier under the Manager's Report.
- F. **Adaptive Beaver Management Plan:** Mr. Cairns and the Board discussed the need for additional outreach opportunities to help inform the community in adaptive beaver management options. Mr. Cairns will be addressing this need over the next couple of months.

#### **COMMITTEE REPORTS**

- A. **Conservation Commission and Non-Commission Grants:** Ms. Joy reiterated earlier discussions relating to the open, appointed Board of Supervisor's position, the District's Annual Work Plan, and the State Auditor's Office Annual Financial Reporting. She then reminded the Board of the upcoming NW Area Local Working Group meeting on April 11, 2018; the Fire & Forest Workshop scheduled for April 18, 2018; and the WSCC All-District Policy Meeting on April 25 – 26, 2018. She ended with a review of the WSCC's new version of the CAPP Program.
- B. **Legislative Update:** No new report.

#### **CORRESPONDENCE**

There was no correspondence for the Board's review.

#### **REVIEW OF OFFICIAL ACTIONS**

- ✓ **The Consent Agenda was approved by consensus of the Board, and the Minutes of the March 7, 2018 regular meeting were signed by Chair Huntingford as presented and approved under the Consent Agenda.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s3688 through #3708 (including salaries and general expenses), and electronic payments for March, 2018 in the total amount of \$26,636.87.**
- ✓ **The Board passed a motion approving the following amendments to the Annual Leave Benefits Policy: Deleting the last sentence in the third paragraph and inserting the following language – "An employee may be paid their annual leave accrued, at the discretion of the Board of Supervisors, at the time of separation"; AND FURTHER, approving the following amendments to the Employee Sick Leave Benefits Policy: Deleting the third, fourth, fifth, and sixth sentence in the first paragraph and inserting the following language – "An employee may be paid their sick leave accrued, at the discretion of the Board of Supervisors, at the time of separation at the rate of twenty-five percent (25%)".**
- ✓ **The Board passed a motion approving the WSCC Contract for Cost Share Funds for Project No. 2017.350, Project No. 2018.200, and Project No. 2018.300, pending signature of the landowners; AND FURTHER, granting Chair Huntingford the authority to sign each of the Contracts on behalf of the Board after each landowner has signed their Contract.**
- ✓ **The Board passed a motion adding District Manager Al Cairns to the District's Purchasing Card System, requesting that Kitsap Bank Visa issue Mr. Cairns a purchasing card according to the District's**

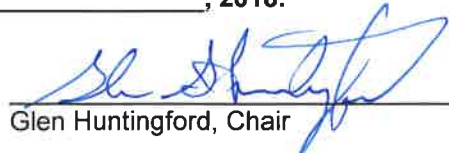
**Purchasing Card Policy, and removing former District Manager Jill Zarzeczny from the Purchasing Card System/Kitsap Bank Visa Account.**

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board is scheduled for Wednesday, May 2, 2018 at 3:30 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 6:25 p.m.

Minutes approved this 2nd day of May, 2018.

  
 Tracy Kier, Recording Secretary

  
 Glen Huntingford, Chair

**Acronym List**

AFO/CAFO = Animal Feeding Operation/Concentrated Animal Feeding Operation	SAO – State Auditor’s Office
Aq/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	