



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

**MINUTES OF THE FEBRUARY 5, 2020 REGULAR MEETING**

**Call to Order:** By Chair Al Latham at 3:31 p.m., 205 W Patison Street, Port Hadlock, Washington

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

**Supervisors Excused:** Lige Christian

**Associate Supervisors Present:** Erik Kingfisher

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

**Also Present:** Kirk Sehlmeier, NRCS; Joe Williams, NRCS; Ezra Sullivan; and Kevin Short (from apx. 3:46 p.m. until 3:52 p.m.)

**Consent Agenda:** Chair Latham asked if anyone wished to remove any items from the Consent Agenda. Office Manager Tracy Kier requested that the January 2, 2020 draft Minutes be removed from the Consent Agenda pending additional time for review. Hearing no other requests, the Consent Agenda was approved by consensus of the Board as modified.

**Agenda Modification:** Associate Supervisor Erik Kingfisher requested that Item A. under New Business (Jefferson Land Trust – Conservation Easement Stewardship Plan) be moved to after the Treasurer's Report. The Board agreed to this request by consensus.

**Treasurer's Report, Disbursements, and Electronic Payments for January, 2020:** Ms. Kier presented to, and reviewed with, the Board the Treasurer's Report, Disbursement #s 4126 through 4148, electronic payments, and supportive documentation for January, 2020. Net salaries for January, 2020 totaled \$13,403.31; general expenses totaled \$20,306.77. Total expenditures for the month of January, 2020 amounted to \$33,710.08. Deposits made in January, 2020 amounted to \$60,354.71. Ms. Kier noted for the record Check No. 4139 made payable to JCCD in the amount of \$250.00, issued to stock two cash boxes during the District's annual plant sale and pick-up day on February 29, 2020. These funds will be deposited in-full into the District's checking account on the next banking day following February 29, 2020. Ms. Kier also informed the Board of an error occurring during one of the staff's usage of a District purchasing card, in the amount of \$124.01. The staff member immediately reported the error to the Purchasing Card Custodian and District Manager, and evidence was presented to the Board to document the error and show that the error had been rectified. Ms. Kier then reported on the annual health care insurance increase, and the status of the 2020 Jefferson County General Funding Agreement.

Ms. Kier reported that the current balance in the District's Truck Reserve Fund was \$19,400.32, which included interest earned in December, 2019, and \$69.00 allocated by the District in January, 2020. After review and discussion, ***Supervisor Janet Aubin made a motion to approve the Treasurer's Report, Disbursement #s 4126 through 4148 (including salaries and general expenses), and electronic payments for January, 2020 in the total amount of \$33,710.08. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.***

**Jefferson Land Trust – Conservation Easement Stewardship Plan:** Associate Supervisor Kingfisher began the discussion with an introduction of Ezra Sullivan of Sunfield Farm. He then began a detailed presentation of the Conservation Easement Stewardship Plan for Sunfield Farm, also described by the District as a Conservation Plan, and

how the Stewardship Plan works as a companion document to Jefferson Land Trust's permanent easement with Sunfield Farm.

At approximately 3:36 p.m., during the beginning of the Jefferson Land Trust presentation, Kevin Short entered the meeting room. The Board invited Mr. Short to join the meeting and offered him a seat, and attempted to resume the Jefferson Land Trust Agenda item. Before the presentation could be resumed, Mr. Short stated that he did not need a seat, raised his voice to the level of shouting, and began expressing his displeasure with the recent Chimacum Creek Flow Restoration Project community meeting. Initially Mr. Short's shouting was directed to everyone in the room, and was accompanied with profanity. When he was asked by Chair Latham and Supervisor Julie Boggs to calm down, the level of his voice and amount of profanity increased. He leaned his body closer to Supervisor Boggs, shouted additional profanities directed to her, and raised a profane hand gesture to her face. In response, Chair Latham requested he leave the meeting. Mr. Short continued to shout and use profanity as he exited the building.

Associate Supervisor Kingfisher resumed his presentation to the Board with regards to the Conservation Easement Stewardship Plan. A detailed discussion about the elements of the Plan followed including, but not necessarily limited to, how property will be managed within each zone, how values will be protected, how NRCS guidelines will be met, and how annual monitoring will occur. After the discussion, **Supervisor Aubin made a motion to approve the Jefferson Land Trust – Sunfield Farm Conservation Easement Stewardship Plan. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**

A discussion regarding Kevin Short's behavior followed, which included discussion of Roger Short's behavior directed at the Board and staff over the past 12 to 16 months. Staff informed the Board that they have felt threatened by the angry, aggressive-like behavior exhibited by both Roger Short and Kevin Short, and have been experiencing a high level of stress and anxiety relating to these behaviors. The Board explored potential options to address, and hopefully resolve, these issues. **Supervisor Boggs made a motion to direct the Board to issue a letter to Roger Short and Kevin Short informing each of them that the District is working on a plan to help address Chimacum Creek flow restoration that will benefit them, but that the Board cannot tolerate inappropriate aggression directed at the Board and/or District staff. There was no seconded to the motion.**

Additional discussion followed, focusing on possible content of a letter to Roger Short and Kevin Short from the Board. In conclusion, the Board, by consensus, agreed to the following steps:

1. The Board will send a letter to Roger Short and a letter to Kevin Short requesting that each of them discontinue their aggressive-like behavior toward the Board and staff, notifying each of them that the District will be contacting the Jefferson County Sheriff's Department regarding their behavior, and notifying each of them that the District may take legal action to address their behavior toward the Board and staff.
2. District Manager Al Cairns will notify the District's office landlord/property manager of these issues.
3. Chair Latham will notify the Jefferson County Sheriff's Department of these issues and explore additional options available through the Sheriff's Office.
4. Chair Latham will notify the WSCC Regional Manager of these issues and explore additional options through the State Commission's office.

**Manager's Report:** Mr. Cairns reviewed with the Board his Manager's Report outlining activities for the month of January, 2020. During his review, Mr. Cairns provided a detailed report on the progress of the Chimacum Creek Flow Restoration Project, focusing on recent survey outcomes; grant submissions and potential funding; partnership meetings; and the WSCC Executive Director's response, dated January 28, 2020, regarding project ideas, concerns, and suggestions. He recommended the Board consider how District funding and staff efforts are being directed among all the District's current and proposed projects, and stressed the need for landowners to understand their own obligations with regards to maintaining creek flow. Mr. Cairns and Associate Supervisor Kingfisher ended the discussion with a review of landowner short-term, mid-term, and long-term options for creek maintenance.

#### **OLD BUSINESS**

**A. 2020 JCCD Election and Appointment Process:** Ms. Kier informed the Board that the Candidate Filing Deadline for the open, elected position on the Board expired at 4:00 p.m. on February 4, 2020, and that the only Candidate Information Sheet and Nominating Petition received by the District was from Supervisor Boggs. Since the only filing

received was from the incumbent, Ms. Kier stated that she would proceed with the verification process through the Jefferson County Election Department; and, once the verification process is certified, she will notify the public that the incumbent has been automatically re-elected and the poll-site election has been cancelled. She then reminded those in attendance that the deadline for applying for the open, appointed position on the Board is March 31, 2020.

- B. Soil Testing Program Revisions:** Mr. Cairns reported on the outcome of his recent meetings with the WSU Extension regarding mutual collaboration of soil testing. WSU Extension representatives were interested in the program; however, were concerned about the flow of work and tasks. In the meantime, the District continues to provide technical assistance in soil testing, as needed.
- C. 2019 Employee Evaluation Process:** Mr. Cairns informed the Board that staff will be meeting next week to conduct the self-evaluation process.

#### **NEW BUSINESS**

- A. Jefferson Land Trust – Conservation Easement Stewardship Plan:** This item was addressed earlier in the Agenda after the Treasurer's Report.
- B. Kitsap Bank Business Card Agreement:** The Board reviewed the Kitsap Bank Business Card Agreement to facilitate the process of adding Conservation Planner Sharon Yeh to the District's Purchasing Card Program. The Board approved, by consensus, of Chair Latham signing the Agreement on behalf of the Board, based on their prior action to add Ms. Yeh to the Purchasing Card Program.
- C. Chimacum Creek Flow Restoration Project:** This item was addressed earlier in the Agenda under the Manager's Report.
- D. Carbon Fund:** Mr. Cairns informed the Board of his recent meeting with the Jefferson County Carbon Fund, who requested a meeting with him to discuss how they may be able to apply their funds to local projects.
- E. Tri-Area Garden Club:** Mr. Cairns informed the Board of his recent discussion with the Tri-Area Garden Club, who requested input from him on how they may contribute \$500.00 toward projects in the area. Mr. Cairns recommended they consider using these funds to assist landowners with their match obligations on cost share planting projects.
- F. CPR – First Aid Training:** Mr. Cairns announced that District staff will be attending an all-day CPR-First Aid class on Thursday, February 13, 2020. Board members are invited to attend, pending class capacity.
- G. Annual Review of RCW 89.08 (210) and (220):** Ms. Kier distributed to the Board for their review copies of RCW 89.08, Sections 210 and 220, relating to the powers and duties of Board Supervisors, and corporate status and powers of the District, respectively.

#### **COMMITTEE REPORTS**

- A. Conservation Commission and Non-Commission Grants:** Kirk Sehlmeier, Resource Conservationist for NRCS, shared his thoughts about the February 3, 2020 Chimacum Creek Flow Restoration meeting, and stated that it was very productive. He then provided an update on the RCPP draft proposal. Joe Williams, Area Conservationist for NRCS, thanked the Board for allowing him to participate in the meeting, and offered his assistance in the future.
- B. Legislative Update:** No new report.

#### **CORRESPONDENCE**

- A. January 28, 2020 Letter from Carol Smith, Executive Director of WSCC, to the Jefferson County Board of Supervisors and District Manager:** This correspondence was reviewed earlier in the Agenda under the Manager's Report.
- B. February 3, 2020 Letter from Samantha Janes to the Jefferson County Conservation District Board of Supervisors:** The Board reviewed Ms. Janes' correspondence.

#### **REVIEW OF OFFICIAL ACTIONS**

- ✓ The Consent Agenda was approved by consensus of the Board as modified.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement # 4126 through 4148 (including salaries and general expenses), and electronic payments for January, 2020 in the total amount of \$33,710.08.
- ✓ The Board passed a motion approving the Jefferson Land Trust – Sunfield Farm Conservation Easement Stewardship Plan.

**Time, Date, and Place of Next Meeting:** The Board's next regular meeting is scheduled for Wednesday, March 4, 2020

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 5:53 p.m.

Minutes approved this 10 day of June, 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
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
PSP = Puget Sound Partnership	Plant Health Inspection Services – Animal Damage Control
JCNWCB = Jefferson County Noxious Weed Control Board	PSCD Caucus= Puget Sound Conservation District Caucus