



**JEFFERSON COUNTY CONSERVATION DISTRICT**

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

**MINUTES OF THE AUGUST 1, 2018 REGULAR MEETING**

**Call to Order:** By Chair Al Latham at 3:35 p.m., 205 W Patison Street, Port Hadlock, Washington  
**Supervisors Present:** Janet Aubin, Julie Boggs, Lige Christian, Glen Huntingford, and Al Latham  
**Supervisors Excused:** N/A  
**Associate Supervisors Present:** None  
**Staff Present:** Al Cairns, Jerry Clarke, and Tracy Kier  
**Also Present:** Erik Kingfisher, Jefferson Land Trust

**Agenda Modification:** District Manager Al Cairns requested that the Board consider modifying the Agenda to include the discussion, and potential rescinding, of JCCD Resolution No. 2018-020 – Rates and Charges Proposal; the discussion, and potential adoption, of JCCD Resolution No. 2018-023 – Rates and Charges Proposal; and a copy to the Board of a letter dated July 26, 2018 from WSCC Executive Director Mark Clark to Janet Aubin. By consensus, the Board agreed to modify the Agenda to include the above-requested items.

**Consent Agenda:** Office Manager Tracy Kier requested that the July 5, 2018 regular meeting Minutes be removed from the Consent Agenda pending additional review. She also requested that the July 23, 2018 public hearing Minutes and July 30, 2018 special meeting Minutes be removed from the Consent Agenda pending completion and review. Chair Latham asked if anyone wished to remove any other items from the Consent Agenda. Hearing no additional requests, the Consent Agenda was approved as modified by consensus of the Board. The Board reviewed the established practice of distributing copies of draft Minutes. After discussion, the Board decided to discontinue distributing any Minutes that have not been officially approved by the Board. Staff will continue to post approved Minutes to the District's website for access by the public.

**JCCD Resolution No. 2018-020 and JCCD Resolution No. 2018-023 – Rates and Charges Proposal:** Mr. Cairns explained that, due to concerns raised by County Administrator Philip Morley, the County would like the JCCD Board of Supervisors to consider rescinding JCCD Resolution No. 2018-020, and consider adopting JCCD Resolution No. 2018-023 with revised language contained in Section 2 – Rate Schedule. With Mr. Cairns' assistance, the Board reviewed Mr. Morley's concerns and the new language contained in Section 2 of JCCD Resolution No. 2018-023. After discussion, ***Lige Christian made a motion to rescind JCCD Resolution No. 2018-020 – Rates and Charges Proposal; AND FURTHER, to adopt JCCD Resolution No. 2018-023 – Rates and Charges Proposal. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.***

**Treasurer's Report, Disbursements, and Electronic Payments for July, 2018:** The Treasurer's Report, Disbursement #s 3783 through #3807, electronic payments, and supportive documentation for July, 2018 were reviewed. Net salaries for July, 2018 totaled \$11,297.30; general expenses totaled \$38,093.70. Total expenditures for the month of July, 2018 amounted to \$49,391.00. For the record, Ms. Kier informed the Board that the refundable damage deposit check (Check #3785) to the Chimacum Grange #681 had been voided. The original, voided check was presented to the Board for their inspection. Ms. Kier advised that the voided check would be filed in the District's July, 2018 BATCH. After review and discussion, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3783 through #3807 (including salaries and general expenses), and electronic payments for July, 2018 in the total amount of \$49,391.00. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by***

*a unanimous vote. Lige Christian then made a motion to remove former Supervisor Roger Short from the District's Kitsap Checking Account and Kitsap Money Market Account; AND FURTHER, to add newly appointed Supervisor Janet Aubin to the District's Kitsap Checking Account and Kitsap Money Market Account. 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 \$17,421.08, which included interest earned in June, 2018, and \$85.57 allocated by the District in July, 2018.

**Manager's Report:** Mr. Cairns distributed to the Board a copy of his June, 2018; July, 2018; and August, 2018 Manager's Report. Due to the lengthy Agenda, he suggested to the Board that they review the Manager's Reports at their convenience, and present any comments and/or questions to him at their next regular meeting in September. Mr. Cairns then informed the Board that Conservation Planner/Resource Specialist Jerry Clarke had recently informed him of his intentions to resign his position with the District to pursue alternative employment, effective August 16, 2018. Discussion followed, during which the Board expressed their appreciation to Mr. Clarke for his many years of service and hard work to the Conservation District. After the discussion, Mr. Cairns highlighted the outcomes of his recent meeting with the new biologist for the Department of Fish and Wildlife.

#### OLD BUSINESS

**A. 2018 Election:** There is no further business to discuss or transact on this item.

**B. FCS Group Update:** No new report.

**C. Policy Update:**

**I. Draft Associate Supervisor Policy:** With the assistance of Mr. Cairns, the Board reviewed the draft Associate Supervisor Policy and WSCC District Operations Brief #2 – 800 "District Cost Share Participation". Discussion followed, during which Lige Christian recommended striking the last sentence in the first paragraph under Procedure on page one of the draft Policy. After discussion, *Lige Christian made a motion to approve the Associate Supervisor Policy with the removal of the last sentence in the first paragraph under Procedure on page one. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.*

**D. 2018 Salaries Recommendations and Budget Capacity Review:** Mr. Cairns informed the Board that the District was awarded an additional \$13,000.00 in WSCC Livestock funds for the fiscal year 2019, for a total of \$26,000.00. He then distributed to, and reviewed with, the Board an updated FY2019 Budget and Spending Plan. Based on revenue and expense projections, Mr. Cairns recommended the Board temporarily postpone filling the Conservation Planner/Resource Specialist position becoming vacant after August 16, 2018. Discussion followed focusing, in part, on current projects and proposed staffing levels.

**E. Plant Sale Analysis and Recommendations:** Mr. Cairns distributed to, and reviewed with, the Board a memorandum dated May 28, 2018 detailing his analysis of, and recommendations for, the District's annual plant sale. Discussion followed focusing, in part, on pricing, advertising, and the use of volunteers.

**F. JCCD Purchasing Card:** Ms. Kier provided an update on the District's Purchasing Card Program. Kitsap Bank has requested that the District complete and submit an updated Business Card Agreement and Association Resolution. These items are addressed below under New Business.

**G. OSS Update:** Mr. Cairns reported on recent guidelines and standards adopted by the County's Board of Health for composting and grey water septic systems.

**H. OFP Funding Requests:** Mr. Cairns provided an update on the status of the FY2020 funding requests for "Working Lands".

#### NEW BUSINESS

**A. JCCD Resolution No. 2018-019 - Small Public Works Roster/Vendor Roster:** Mr. Cairns explained the small works roster and vendor roster system maintained by MRCS, and outlined the benefits of adopting JCCD Resolution No. 2018-019. After discussion and consideration, *Glen Huntingford made a motion to adopt JCCD Resolution No. 2018-019 – Small Public Works Roster/Vendor Roster; AND FURTHER, to grant Chair Latham the authority to sign the Resolution on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*

**B. JCCD Resolution No. 2018-022 – Kitsap Bank Credit Card Update:** With the assistance of Ms. Kier, the Board

- reviewed JCCD Resolution No. 2018-022, updating the Board of Supervisors Chair and Vice-Chair positions for the District's Kitsap Bank Purchasing Card Program. After discussion and consideration, **Julie Boggs made a motion to adopt JCCD Resolution No. 2018-022 – Kitsap Bank Credit Card Update; AND FURTHER, to grant Chair Latham and Vice-Chair Boggs the authority to sign the Resolution on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**
- C. **Business Card Agreement – Kitsap Bank Credit Card Update:** The Board reviewed the Kitsap Bank Business Card Agreement issued to add Mr. Cairns to the District's Purchasing Card Program, as approved by the Board at their regular meeting on April 4, 2018. By consensus, the Board approved of Chair Latham, Vice-Chair Boggs, and Mr. Cairns signing the Agreement.
- D. **RCO FFFPP Project Agreement Extension – Project No. 16-2574R:** Mr. Clarke informed the Board that the District had not yet received the Agreement to extend RCO FFFPP Project No. 16-2574R. The Board agreed to table this item until the Agreement is received.
- E. **RCO FFFPP Appendix C: Landowner Agreement Form - Project No. 16-2574R:** With the assistance of Mr. Clarke, the Board reviewed the Landowner Agreement for RCO FFFPP Project No. 16-2574R, outlining the project responsibilities between the Landowner and the District. After review and consideration, **Glen Huntingford made a motion to approve the RCO FFFPP Appendix C: Landowner Agreement Form for Project No. 16-2574R; AND FURTHER, to grant Chair Latham the authority to sign the Agreement on behalf of the Board. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.**
- F. **RCO FFFPP Project No. 16-2574R – Bridge Quotation:** This item was previously addressed at the Board's regular meeting on July 5, 2018.
- G. **WSCC Governor's Executive Order 05-05 Complied Statement – Project No. 2017.350:** Mr. Clarke also assisted the Board in their review of the Complied Statement relating to the cultural resource review of shellfish Project No. 2017.350. After review and discussion, **Janet Aubin made a motion to approve the WSCC Governor's Executive Order 05-05 Complied Statement for Project No. 2017.350; AND FURTHER, to grant Chair Latham the authority to sign the Statement on behalf of the Board. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.**
- H. **WSCC Shellfish Project No. 2017.350 – Cultural Review Contract:** For informational purposes, Mr. Cairns distributed to the Board a copy of the Agreement, signed by Mr. Cairns on June 18, 2018, between the District and Sylvester L. Lahren, Jr. to conduct cultural resource services for WSCC shellfish Project No. 2017.350.
- I. **FY2019 Budget Forecast and Recommendations:** This item was addressed earlier under Old Business, Item D.
- J. **WSCC FY2018 Implementation Close-Out:** Ms. Kier informed the Board that the WSCC FY2018 Implementation grant was closed in July, 2018. There were no remaining funds in the grant at the time of closing.
- K. **WSCC FY2018 Livestock Close-Out:** Ms. Kier informed the Board that the WSCC FY2018 Livestock grant was closed in July, 2018. There were no remaining funds in the grant at the time of closing.
- L. **WSCC State Auditor's Annual Report/Audit Assessment Submittal:** Ms. Kier explained some of the financial fitness and performance tools available to the District by the State Auditor's Office.
- M. **NACD Request:** Mr. Cairns informed the Board that he had recently received an informal request that the Board consider contributing to the NACD membership. Discussion followed. No action was taken.
- N. **WACD Annual Dues:** The Board reviewed the WACD 2018 annual dues invoice in the amount of \$2,640.00. **Lige Christian made a motion to table consideration of the WACD 2018 annual dues invoice until the Board's regular meeting on November 7, 2018. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**
- O. **Washington Conservation Society:** Mr. Cairns directed the Board's attention to the June 19, 2108 correspondence received by him from Larry Davis, President of the Washington Conservation Society, inviting the District to contribute to the Leaving a Legacy book. Discussion followed. No action was taken.
- P. **WACD Area Meeting:** Mr. Cairns informed the Board that the NW Area WACD meeting is scheduled for October 2, 2018, in Bow, Washington. Board members interested in attending may contact Mr. Cairns or Ms. Kier for assistance in registering for the event.
- Q. **JCCD Annual Open House:** The Board discussed the possibility of conducting an open house in 2018. **Lige Christian made a motion to table consideration of an open house in 2018, pending additional information from WSCC. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.**
- R. **ECY Water Quality Program Workshop – August 23, 2018:** Mr. Cairns distributed a handout to the Board identifying upcoming workshops by the Department of Ecology designed to provide information about the state's

combined water quality grant and loan funding cycle, and to review the State Fiscal Year 2020 application process.

#### COMMITTEE REPORTS

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

#### CORRESPONDENCE

- A. **Letter of Support to Public Works:** For informational purposes, Mr. Cairns distributed to the Board correspondence from him to Tom Jameson, Chair of the Brian Abbott Fish Barrier Removal Board, dated June 26, 2018, regarding fish passage barrier removal and replacement, specifically on Naylor's Creek and Chimacum Creek.
- B. **June 25, 2018 Letter from Larry Davis, President, Washington Conservation Society:** Ms. Kier distributed to the Board correspondence addressed to them from Larry Davis, President of the Washington Conservation Society, dated June 25, 2018, inviting the Board to join the Washington Conservation Society. No action was taken.
- C. **July 26, 2018 Letter from WSCC Executive Director Mark Clark to Janet Aubin:** For informational purposes, Ms. Kier distributed to the Board a copy of correspondence addressed to Janet Aubin (cc: JCCD Board) from Mark A. Clark, Executive Director of the Washington State Conservation Commission, dated July 26, 2018, informing Ms. Aubin of her appointment to the JCCD Board of Supervisors.

#### EXECUTIVE SESSION

- A. **To Review the Performance of a Public Employee, Pursuant to RCW 42.30.110(g):** Chair Latham announced that the Board would be going into Executive Session, pursuant to RCW 42.30.110(g), for the purpose of reviewing the performance of a public employee. The Executive Session would last until 6:00 p.m., unless extended by public announcement of the Board Chair or Acting Chair. No actions would be taken by the Board during the Executive Session, and the Board may, or may not, elect to take action after the Executive Session.

The Board went into Executive Session at 5:45 p.m. At 6:00 p.m., Chair Latham came out of Executive Session and announced that the Executive Session would be extended to 6:15 p.m. The Board went back into Executive Session at 6:00 p.m. and reconvened the public meeting at 6:15 p.m. Chair Latham then announced that the annual performance evaluation process of the District Manager had been completed, and a draft memorandum of the evaluation findings was ready to prepare in final format for signature by the Board. *Glen Huntingford made a motion to direct the Office Manager to prepare the draft memorandum of the District Manager's evaluation findings in final format for signature by all of the Board Supervisors; AND FURTHER, to direct the Office Manager to place a copy of the memorandum, once signed by the Board Supervisors, into the District Manager's personnel/performance evaluation file. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.*

#### REVIEW OF OFFICIAL ACTIONS

- ✓ The Board agreed by consensus to modify the Agenda to include the discussion, and potential rescinding, of JCCD Resolution No. 2018-020 – Rates and Charges Proposal; the discussion, and potential adoption, of JCCD Resolution No. 2018-023 – Rates and Charges Proposal; and a copy of a letter dated July 26, 2018 from WSCC Executive Director Mark Clark to Janet Aubin.
- ✓ The Consent Agenda was approved by consensus of the Board, with the removal of the July 5, 2018 regular meeting Minutes; the July 23, 2018 public hearing Minutes; and the July 30, 2018 special meeting Minutes.
- ✓ The Board passed a motion rescinding JCCD Resolution No. 2018-020 – Rates and Charges Proposal; AND FURTHER, adopting JCCD Resolution No. 2018-023 – Rates and Charges Proposal.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3783 through #3807 (including salaries and general expenses), and electronic payments for July, 2018 in the total amount of \$49,391.00.
- ✓ The Board passed a motion removing former Supervisor Roger Short from the District's Kitsap Checking Account and Kitsap Money Market Account; AND FURTHER, adding newly appointed Supervisor Janet Aubin to the District's Kitsap Checking Account and Kitsap Money Market Account.
- ✓ The Board passed a motion approving the Associate Supervisor Policy with the removal of the last

- ✓ sentence in the first paragraph under Procedure on page one.
- ✓ The Board passed a motion adopting JCCD Resolution No. 2018-019 – Small Public Works Roster/Vendor Roster; AND FURTHER, granting Chair Latham the authority to sign the Resolution on behalf of the Board.
- ✓ The Board passed a motion adopting JCCD Resolution No. 2018-022 – Kitsap Bank Credit Card Update; AND FURTHER, granting Chair Latham and Vice-Chair Boggs the authority to sign the Resolution on behalf of the Board.
- ✓ The Board approved by consensus to allow Chair Latham, Vice-Chair Boggs, and Mr. Cairns to sign the Business Card Agreement with Kitsap Bank to update the District’s credit card program.
- ✓ The Board passed a motion approving the RCO FFFPP Appendix C: Landowner Agreement Form for Project No. 16-2574R; AND FURTHER, granting Chair Latham the authority to sign the Agreement on behalf of the Board.
- ✓ The Board passed a motion approving the WSCC Governor’s Executive Order 05-05 Complied Statement for Project No. 2017.350; AND FURTHER, granting Chair Latham the authority to sign the Statement on behalf of the Board.
- ✓ The Board passed a motion tabling consideration of the 2018 WACD annual dues invoice until the Board’s regular meeting on November 7, 2018.
- ✓ The Board passed a motion tabling consideration of an open house in 2018, pending additional information from WSCC.
- ✓ The Board passed a motion directing the Office Manager to prepare the draft memorandum of the District Manager’s evaluation findings in final format for signature by all of the Board Supervisors; AND FURTHER, directing the Office Manager to place a copy of the memorandum, once signed by the Board Supervisors, into the District Manager’s personnel/performance evaluation file.

**Time, Date, and Place of Next Meeting:** The Board will meet again at their next regular meeting scheduled for Wednesday, September 5, 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 6:20 p.m.

Minutes approved this 5<sup>th</sup> day of September, 2018.

  
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Tracy Kier, Recording Secretary

  
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Al Latham, 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

**Minutes**  
**August 1, 2018 Regular Meeting**  
**Jefferson County Conservation District**

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	