



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE MAY 8, 2019 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:45 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: Erik Kingfisher

Staff Present: Al Cairns and Tracy Kier

Also Present: Kirk Sehlmeier, NRCS; Patty Charnas, JCDCD; Donna Frostholm, JCDCD; and Laurie Hannan

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 April 10, 2019 regular meeting were signed by Chair Latham as presented and approved under the Consent Agenda.

Jefferson County Department of Community Development – Critical Areas Ordinance Update: Patty Charnas, Director of Jefferson County Department of Community Development (JCDCD) addressed the Board, and introduced Donna Frostholm, Associate Planner Lead/Wetland Scientist for JCDCD. Ms. Charnas began her presentation with a brief description of JCDCD's organizational structure, funding, staffing, and staff vacancies. A discussion on regulatory reform followed, during which Ms. Charnas distributed, and reviewed with the Board, a copy of Jefferson County/Jefferson County Board of Health Resolution No. 17-19 approved on March 25, 2019. The discussion focused, in part, on the intent of the Resolution, the process of regulatory reform and the Critical Areas Ordinance update, the Task Force recently authorized by the Board of County Commissioners, and input from local agricultural partners and producers. In closing, Ms. Charnas expressed her interest in working with the District during these processes, noting the value she places on the District's input. She recommended that a representative of the District be on the Task Force, and also encouraged the JCCD Board to invite Jefferson County Commissioner Greg Brotherton and Jefferson County Department of Public Health Director Stuart Whitford to one of their regular meetings for additional discussion. The Board thanked Ms. Charnas and Ms. Frostholm for their time and information.

Treasurer's Report, Disbursements, and Electronic Payments for April, 2019: The Treasurer's Report, Disbursement #s 3950 through #3967, electronic payments, and supportive documentation for April, 2019 were reviewed. Net salaries for April, 2019 totaled \$9,198.62; general expenses totaled \$11,237.80. Total expenditures for the month of April, 2019 amounted to \$20,436.42. After review and discussion, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3950 through #3967 (including salaries and general expenses), and electronic payments for April, 2019 in the total amount of \$20,436.42. 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 \$18,262.77, which included interest earned in April, 2019, and \$75.98 allocated by the District in April, 2019. To prevent any additional delay in landowner reimbursement, Ms. Kier requested that the Board consider approving a mid-month check for WSCC Shellfish Project No. 2017.350 in an amount not to exceed the approved, allowable amount of \$28,233.95, after those funds have been received by the District. After discussion, ***Janet Aubin made a motion to approve the issuance of a mid-month reimbursement check to the landowner for WSCC Shellfish Project No. 2017.350 in an amount not to exceed \$28,233.95, after those funds have been received by the District. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.*** Ms. Kier informed the Board

that she, Julie Boggs, and Laurie Hannan had viewed the Open Government training videos earlier that day to meet those requirements set forth in RCW 42.30.210 and RCW 42.56.150.

Manager's Report: Having forwarded the Manager's Report to the Board in advance, District Manager Al Cairns asked if there were any questions or comments with regards to the District's activities for April, 2019. There were no questions, comments, or discussion by the Board.

OLD BUSINESS

- A. Service Area – City of Port Townsend:** Mr. Cairns reviewed with the Board his on-going discussions and communications with Deborah Stinson, Mayor of the City of Port Townsend, regarding the District's service area boundaries. Discussion followed focusing, in part, on potential options the City Officials may have to fund the Conservation District programs and services provided to the City of Port Townsend. After discussion, ***Janet Aubin made a motion to direct District Manager Al Cairns to inform Mayor Stinson that it will be necessary to suspend District services to the City of Port Townsend residents if there is no funding resolution action taken by the City of Port Townsend by July 15, 2019. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***
- B. 2019 JCCD Election:** There was no new report.
- C. Jefferson Landworks Agreement:** Mr. Cairns provided an update on the Jefferson Landworks Agreement signed by the District. The District has not yet received a fully signed copy of the Agreement.
- D. WSCC FY2020 Annual Plan of Work:** Mr. Cairns reviewed with the Board the draft FY2020 Annual Plan of Work and Budget. Initially the Board reviewed the District's projected revenues, during which time Mr. Cairns explained those assumptions made at this juncture, and noted the status of the WSCC funding allocation discussions, including a possible reduction in CREP and Livestock funding. He also highlighted potential projects proposed for FY2020. With Mr. Cairns' assistance, the Board then reviewed the projected expenses for FY2020. Mr. Cairns noted that the proposed budget, with a deficit of \$23,129.00, included those costs associated with replacing the currently vacant Conservation Planner/Resource Specialist position. A discussion on the District's annual plant sale followed, including pricing, order processing, and labor efficiencies. After discussion, ***Lige Christian made a motion to approve the FY2020 Budget; AND FURTHER, to hire a ¾-time Conservation Planner/Resource Specialist pending additional funding to address the FY2020 deficit of \$23,129.00. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

The Board then reviewed the draft FY2020 Annual Plan of Work. Mr. Cairns noted those items accomplished during the current year, and those items to include in the coming year. The Board then compared the goals and objectives proposed in the Plan to budget projections. Discussion followed, after which ***Julie Boggs made a motion to approve the FY2020 Annual Plan of Work. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***

NEW BUSINESS

- A. WSCC Governor's Executive Order 05-05 Complied Statement – Project No. 2018.600:** Mr. Cairns informed the Board that the cultural resource review had been completed on the WSCC Natural Resource Investments Project No. 2018.600. The District should receive the final report before the Board's next regular meeting in June. With that in mind, ***Lige Christian made a motion to grant District Manager Al Cairns the authority to sign the WSCC Governor's Executive Order 05-05 Complied Statement for WSCC Natural Resource Investments Project No. 2018.600 on behalf of the Board, after the District has received the final cultural resource review report. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- B. WSCC CAPP Performance Standards #2 - #8:** Mr. Cairns announced that staff is in the process of reviewing the WSCC Conservation Accountability & Performance Program (CAPP) Standards #2 through #8, and will be meeting during the month to discuss those results. Mr. Cairns will present the outcome of staff's review to the Board for discussion once their review has been completed.
- C. FY2019 End of Year Funding Request:** Mr. Cairns informed the Board that the District applied for supplemental year-end funding from WSCC to purchase 60,000 square feet of billboard tarps for use as an alternative to spraying for site planting preparation. Discussion regarding use and effectiveness followed. The District also applied for supplemental year-end funding from WSCC to replace and/or upgrade obsolete computer software and two computer

workstations. If granted, the District will be required to purchase and receive these items on or before June 30, 2019.
D. FY2020 Budget: This item was addressed earlier in the meeting under Old Business, Item D.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Kirk Sehlmeier, Resource Conservationist for NRCS, discussed NRCS's upcoming windshield survey efforts, and offered to share survey results with the District per landowner approval. He then reviewed NRCS projects, and offered to assist the District on its annual plant sale/pick-up day.
- B. Legislative Update:** There was 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.
- ✓ The Minutes of the April 10, 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 #s 3950 through #3967 (including salaries and general expenses), and electronic payments for April, 2019 in the total amount of \$20,436.42.
- ✓ The Board passed a motion approving the issuance of a mid-month reimbursement check to the landowner for WSCC Shellfish Project No. 2017.350 in an amount not to exceed \$28,233.95, after those funds have been received by the District.
- ✓ The Board passed a motion directing District Manager Al Cairns to inform Mayor Stinson that it will be necessary to suspend District services to the City of Port Townsend residents if there is no funding resolution action taken by the City of Port Townsend by July 15, 2019.
- ✓ The Board passed a motion to approve the FY2020 Budget; AND FURTHER, to hire a ¾-time Conservation Planner/Resource Specialist pending additional funding to address the FY2020 deficit of \$23,129.00.
- ✓ The Board passed a motion approving the FY2020 Annual Plan of Work.
- ✓ The Board passed a motion granting District Manager Al Cairns the authority to sign the WSCC Governor's Executive Order 05-05 Complied Statement for WSCC Natural Resource Investments Project No. 2018.600 on behalf of the Board, after the District has received the final cultural resource review report.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, June 5, 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 5:46 p.m.

Minutes approved this 5th day of June, 2019.



 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)

Minutes
May 8, 2019 Regular Meeting
Jefferson County Conservation District

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	