



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

**MINUTES OF THE JANUARY 2, 2019 REGULAR MEETING**

**Call to Order:** By Chair Al Latham at 3:32 p.m., 205 W Patison Street, Port Hadlock, Washington

**Supervisors Present:** Janet Aubin, Julie Boggs, and Al Latham

**Supervisors Excused:** Lige Christian and 5<sup>th</sup> Board Supervisor Position Vacant

**Associate Supervisors Present:** Erik Kingfisher

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

**Also Present:** Kirk Sehlmeier, NRCS; Laurie Hannan; and Roger Short (arrived at 4:20 p.m.)

**Agenda Modification:** Staff requested that the Board consider modifying the Agenda to include the Hood Canal Coordinating Council Pollution Identification and Correction (HCCC PIC) Phase III Memorandum (Contract Revisions) under New Business as Item 6E. By consensus, the Board agreed to add HCCC PIC Phase III Memorandum as Item 6E.

**Consent Agenda:** Chair Latham 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 Latham signed the Minutes of the December 5, 2018 regular meeting as presented and approved.

**Treasurer's Report, Disbursements, and Electronic Payments for December, 2018:** The Treasurer's Report, Disbursement #s 3883 through #3898, electronic payments, and supportive documentation for December, 2018 were reviewed. Net salaries for December, 2018 totaled \$7,458.07; general expenses totaled \$14,741.97. Total expenditures for the month of December, 2018 amounted to \$22,200.04. After review and discussion, ***Julie Boggs made a motion to approve the Treasurer's Report, Disbursement #s 3883 through #3898 (including salaries and general expenses), and electronic payments for December, 2018 in the total amount of \$22,200.04. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.***

Office Manager Tracy Kier reported that the current balance in the District's Truck Reserve Fund is \$17,958.09, which included interest earned in November, 2018, and \$41.97 allocated by the District in December, 2018. She then advised the Board that, due to the early meeting this month, not all customary bills had been received. In order to timely pay those bills, Ms. Kier requested that the Board consider approving the issuance of three mid-month checks to Visa (less than \$100.00), Sound Publishing (less than \$150.00), and Pacific Office Equipment (less than \$200.00), after those bills have been received by the District. After discussion, ***Julie Boggs made a motion to allow two Board Supervisors to sign mid-month checks to Visa, for no more than \$100.00; to Sound Publishing, for no more than \$150.00; and to Pacific Office Equipment, for no more than \$200.00, after the invoices for these charges have been received by the District. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.***

**Manager's Report:** District Manager Al Cairns distributed to, and reviewed with, the Board a copy of his Manager's Report outlining District activities for the month of December, 2018. During his review he reported, in part, on the recent biochar workshop, distribution of the District's newsletter, and attendance at the SWAC meeting. A discussion regarding fish count results between 2015 and 2018 followed. Mr. Cairns then reported on technical assistance provided by the District during December, and reviewed the status of current and potential District projects. Mr. Cairns requested that the Board consider changing the date of their April, 2019 regular meeting to accommodate staffing schedules. After discussion, ***Julie Boggs made a motion to change the JCCD Board of Supervisors' April, 2019 regular meeting to Wednesday, April 10, 2019, at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.*** Staff will publish notice of the meeting change as required. Roger Short asked about HPA and

SEPA requirements for beaver management, and expressed his concerns about the otter activity in Chimacum Creek. Discussion followed.

#### **OLD BUSINESS**

- A. **Rates and Charges:** Mr. Cairns reviewed with the Board special assessments rates received from the Jefferson County Assessor's office, dated December 27, 2018.
- B. **2018 Employee Evaluations:** As reported by Mr. Cairns, staff are in the process of completing their annual employee self-evaluations. Review of those self-evaluations will be scheduled in the near future, per JCCD policy.
- C. **WSCC Implementation Fund:** Mr. Cairns reported on his recent participation on the WSCC Implementation Fund working group. He then reviewed with the Board the Example Implementation Grant Scenario Table dated December 18, 2018, and the WSCC Implementation Grant Allocation System draft dated December 19, 2018. Discussion regarding potential appropriations and distributions followed.
- D. **2019 JCCD Election:** Ms. Kier informed the Board that the Notice of the Adopted Election Resolution approved by the Board had been published in two newspapers and in the District's recent newsletter, and posted on the District's website and office building. She reminded those in attendance that the poll-site election is scheduled for Wednesday, March 6, 2019, at the District Office located at 205 W Patison Street in Port Hadlock, Washington. The polls will open at 3:00 p.m. and close at 7:00 p.m. Candidate packets are ready for distribution upon request. The candidate filing deadline is Wednesday, February 6, 2019, at 4:00 p.m. The deadline for requesting absentee ballots is Wednesday, February 13, 2019 at 4:00 p.m.
- E. **WSCC Mid-Term Board of Supervisor Appointment:** Ms. Kier noted that the deadline for applications to the WSCC for the mid-term JCCD Board of Supervisor appointed position was December 21, 2018. The WSCC Board of Commissioners will consider those applications received within the deadline at their January 16 – 17, 2019 meeting.
- F. **WSCC CREP PIP Promissory Note & Security Agreement – Project No. 11007A:** Ms. Kier directed the Board's attention to a copy of the WSCC CREP PIP Promissory Note & Security Agreement for Project No. 11007A noting, for the record, that it had been signed by the JCCD Board Chair Al Latham on December 12, 2018, per the Board's prior approval.
- G. **City of Port Townsend Annexation:** Mr. Cairns reported on his recent discussion with the Mayor of the City of Port Townsend regarding potential annexation of the City into the District. Discussion followed.
- H. **Paid Family Medical Leave:** Ms. Kier distributed information to the Board on the upcoming Washington Paid Family and Medical Leave program requirements. Discussion regarding premiums (beginning in January, 2019) and benefits (beginning in January, 2020) followed.

#### **NEW BUSINESS**

- A. **2019 Jefferson County General Funding Agreement:** The Board reviewed the Agreement By and Between Jefferson County and Jefferson County Conservation District for Funding 2019. After review, *Julie Boggs made a motion to approve the Agreement By and Between Jefferson County and Jefferson County Conservation District for Funding 2019; AND FURTHER, to grant Chair Al 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.*
- B. **WSCC Budget:** Mr. Cairns reported on his recent teleconference with the WSCC on the upcoming budget.
- C. **Merit Pay Policy:** Mr. Cairns reviewed with the Board JCCD policies and procedures relating to the Board's annual consideration of merit-based wage increases for District employees. Discussion followed, during which Mr. Cairns recommended, and the Board agreed, that staff research rates for comparable state positions and report back to the Board at their next regular meeting.
- D. **Staffing:** Mr. Cairns discussed with the Board options for filling vacant staff positions. During the discussion, the Board requested that staff develop recommendations for position needs and qualifications, and report back to the Board once completed.
- E. **Hood Canal Coordinating Council Pollution Identification and Correction Phase III Memorandum (Contract Revisions):** The Board reviewed the Hood Canal Coordinating Council Memorandum dated December 28, 2018, regarding contract revisions to the Regional PIC Program Phase 3. After review, *Janet Aubin made a motion to approve the Hood Canal Coordinating Council Memorandum dated December 28, 2018 regarding the Hood Canal Regional PIC Program Phase 3 Contract Revisions; AND FURTHER, to grant Chair Al Latham the*

*authority to sign the Memorandum on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*

**COMMITTEE REPORTS**

- A. Conservation Commission and Non-Commission Grants:** Kirk Sehlmeier of NRCS reported on his recent collaborations with the District, the Department of Fish & Wildlife, and local landowners, and explained the programs and technical assistance he can offer the District. Discussion regarding streams, wetlands, forestry, herbicide application, and the tool lending program followed.
- 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, with the Minutes of the December 5, 2018 regular meeting having been approved and signed by the Chair as presented.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3883 through #3898 (including salaries and general expenses), and electronic payments for December, 2018 in the total amount of \$22,200.04.
- ✓ The Board passed a motion allowing two Board Supervisors to sign mid-month checks to Visa, for no more than \$100.00; to Sound Publishing, for no more than \$150.00; and to Pacific Office Equipment, for no more than \$200.00, after the invoices for these charges have been received by the District.
- ✓ The Board passed a motion changing the JCCD Board of Supervisors' April, 2019 regular meeting to Wednesday, April 10, 2019, at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington.
- ✓ The Board passed a motion approving the Agreement By and Between Jefferson County and Jefferson County Conservation District for Funding 2019; AND FURTHER, granting Chair Al Latham the authority to sign the Agreement on behalf of the Board.
- ✓ The Board passed a motion approving the Hood Canal Coordinating Council Memorandum dated December 28, 2018 regarding the Hood Canal Regional PIC Program Phase 3 Contract Revisions; AND FURTHER, granting Chair Al Latham the authority to sign the Memorandum on behalf of the Board.

**Time, Date, and Place of Next Meeting:** The Board's next regular meeting is scheduled for Wednesday, February 6, 2019, 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 6:01 p.m.

Minutes approved this 6 day of MARCH, 2019.

  
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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          |

**Minutes  
January 2, 2019 Regular Meeting  
Jefferson County Conservation District**

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|--|---|
| 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                     |   |