



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

MINUTES OF THE JULY 5, 2018 REGULAR MEETING

Call to Order: By Vice-Chair Julie Boggs at 3:34 p.m., 205 W Patison Street, Port Hadlock, Washington

Supervisors Present: Julie Boggs, Lige Christian, Al Latham (at 3:50 p.m.), and Glen Huntingford

Supervisors Excused: 5th Board Position Vacant

Associate Supervisors Present: John Boulton

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

Also Present: Alison Halpern, WSCC; Patricia Hickey, WACD; Brooke Tacia, FCS Group; Laurie Hannan; and Pam Andrews, PNW Civil, Inc.

Agenda Modification: District Manager Al Cairns informed the Board that Ruth Piccone of the Department of Ecology was unable to attend the meeting, and that her presentation will be rescheduled to a later date. He then requested that the introductions of WSCC Regional Manager Alison Halpern and WACD Executive Director Patricia Hickey be added to the Agenda, along with correspondence dated June 25, 2018 from Larry Davis, President of Washington Conservation Society. Discussion followed, after which ***Lige Christian made a motion to modify the Agenda to include the introductions of WSCC Regional Manager Alison Halpern and WACD Executive Director Patricia Hickey; to add correspondence dated June 25, 2018 from Larry Davis, President of Washington Conservation Society; and for the Board to first address those Agenda items requiring action, then conduct the Executive Session to review the performance of a public employee pursuant to RCW 42.30.110(g), and then finish the Agenda as time allows. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***

Consent Agenda: Vice-Chair Boggs 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. Upon his arrival, Chair Al Latham signed the June 6, 2018 regular meeting Minutes as presented and approved under the Consent Agenda.

Guests: Introductions were made, after which Brooke Tacia of FCS Group distributed a handout dated July 5, 2018 entitled Rates & Charges. Mr. Cairns highlighted the process and timeline as identified in RCW 89.08.45. Ms. Tacia followed with a review of the Rates & Charges handout, focusing, in part, on the District's mission, service area, programs, customer base, and basic funding/budget. She also reviewed RCW 89.08.405, rates vs. assessments, rates and charges development approach, rates/revenue requirements, and rate proposal. A question and answer period followed. After discussion, ***Lige Christian made a motion to hold a public hearing on Monday, July 23, 2018, at 6:00 p.m., at the Chimacum Grange located at 9572 Rhody Drive in Chimacum, Washington, for the purpose of soliciting public comment on the consideration, development, adoption, and implementation of a system of rates and charges pursuant to RW 89.08.400(2); AND FURTHER, to hold a Special Meeting on Monday, July 30, 2018, at 4:00 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, for the purpose of considering, and potentially taking action on, the development, adoption, and implementation of a system of rates and charges pursuant to RCW 89.08.400(2). The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***

RCO FFFPP Project No. 16-2574R – Sealed Construction Bids Opening: Conservation Planner/Resource Specialist Jerry Clarke provided a brief description of Project No. 16-2574R, and announced that the District had received one sealed bid within the bidding deadline. Lige Christian opened the sealed bid received from PNW Civil, Inc., revealing the

bid amount of \$122,289.28. Mr. Clarke informed the Board that the bid amount exceeded the project budget and, therefore, could not be accepted at this time. Discussion followed, after which ***Lige Christian made a motion to table consideration of the bid received from PNW Civil, Inc. in the amount of \$122,289.28 for RCO FFFPP Project No. 16-2574R, pending further direction from RCO. The motion was seconded by Julie Boggs. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote. Glen Huntingford then made a motion to accept the bid from PNW Civil, Inc. in the amount of \$122,289.28 for RCO FFFPP Project No. 16-2574R, if RCO increases the project budget to meet the bid amount; AND FURTHER, to grant Chair Latham the authority to sign the Construction Contract with PNW Civil, Inc. in the amount of \$122,289.28, if RCO increases the project budget to meet the bid amount; AND FURTHER, in the event RCO requires that the project go out for re-bid, the Board approves of staff conducting the re-bidding process. The motion was seconded by Lige Christian. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote.***

Treasurer's Report, Disbursements, and Electronic Payments for May, 2018: The Treasurer's Report, Disbursement #s 3733 through 3755 (already reviewed and signed for release by the Board at their June 6, 2018 regular meeting), electronic payments, and supportive documentation for May, 2018 were reviewed. Net salaries for May, 2018 totaled \$11,643.76; general expenses totaled \$16,917.20. Total expenditures for the month of May, 2018 amounted to \$28,560.96. After review and discussion, ***Julie Boggs made a motion to approve the Treasurer's Report, Disbursement #s 3733 through #3755 (including salaries and general expenses), and electronic payments for May, 2018 in the total amount of \$28,560.96. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***

Treasurer's Report, Disbursements, and Electronic Payments for June, 2018: The Treasurer's Report, Disbursement #s 3756 through #3782, electronic payments, and supportive documentation for June, 2018 were reviewed. Net salaries for June, 2018 totaled \$10,333.66; general expenses totaled \$64,120.30. Total expenditures for the month of June, 2018 amounted to \$74,453.96. After review and discussion, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3756 through #3782 (including salaries and general expenses), and electronic payments for June, 2018 in the total amount of \$74,453.96. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.*** Lige Christian asked for clarification on the Equity section of the District's monthly Balance Sheet. Office Manager Tracy Kier will research this and report back to the Board at their next regular meeting.

Ms. Kier reported that the current balance in the District's Truck Reserve Fund is \$17,335.16, which included interested earned in April and May, 2018, and \$202.74 and \$92.65 allocated by the District in May and June, 2018, respectively. Ms. Kier then requested that the Board approve the signature of two mid-month checks to the Chimacum Grange for the facility rental (\$40.00) and damage deposit (\$100.00) for the District's Public Hearing on July 23, 2018, once the facility rental contract is received by the District. ***Lige Christian made a motion to approve the signature of two mid-month checks to the Chimacum Grange for the facility rental in the amount of \$40.00 and damage deposit in the amount of \$100.00 for the District's Public Hearing on July 23, 2018, once the facility rental contract is received by the District. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.*** With the assistance of Mr. Clarke, Ms. Kier then requested that the Board approve the signature of a mid-month check to Big R Bridge in an amount not to exceed \$19,000.00, representing the thirty percent (30%) deposit for Quotation Date 6-11-2018 for RCO FFFPP Project No. 16-2574R. After discussion, ***Lige Christian made a motion to approve the signature of a mid-month check to Big R Bridge in an amount not to exceed \$19,000.00, representing the thirty percent (30%) deposit for Quotation Date 6-11-2018 for RCO FFFPP Project No. 16-2574R. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***

Manager's Report: The Board tabled this item until their next regular meeting in August, 2018.

OLD BUSINESS

A. 2018 Election: The Board tabled this item until their next regular meeting in August, 2018.

B. FCS Group Update: The Board tabled this item until their next regular meeting in August, 2018, recognizing that the

Board will be holding a Public Hearing on July 23, 2018 and a Special Meeting on July 30, 2018.

C. Policy Update:

I. Draft Associate Supervisor Policy: The Board tabled this item until their next regular meeting in August, 2018.

D. 2018 Salaries Recommendations and Budget Capacity Review: The Board tabled this item until their next regular meeting in August, 2018.

E. Plant Sale Analysis and Recommendations: The Board tabled this item until their next regular meeting in August, 2018.

F. JCCD Purchasing Card: The Board tabled this item until their next regular meeting in August, 2018.

G. OSS Update: The Board tabled this item until their next regular meeting in August, 2018.

NEW BUSINESS

- A. JCCD Resolution No. 2018-019 - Small Public Works Roster/Vendor Roster:** The Board tabled this item until their next regular meeting in August, 2018.
- B. WSCC Contract for Cost Share Funds – Project No. 2018.500:** With the assistance of Mr. Clarke, the Board reviewed the WSCC Contract for Cost Share Funds for Project No. 2018.500. After discussion, ***Lige Christian made a motion to approve the WSCC Contract for Cost Share Funds for Project No. 2018.500; AND FURTHER to grant Chair Latham the authority to sign the Contract on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- C. Intergovernmental Request & Agreement – Mason Conservation District:** Mr. Cairns reviewed with the Board the Intergovernmental Request & Agreement with Mason Conservation District for reimbursable work. After discussion, ***Lige Christian made a motion to approve the Intergovernmental Request & Agreement for Reimbursable Work by Mason Conservation District; AND FURTHER, to grant Chair Latham the authority to sign the Request & Agreement on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- D. WSCC Shellfish Project No. 2017.350 – Cultural Review Contract:** The Board tabled this item until their next regular meeting in August, 2018.
- E. RCO FFFPP Project No. 16-2574R – Bridge Quotation:** This item was addressed earlier under Agenda Item No. 5 – Treasurer’s Report.
- F. WSCC FY2018 Implementation Close-Out:** The Board tabled this item until their next regular meeting in August, 2018.
- G. WSCC FY2019 Livestock Close-Out:** The Board tabled this item until their next regular meeting in August, 2018.
- H. WSCC FY2019 Implementation Addendum:** Ms. Kier assisted the Board in their review of the District’s WSCC FY2019 Implementation Addendum. After review, ***Julie Boggs made a motion to approve the WSCC FY2019 Implementation Addendum; AND FURTHER, to direct Ms. Kier to submit the Addendum to WSCC on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***
- I. WSCC FY2019 Livestock Addendum:** Mr. Cairns assisted the Board in their review of the District’s WSCC FY2019 Livestock Addendum. After review, ***Julie Boggs made a motion to approve the WSCC FY2019 Livestock Addendum; AND FURTHER, to direct Ms. Kier to submit the Addendum to WSCC on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***
- J. WSCC FY2019 Basic Allocation Application:** Ms. Kier explained the annual process for requesting WSCC Basic Allocation funds. After discussion, ***Lige Christian made a motion to approve the WSCC FY2019 Basic Allocation Application; AND FURTHER, to direct Ms. Kier to submit the Application to WSCC on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- K. WSCC Updated Authorized Signatures Form:** The Board reviewed the Authorized Signatures Form recently revised by the WSCC. After discussion, ***Lige Christian made a motion to authorize Tracy Kier to sign or submit online forms for travel vouchers, addendums, invoice vouchers, grant documents, timesheets, and grant close-out forms to WSCC; AND FURTHER, to authorize Jerry Clarke to sign Cost Share Application/Agreement and/or submit online Partial Payment Request forms to certify application approval, project implementation checked, and project completion to WSCC, with the proviso that Tracy Kier and Jerry Clarke will report to the Board any forms signed and/or submitted as authorized under this motion at the next***

regular Board meeting thereafter. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.

- L. **WSCC State Auditor's Annual Report/Audit Assessment Submittal:** The Board tabled this item until their next regular meeting in August, 2018.
- M. **NACD Request:** The Board tabled this item until their next regular meeting in August, 2018.
- N. **WACD Annual Dues:** The Board tabled this item until their next regular meeting in August, 2018.
- O. **Washington Conservation Society:** The Board tabled this item until their next regular meeting in August, 2018.
- P. **WACD Area Meeting:** The Board tabled this item until their next regular meeting in August, 2018.
- Q. **OFPP Funding Requests:** Mr. Cairns distributed a memorandum from him to the Board dated July 5, 2018, outlining four elements of a draft Office of Farmland Preservation funding request for working lands. Mr. Cairns reviewed the four elements with the Board, and recommended they consider the District participating in the first two elements – Vets on the Farm and Food System/Small Farms – if funded. Discussion followed, after which **Julie Boggs made a motion to allow the District Manager to move forward with sending official word to the Office of Farmland Preservation (OFPP) expressing the District's interest in participating in the Vets on the Farm and the Food System/Small Farms elements of the OFPP funding request if awarded. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**
- R. **JCCD Annual Open House:** The Board tabled this item until their next regular meeting in August, 2018.

COMMITTEE REPORTS

- A. **Conservation Commission and Non-Commission Grants:** Alison Halpern introduced herself as the new Northwest Regional Manager for WSCC. She expressed her appreciation to the Board for their feedback during the meeting, and outlined areas in which she could be of assistance.
- B. **Legislative Update:** Patricia Hickey introduced herself as the Executive Director for WACD, and briefly explained her experience. She then highlighted WACD's current goals, focus, and challenges, and requested the District's input on these issues. Discussion followed, after which Mr. Cairns invited her to attend the PSCD Caucus meeting in Chimacum on Monday, July 23, 2018.

CORRESPONDENCE

- A. **Letter of Support to Public Works:** The Board tabled this item until their next regular meeting in August, 2018.
- B. **Letter from Larry Davis, President, Washington Conservation Society:** The Board tabled this item until their next regular meeting in August, 2018.

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 6:23 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 6:03 p.m. At 6:23 p.m., Chair Latham came out of Executive Session and announced that the Executive Session would be extended to 6:37 p.m. The Board went back into Executive Session at 6:23 p.m. At 6:37 p.m., Chair Latham came out of Executive Session and announced that the Executive Session would be extended to 7:05 p.m. The Board went back into Executive Session at 6:37 p.m. and reconvened the public meeting at 7:05 p.m. **Lige Christian then made a motion to table the rest of the July 5, 2018 regular meeting Agenda until the next regular meeting of the Board on August 1, 2018. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**

The Board reviewed the next steps in the process of conducting the District Manager's evaluation. The Board agreed that Lige Christian and Julie Boggs would draft the written evaluation for presentation to, and review by, the Board in an Executive Session at their next regular meeting in August, 2018.

REVIEW OF OFFICIAL ACTIONS

- ✓ **The Board made a motion modifying the Agenda to include the introductions of WSCC Regional Manager Alison Halpern and WACD Executive Director Patricia Hickey; to add correspondence dated June 25, 2018 from Larry Davis, President of Washington Conservation Society; and for the Board to first address those**

Agenda items requiring action, then conduct the Executive Session to review the performance of a public employee pursuant to RCW 42.30.110(g), and then finish the Agenda as time allows.

- ✓ The Consent Agenda was approved by consensus of the Board, and the Minutes of the June 6, 2018 regular meeting were signed by Chair Latham as presented and approved under the Consent Agenda.
- ✓ The Board passed a motion to hold a public hearing on Monday, July 23, 2018, at 6:00 p.m., at the Chimacum Grange located at 9572 Rhody Drive in Chimacum, Washington, for the purpose of soliciting public comment on the consideration, development, adoption, and implementation of a system of rates and charges pursuant to RW 89.08.400(2); AND FURTHER, to hold a Special Meeting on Monday, July 30, 2018, at 4:00 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, for the purpose of considering, and potentially taking action on, the development, adoption, and implementation of a system of rates and charges pursuant to RCW 89.08.400(2).
- ✓ The Board passed a motion tabling consideration of the bid received from PNW Civil, Inc. in the amount of \$122,289.28 for RCO FFFPP Project No. 16-2574R, pending further direction from RCO.
- ✓ The Board passed a motion to accept the bid from PNW Civil, Inc. in the amount of \$122,289.28 for RCO FFFPP Project No. 16-2574R, if RCO increases the project budget to meet the bid amount; AND FURTHER, granting Chair Latham the authority to sign the Construction Contract with PNW Civil, Inc. in the amount of \$122,289.28, if RCO increases the project budget to meet the bid amount; AND FURTHER, in the event RCO requires that the project go out for re-bid, the Board approves of staff conducting the re-bidding process.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3733 through #3755 (including salaries and general expenses), and electronic payments for May, 2018 in the total amount of \$28,560.96.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3756 through #3782 (including salaries and general expenses), and electronic payments for June, 2018 in the total amount of \$74,453.96.
- ✓ The Board passed a motion approving the signature of two mid-month checks to the Chimacum Grange for the facility rental in the amount of \$40.00 and damage deposit in the amount of \$100.00 for the District's Public Hearing on July 23, 2018, once the facility rental contract is received by the District.
- ✓ The Board passed a motion approving the signature of a mid-month check to Big R Bridge in an amount not to exceed \$19,000.00, representing the thirty percent (30%) deposit for Quotation Date 6-11-2018 for RCO FFFPP Project No. 16-2574R.
- ✓ The Board passed a motion approving the WSCC Contract for Cost Share Funds for Project No. 2018.500; AND FURTHER granting Chair Latham the authority to sign the Contract on behalf of the Board.
- ✓ The Board passed a motion approving the Intergovernmental Request & Agreement for Reimbursable Work by Mason Conservation District; AND FURTHER, granting Chair Latham the authority to sign the Request & Agreement on behalf of the Board.
- ✓ The Board passed a motion approving the WSCC FY2019 Implementation Addendum; AND FURTHER, directing Ms. Kier to submit the Addendum to WSCC on behalf of the Board.
- ✓ The Board passed a motion approving the WSCC FY2019 Livestock Addendum; AND FURTHER, directing Ms. Kier to submit the Addendum to WSCC on behalf of the Board.
- ✓ The Board passed a motion approving the WSCC FY2019 Basic Allocation Application; AND FURTHER, directing Ms. Kier to submit the Application to WSCC on behalf of the Board.
- ✓ The Board passed a motion authorizing Tracy Kier to sign or submit online forms for travel vouchers, addendums, invoice vouchers, grant documents, timesheets, and grant close-out forms to WSCC; AND FURTHER, authorizing Jerry Clarke to sign Cost Share Application/Agreement and/or submit online Partial Payment Request forms to certify application approval, project implementation checked, and project completion to WSCC, with the proviso that Tracy Kier and Jerry Clarke will report to the Board any forms signed and/or submitted as authorized under this motion at the next regular Board meeting thereafter.
- ✓ The Board passed a motion allowing the District Manager to move forward with sending official word to the Office of Farmland Preservation (OFP) expressing the District's interest in participating in the Vets on the Farm and the Food System/Small Farms elements of the OFP funding request if awarded.
- ✓ The Board passed a motion tabling the rest of the July 5, 2018 regular meeting Agenda until the next

regular meeting of the Board on August 1, 2018.

Time, Date, and Place of Next Meeting: The Board will meet again at their Public Hearing scheduled for Monday, July 23, 2018, at 6:00 p.m., at the Chimacum Grange located at 9572 Rhody Drive in Chimacum. The Board will then meet again for a Special Meeting on Monday, July 30, 2018, at 4:00 p.m. at the District Office located at 205 W Patison Street in Port Hadlock. The Board's next regular meeting is scheduled for Wednesday, August 1, 2018, at 3:30 p.m. at the District Office.

Meeting Adjourned: There being no further business to discuss or transact, the meeting was adjourned at 7:19 p.m.

Minutes approved this 5 day of SEPT, 2018.



 Tracy Kier, Recording Secretary



 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
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	