



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE DECEMBER 4, 2019 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:30 p.m., 205 W Patison Street, Port Hadlock, Washington

Supervisors Present: Janet Aubin (arrived at 4:15 p.m.), Julie Boggs, Lige Christian, Laurie Hannan, and Al Latham

Supervisors Excused: N/A

Associate Supervisors Present: None

Staff Present: Al Cairns and Tracy Kier

Also Present: Kirk Sehlmeier, NRCS; Greg Brotherton, JC BOCC; and Samantha James, Short's Family Farm

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 November 6, 2019 regular meeting were signed as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for November, 2019: Office Manager Tracy Kier presented to, and reviewed with, the Board the Treasurer's Report, Disbursement #s 4087 through 4105, electronic payments, and supportive documentation for November, 2019. Net salaries for November, 2019 totaled \$12,851.29; general expenses totaled \$17,443.43. Total expenditures for the month of November, 2019 amounted to \$30,294.72. Deposits made in November, 2019 amounted to \$38,317.22. District Manager Al Cairns explained, and presented pictures relating to, the \$243.26 issued to Maples Farm under Check No. 4095 for sand purchased for bank stabilization on property located on Snow Creek in collaboration with the Department of Fish & Wildlife (DFW). Mr. Cairns recommended the Board cover this purchase on behalf of the landowner. Ms. Kier then reported that the current balance in the District's Truck Reserve Fund was \$19,252.81, which included interest earned in October, 2019, and \$169.94 allocated by the District in November, 2019. Ms. Kier informed the Board that there was \$607.84 in designated JCCD Truck Reserve Funds in the District's checking account ready for transfer into the District's money market account. ***Supervisor Lige Christian made a motion to grant Chair Latham the authority to transfer \$607.84 in designated JCCD Truck Reserve Funds from the District's checking account into the District's money market account. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** After additional review and discussion, ***Supervisor Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 4087 through 4105 (including salaries and general expenses), and electronic payments for November, 2019 in the total amount of \$30,294.72. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Chair Latham invited Samantha James of Short's Family Farm to address the Board. Ms. James declined, stating that she was attending mainly as an observer. The Board encouraged her to address the Board throughout the meeting should a question arise, or in the event she wished to make a comment.

Manager's Report: Mr. Cairns reviewed with the Board the Department of Ecology's recent, monthly update. He then asked the Board if there were any questions regarding his Manager's Report outlining activities for the month of November, 2019. A discussion regarding fish counts in Chimacum Creek followed. Mr. Cairns then distributed to, and reviewed with, the Board a copy of draft Article XIII. Agriculture with regards to the Critical Areas Ordinance. With the assistance of Jefferson County Commissioner Greg Brotherton, discussion followed including, but not necessarily limited

to, efforts towards voluntary stewardship, the Regulatory Reform Task Force process and recommendations, the performance based approach, new and expanded areas, and new and existing agriculture.

OLD BUSINESS

- A. 2020 JCCD Election and Appointment Process:** Ms. Kier informed the Board that the Elections Form 1 – Disclosing Election Information – was filed with WSCC on November 19, 2019. She also announced that legal notice of the 2020 Election/Appointment was posted on the District's website, in the District Office lobby, and on the District Office window on November 19, 2019. Notice will be included in the District's winter newsletter scheduled for distribution in the *Peninsula Daily News* on November 27, 2019 and in the *Leader* on December 1, 2019. Legal notice has been scheduled for release in the December 1, 2019 and December 8, 2019 editions of the *Peninsula Daily News*, and in the December 4, 2019 and December 11, 2019 editions of the *Leader*. The Chimacum Grange has been secured for conducting the 2020 Election on March 3, 2020. Ms. Kier reminded those in attendance that the Candidate Filing Deadline is February 4, 2020 at 4:00 p.m., and that Applications for Appointment must be submitted to the WSCC on or before March 31, 2020. Chair Latham explained possible changes to special purpose district elections being discussed by WACD and WSCC. The Board referred to, and discussed, recent communications from Ryan Baye, Interim Executive Operations Director for WACD, regarding expected legislation on conservation district elections during the 2020 legislative session.
- B. JCCD Annual Meeting:** Mr. Cairns recommended the Board consider making their annual meeting a celebration of partnerships. Based on Supervisor Christian's suggestion, the Board agreed that Mr. Cairns will gather input from District partners on the most favorable date to conduct this event, and bring that information back to the Board for their consideration.

NEW BUSINESS

- A. JCCD Resolution No. 2019-029 – Declaration of Surplus Equipment:** The Board reviewed JCCD Resolution No. 2019-029 – Declaration of Surplus Equipment. The following inventory items were considered for recycle: Inventory Item #151 (Dell Tower), #152 (Fax Machine), #159 (Dell Monitor), #165 (Dell Tower), #166 (Data Back-Up Drive), #174 (Data Back-Up Drive), #175 (Data Back-Up Drive), #176 (Data Back-Up Drive), and #177 (Dell Computer). After review and discussion, and the Board having deemed the inventory items listed above no longer useful or of value to the District, ***Supervisor Laurie Hannan made a motion to approve JCCD Resolution No. 2019-029 – Declaration of Surplus Equipment, recycling Inventory Item #151 (Dell Tower), #152 (Fax Machine), #159 (Dell Monitor), #165 (Dell Tower), #166 (Data Back-Up Drive), #174 (Data Back-Up Drive), #175 (Data Back-Up Drive), #176 (Data Back-Up Drive), and #177 (Dell Computer); AND FURTHER, to grant Chair Latham the authority to sign the Resolution on behalf of the Board. The motion was seconded by Supervisor Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***
- B. JCCD Purchasing Card Update:** Ms. Kier advised the Board that, per their prior approval, staff applied for a higher limit purchasing card for larger, preapproved purchases. Staff will notify the Board when that card has arrived. After discussion, ***Supervisor Lige Christian made a motion to direct Office Manager Tracy Kier to obtain a JCCD purchasing card, according to the terms and limits of the District Purchasing Card Policy, for JCCD Conservation Planner/Resource Specialist Sharon Yeh. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- C. Conservation District Elections Draft Legislation:** This item was addressed earlier under Old Business, Item A.
- D. 2020 WACD Legislative Days:** Mr. Cairns and the Board discussed the upcoming Legislative Days in Olympia, and possible attendance by Board members and/or Mr. Cairns. Mr. Cairns will forward the dates of the event to the Board.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Kirk Sehlmeier, Resource Conservationist for NRCS, reminded the Board and staff of the upcoming NRCS Local Working Group meeting, and stated his desire to take Mr. Cairns and/or Ms. Yeh. He noted the importance of the meeting, during which, among other topics, the allocation of funding will be discussed. Mr. Sehlmeier would like to get the District's input during this meeting.
- B. Legislative Update:** Chair Latham reported on his attendance, in place of Mr. Cairns, at the annual WACD meeting. He shared the value of attending these type of meetings, and the ability it provides to connect with WSCC staff and other conservation district staff. Some of the information shared by Chair Latham included, but was not necessarily limited to, changes in the CREP program, technical training for staff, training for all staff on the Public Records Act,

posting Agendas and Minutes on the District's website, and marketing tools available from the WSCC. After discussion, **Supervisor Lige Christian made a motion to reimburse Chair Latham for his travel expenses associated with attending the annual WACD meeting on December 3, 2019 and December 4, 2019. The motion was seconded by Supervisor Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.** Chair Latham encouraged other Supervisors to attend the annual WACD meeting in the future.

CORRESPONDENCE

There was no correspondence for the Board's review.

A discussion on revising the platform of the District's website, and the amount of features offered on the website vs. the staff's capacity to manage those features, followed. Staff is in the process of researching options in this regard, and will report back to the Board when their research is complete.

Due to the New Year holiday, **Supervisor Julie Boggs made a motion to change the Board's regular meeting date in January, 2020 to Thursday, January 2, 2020 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. The motion was seconded by Supervisor Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.** Staff will proceed with providing legal notice to the public. The Board then discussed their regular meeting schedule for 2020, and agreed by consensus to continue holding their regular monthly meetings on the first Wednesday of each month at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington, unless otherwise announced by the Board, with legal notice having been given.

Ms. James asked about the date for the proposed Chimacum Creek community meeting. Mr. Cairns stated that he is waiting to hear back from the DFW on staff availability. A tentative date may be during the third week of January, 2020. Commissioner Brotherton asked about the process for removing reed canary grass. In response, Mr. Cairns explained the programmatic permit recently secured by the District through the DFW, and explained the potential funding available through the Natural Resource Investments (NRI) grant for use on multiple-landowner projects, which may assist with broad maintenance issues on Chimacum Creek. A discussion followed including, but not necessarily limited to, landowner match funding options, maintenance methods, beaver dam modification, the history and impacts of flooding, the role of the Drainage District, short term maintenance response and long term maintenance needs, and the need for landowner input and participation.

Mr. Cairns requested the Board consider going to paperless Agenda packets, suggesting the use of a projector to view Agenda materials during the meeting. The Board agreed by consensus to use a projector during their meetings to view Agenda materials.

REVIEW OF OFFICIAL ACTIONS

- ✓ **The Consent Agenda was approved by consensus of the Board.**
- ✓ **The Minutes of the Board's November 6, 2019 regular meeting were signed as presented and approved under the Consent Agenda.**
- ✓ **The Board passed a motion granting Chair Latham the authority to transfer \$607.84 in designated JCCD Truck Reserve Funds from the District's checking account into the District's money market account.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement # 4087 through 4105 (including salaries and general expenses), and electronic payments for November, 2019 in the total amount of \$30,294.72.**
- ✓ **The Board passed a motion approving JCCD Resolution No. 2019-029 – Declaration of Surplus Equipment, recycling Inventory Item #151 (Dell Tower), #152 (Fax Machine), #159 (Dell Monitor), #165 (Dell Tower), #166 (Data Back-Up Drive), #174 (Data Back-Up Drive), #175 (Data Back-Up Drive), #176 (Data Back-Up Drive), and #177 (Dell Computer); AND FURTHER, granting Chair Latham the authority to sign the Resolution on behalf of the Board.**
- ✓ **The Board passed a motion directing Office Manager Tracy Kier to obtain a JCCD purchasing card, according to the terms and limits of the District Purchasing Card Policy, for JCCD Conservation Planner/Resource Specialist Sharon Yeh.**
- ✓ **The Board passed a motion to reimburse Chair Latham for his travel expenses associated with attending**

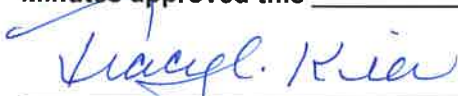
the annual WACD meeting on December 3, 2019 and December 4, 2019.

- ✓ The Board passed a motion changing the Board's regular meeting date in January, 2020 to Thursday, January 2, 2020 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington.
- ✓ The Board agreed by consensus to continue holding their regular monthly meetings on the first Wednesday of each month at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington, unless otherwise announced by the Board, with legal notice having been given.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Thursday, January 2, 2020, at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. Unless otherwise announced, with legal notice having been given, the Board will hold their regular meetings in 2020 on the first Wednesday of each month 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 4:52 p.m.

Minutes approved this 2nd day of January, 2020.



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
HCGSEG = 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	