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

MINUTES OF THE MARCH 6, 2019 REGULAR MEETING

Call to Order: By Chair Al Latham at 7:06 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Janet Aubin, Julie Boggs, Lige Christian, and Al Latham
Supervisors Excused: 5th Board Supervisor Position Vacant
Associate Supervisors Present: John Boulton
Staff Present: Al Cairns and Tracy Kier
Also Present: Ray Ledgerwood, WSCC

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. The Minutes of the Board’s January 2, 2019 regular meeting and February 6, 2019 regular meeting were signed by Chair Latham as presented and approved under the Consent Agenda.

Ray Ledgerwood, WSCC Regional Manager Coordinator/Program Facilitator: Ray Ledgerwood, Regional Manager Coordinator/Program Facilitator for WSCC, provided a brief update on the WSCC Executive Director hiring process, and assured the Board that WSCC staff are well prepared to continue the flow of business during this process. He then shared his observations of the District’s Election conducted earlier that day. Mr. Ledgerwood encouraged the District to contact their NRCS Conservationist to explore ways in which the District may provide assistance. He recommended that District staff regularly update information contained in the WSCC CPDS system, for the current and upcoming funding periods. Mr. Ledgerwood followed with a review of the WSCC Implementation Grant Allocation System committee work, proposals, and scenarios. A discussion on the WSCC Conservation Accountability and Performance Program (CAPP) followed. Office Manager Tracy Kier will schedule updated Open Government training for Board Supervisors and staff in April, 2019. Mr. Ledgerwood then took questions from those in attendance, followed by a discussion on the use of a Volunteer Stewardship Program vs. the use of a Critical Areas Ordinance. The Board thanked Mr. Ledgerwood for his time, information, and assistance.

Treasurer’s Report, Disbursements, and Electronic Payments for February, 2019: The Treasurer’s Report, Disbursement #s 3915 through #3930, electronic payments, and supportive documentation for February, 2019 were reviewed. Net salaries for February, 2019 totaled $8,031.63; general expenses totaled $15,429.89. Total expenditures for the month of February, 2019 amounted to $23,461.52. After review and discussion, Lige Christian made a motion to approve the Treasurer’s Report, Disbursement #s 3915 through #3930 (including salaries and general expenses), and electronic payments for February, 2019 in the total amount of $23,461.52. 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 $18,094.07, which included interest earned in January, 2019, and $28.42 allocated by the District in February, 2019. She also noted that there was $521.11 in the District’s checking account ready to be transferred into the District’s money market account for the District’s Truck Reserve Fund allocated by the District during the months of October, 2018 through February, 2019. Lige Christian made a motion to allow Chair Latham to transfer $521.11 from the District’s checking account to the District money market account as JCCD Truck Reserve Funds allocated by the District during the months of October, 2018 through February, 2019. The motion was seconded by Julie Boggs. There being no discussion, the motion
was approved by a unanimous vote. Mr. Ledgerwood recommended the District research the use of the state's motor pool through the WSCC. District Manager Al Cairns will conduct this research and review comparisons.

Manager's Report: Mr. Cairns distributed to, and reviewed with, the Board a copy of his Manager’s Report outlining District activities for the month of February, 2019. During his review he reported, in part, on the WSDA Feasibility Study grant, EPA Environmental Justice Small Grants Program, a composting facility and greywater recycling project, and a Chimacum Creek headwaters project. A discussion on the cultural resource review process followed, with information added from Mr. Ledgerwood. Mr. Cairns presented the idea of using drones on projects for before/after pictures. He will develop a draft policy and recommendation for the Board’s consideration. He advised the Board that a representative from Jefferson County Department of Community Development will be attending the Board’s regular meeting in April, 2019 to discuss the status of the County’s Critical Areas Ordinance. Mr. Cairns ended his report with an update of the District’s programs and projects relating, but not necessarily limited, to CREP, RCO FFFPP, WSCC Shellfish, WSCC Natural Resource Investments, WSCC Livestock, farm planning, NRCS, soil testing, technical assistance, fisheries, and water quality.

OLD BUSINESS
A. 2018 Employee Evaluations: This item was addressed below under the Executive Session.
B. WSCC Implementation Fund: This item was addressed above by Mr. Ledgerwood.
C. 2019 JCCD Election: Chair Latham announced that the unofficial winner of the District’s election is Laurie J. Hannan. The election results will be certified by the WSCC in May, 2019.
D. City of Port Townsend Annexation: Mr. Cairns reported on the status of discussions relating to the possibility of the City of Port Townsend annexing into the District. Mr. Ledgerwood provided an explanation on the annexation process.

E. Merit Pay Policy: Mr. Cairns presented analysis information on regional employee compensation comparisons. The Board will individually review his information for discussion at their next regular meeting in April, 2019.
F. Staffing: The Board agreed to table this item until their next regular meeting in April, 2019.

NEW BUSINESS
A. Jefferson Landworks Agreement: With the assistance of Mr. Cairrs, the Board reviewed a draft Memorandum of Understanding between the partners of the Jefferson Landworks Collaborative, extending the current Memorandum three years. Discussion followed, after which Lige Christian made a motion to approve the Memorandum of Understanding extending the current Memorandum between the partners of the Jefferson Landworks Collaborative for three years. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.

B. Annual Review of RCW 89.09(210) Powers & Duties of Supervisors and RCW 89.09(220) Corporate Status and Powers of District: The Board agreed to individually review RCW 89.09(210) and RCW 89.09(220) and present any questions regarding that review at their next regular meeting in April, 2019.

C. National Association of Conservation Districts Dues: Mr. Cairns presented his analysis of the benefits of membership in the National Association of Conservation Districts. In conclusion, he recommended the Board consider renewing the District's annual membership at the cost of $775.00. After discussion, Lige Christian made a motion to renew the District's annual membership with the National Association of Conservation Districts at the cost of $775.00. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.

EXECUTIVE SESSION – RCW 42.30.110(1)(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 one or more public employees. He explained that the Executive Session would last until 9:10 p.m., unless extended by public announcement of the Board Chair. No actions would be taken by the Board during the Executive Session. The Board may, or may not, elect to take action after the Executive Session. The Board went into Executive Session at 8:55 p.m., and reconvened their open session at 9:10 p.m. After reconvening, Janet Aubin made a motion to direct Office Manager Tracy Kier to put the Board’s annual work performance evaluation of District Manager Al Cairns dated March 6, 2019 into final form for Chair Latham’s signature at their next regular
meeting in April, 2019; AND FURTHER, to direct Ms. Kier to place a copy of the signed evaluation into Mr. Cairns' personnel file. 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 accept Mr. Cairns' recommendations on staff's performance evaluations. 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: There was no new report.
B. Legislative Update: There was no new report.

CORRESPONDENCE
A. March 1, 2019 Electronic Correspondence from Roger Short to the JCCD Board of Supervisors: The Board reviewed electronic correspondence received from Roger Short dated March 1, 2019. The Board acknowledged the long, outstanding service of former Supervisors Roger Shor and Glen Huntingford, and discussed plans for a recognition ceremony in their honor. Chair Latham announced that the recognition plaques had been ordered last month. The Board then discussed the miscommunications and scheduling conflicts surrounding the Chimacum Grange meeting referenced in Mr. Short's correspondence. Mr. Cairns will be attending the rescheduled meeting to provide information on how the District may be of assistance.

REVIEW OF OFFICIAL ACTIONS
✓ The Consent Agenda was approved by consensus of the Board.
✓ The Minutes of the January 2, 2019 regular meeting and the February 6, 2019 regular meeting were signed by the Board Chair as presented and approved under the Consent Agenda.
✓ The Board passed a motion approving the Treasurer's Report, Disbursement #3915 through #3930 (including salaries and general expenses), and electronic payments for February, 2019 in the total amount of $23,481.52.
✓ The Board passed a motion allowing Chair Latham to transfer $521.11 from the District's checking account to the District money market account as JCCD Truck Reserve Funds allocated by the District during the months of October, 2018 through February, 2019.
✓ The Board passed a motion approving the Memorandum of Understanding extending the current Memorandum between the partners of the Jefferson Landworks Collaborative for three years.
✓ The Board passed a motion renewing the District's annual membership with the National Association of Conservation Districts at the cost of $775.00.
✓ The Board passed a motion directing Office Manager Tracy Kier to put the Board's annual work performance evaluation of District Manager Al Cairns dated March 6, 2019 into final form for Chair Latham's signature at their next regular meeting in April, 2019; AND FURTHER, directing Ms. Kier to place a copy of the signed evaluation into Mr. Cairns' personnel file.
✓ The Board passed a motion accepting Mr. Cairns' recommendations on staff's performance evaluations.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, April 10, 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 9:26 p.m.

Minutes approved this 10th day of April, 2019.

Tracy Kier, Recording Secretary

Al Latham, Chair

Acronym List
AFO/CAFO = Animal Feeding Operation/Concentrated Animal Feeding Operation
Ag/GMA = Agriculture/Growth Management Act
BMPs = Best Management Practices
SAO = State Auditor's Office
CAO = Critical Areas Ordinance
CREP = Conservation Reserve Enhancement Program
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<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>HCSEG</td>
<td>Hood Canal Salmon Enhancement Group</td>
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<td>IGDO</td>
<td>Intra Gravel Dissolved Oxygen</td>
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<td>Jefferson County Public Health</td>
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<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>Washington Conservation Corps Intern or Crew</td>
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<td>Shoreline Management Plan</td>
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<td>Technical Service Provider (contract with NRCS)</td>
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<td>Water Resources Inventory Area #17</td>
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<td>Horses for Clean Water (also: Hood Canal Watershed)</td>
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<td>Washington Association of District Employees</td>
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<td>USDA APHIS-ADC</td>
<td>United States Dept. of Agriculture Animal Plant Health Inspection Services</td>
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<td>PSCD Caucus</td>
<td>Puget Sound Conservation District Caucus</td>
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**Abbreviations and Explanations:**
- CASP = Critical Areas Stewardship Plan
- FSA COC = 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/DCD = Jefferson County/Dept. of Community Development
- JCCD = Jefferson County Conservation District
- JLT = Jefferson Land Trust
- NMP = Nutrient Management Plan
- LWG = Local Working Group
- NOSSC = 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
- USDA APHIS-ADC = United States Dept. of Agriculture Animal Plant Health Inspection Services
- PSCD Caucus = Puget Sound Conservation District Caucus