



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

**MINUTES OF THE JANUARY 2, 2020 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 (until 5:30 p.m.), Julie Boggs, Lige Christian, and Al Latham

**Supervisors Excused:** Laurie Hannan

**Associate Supervisors Present:** John Boulton

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

**Also Present:** Jean Fike, WSCC; Kirk Sehlmeier, NRCS; Samantha James, Short's Family Farm; and Roger Short, 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 December 4, 2019 regular meeting were signed as presented and approved under the Consent Agenda.

**Treasurer's Report, Disbursements, and Electronic Payments for December, 2019:** Office Manager Tracy Kier presented to, and reviewed with, the Board the Treasurer's Report, Disbursement #s 4106 through 4125, electronic payments, and supportive documentation for December, 2019. Net salaries for December, 2019 totaled \$13,959.79; general expenses totaled \$15,472.86. Total expenditures for the month of December, 2019 amounted to \$29,432.65. Deposits made in December, 2019 amounted to \$21,868.77. Ms. Kier noted for the record the transfer of \$607.84 from the District checking account to the District money market account on December 9, 2019 for JCCD Truck Reserve Funds, per the Board's direction on December 4, 2019. She then reported that the current balance in the District's Truck Reserve Fund was \$19,330.91, which included interest earned in November, 2019, and \$77.72 allocated by the District in December, 2019. After review and discussion, ***Supervisor Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 4106 through 4125 (including salaries and general expenses), and electronic payments for December, 2019 in the total amount of \$29,432.65. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Kier informed the Board, for the record, that the District's November, 2019 Treasurer's Report deposit total should be increased by \$75.90 due to a correction in the actual receipt date of plant sale revenue. She also informed the Board that she received communications from Jefferson County advising that the 2020 Jefferson County Funding Agreement will be forthcoming, in the amount of \$53,019.00. Ms. Kier then advised the Board that the District's higher limit purchasing card, previously approved by the Board, had been received. A discussion regarding computer hardware and software upgrade needs followed, after which ***Supervisor Lige Christian made a motion to pre-approve the use of the District's higher limit purchasing card for the purchase of a new processor, two monitors, and related hardware and software in an amount not to exceed \$2,090.00. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

**Manager's Report:** District Manager Al Cairns reviewed with the Board his Manager's Report outlining activities for the month of December, 2019. During his review he, with additional input from Samantha Janes, provided an update on the progress of the Regulatory Reform Task Force for the Critical Areas Ordinance process. He also provided an update on the Chimacum Creek Flow Restoration Project including, but not necessarily limited to, his recent grant proposal submitted to the Washington State Conservation Commission (WSCC), and recent discussions with WSCC regarding their project database and contract management procedures. Discussion followed, focusing on partner agency

collaboration, project needs and development, landowner/operator outreach and participation, and the upcoming February 3, 2020 meeting at the Chimacum Grange. **Supervisor Julie Boggs made a motion to send a letter to the Executive Director of the WSCC explaining the District's proposal and the potential needs of the Chimacum Creek Flow Restoration Project. The motion was seconded by Supervisor Lige Christian. There being no discussion, the motion was approved by a unanimous vote.** For the Board's review, Mr. Cairns presented a draft letter addressed to Carol Smith, Executive Director of WSCC, dated January 2, 2020, describing the Chimacum Creek Flow Restoration Project and potential challenges with the WSCC project database and multi-landowner contract management procedures. After review and discussion, **Supervisor Julie Boggs made a motion to send the January 2, 2020 letter to Carol Smith, Executive Director of the WSCC, regarding the Chimacum Creek Flow Restoration Project ; AND FURTHER, to grant Chair Latham the authority to sign the letter on behalf of the Board. The motion was seconded by Supervisor Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.**

#### **OLD BUSINESS**

- A. 2020 JCCD Election and Appointment Process:** Ms. Kier informed the Board that no Candidate information sheets or petitions had been received to-date. She then reminded those in attendance that the Candidate Filing Deadline for the open, elected position is February 4, 2020 at 4:00 p.m., and that Applications for the open, appointed position must be submitted to the WSCC on or before March 31, 2020.
- B. JCCD Annual Meeting:** No new report.
- C. Soil Testing Program Revisions:** Mr. Cairns lead a discussion on potential revisions to the District's soil testing program, including the possibility of offering soil test kits twice a year i.e., during the month of March and during the month of September, followed by a workshop in partnership with the Master Gardeners' Association. **Supervisor Lige Christian made a motion to direct staff to continue forward with the soil test program revisions as discussed. The motion was seconded by Supervisor Julie Boggs. Additional discussion followed, after which the motion was approved by a unanimous vote.**
- D. Conservation District Elections Draft Legislation:** Jean Fike, Regional Manager for WSCC, provided background information leading to the legislative movement about special purpose district elections. Associate Supervisor John Boulton also provided historical information about the District's prior elections.
- E. 2020 WACD Legislative Days:** Ms. Fike announced that Legislative Days in Olympia is scheduled for January 21, 2020. Chair Latham and Associate Supervisor Boulton said they would try to attend.

#### **NEW BUSINESS**

- A. Contract Amendment #2 – Jefferson County Public Health:** The Board reviewed the Contract Amendment #2 between the District and Jefferson County Public Health in connection with the Department of Ecology Strait Priority Areas water quality project. After review and discussion, **Supervisor Janet Aubin made a motion to approve the Contract Amendment #2 Between Jefferson County Conservation District and Jefferson County Public Health; AND FURTHER, to grant Chair Latham the authority to sign the Amendment 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. Kitsap Bank Governmental Certificate:** The Board reviewed the Kitsap Bank Governmental Certificate relating to the recent addition of the District's higher limit purchasing card. After review and discussion, **Supervisor Lige Christian made a motion to approve the Kitsap Bank Governmental Certificate; AND FURTHER, to authorize Chair Latham and two representatives of the Board to sign the Certificate on behalf of the Board. The motion was seconded by Supervisor Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.**
- C. Kitsap Bank Delegation of Authority:** Ms. Kier informed the Board of recent challenges encountered when receipting income for the plant sale from the District's on-line store-provider, Square. She noted, in part, issues relating to deposit date discrepancies between Square and Kitsap Bank, and the District's requirement to report income on a cash basis, identifying the actual date funds are received by Kitsap Bank. In order to accurately receipt and report income from on-line purchases in a timely manner, Ms. Kier requested the Board consider granting her the authority to get the District's Kitsap Bank account activity throughout the month by way of viewing transactions via on-line banking and discussing, when necessary, the District's account activity with Kitsap Bank representatives. Ms. Kier emphasized that her request is for information purposes only, and not a request for transaction or transfer authority, or for authorization to make any changes to the District's accounts. After discussion, **Supervisor Lige**

*Christian made a motion to authorize Office Manager Tracy Kier to get the District's Kitsap Bank account activity throughout the month by way of viewing transactions via on-line banking; AND FURTHER, to grant Office Manager Tracy Kier the authority to discuss the District's account activity with Kitsap Bank representatives; AND FURTHER, to grant Ms. Kier these authorizations without granting her any authority to make any transactions or transfers, and without granting her any authority to make changes to the District's accounts. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.* The Board requested that Ms. Kier draft a letter to Kitsap Bank identifying the Board's actions in this regard, for review and signature by the Board when ready.

- D. District Meeting Expense Authorization:** Ms. Kier distributed recent information received from WSCC regarding requirements for reimbursement of light refreshments, and the use of a District Meeting Expense Authorization form. In order to comply with WSCC and Washington State Office of Financial Management requirements, *Supervisor Lige Christian made a motion to adopt the use of the District Expense Authorization Form to document proof of prior approval for the District to incur light refreshment expenses; AND FURTHER, to require a meeting agenda and attendee list to accompany the District Meeting Expense Authorization Form and Voucher requesting reimbursement for light refreshments. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- E. 4<sup>th</sup> Quarter 2019 JCCD Budget Update:** With the assistance of Mr. Cairns and Ms. Kier, the Board reviewed the 4<sup>th</sup> Quarter 2019 JCCD Budget Update, dated January 2, 2020. The update adjusted projected fiscal year 2020 revenue from the Jefferson County/DOE Strait Priority Areas Project, 2020 Jefferson County General Funding Agreement, and WSCC Natural Resources Investments grant. The update also adjusted projected fiscal year 2020 expenses in annual newsletter production costs, and costs associated with the use of Square to process the District's on-line plant sale orders. The budget update was presented to the Board for informational purposes only. Discussion followed; no action was taken.
- F. 2019 Employee Evaluation Process:** The Board reviewed District policy and procedures for annual employee evaluations. Supervisor Laurie Hannan was designated by the Board to participate in staff evaluations with Mr. Cairns. The Board designated Supervisor Lige Christian and Supervisor Julie Boggs to conduct the District Manager's evaluation.
- G. JCCD Training Policy:** Ms. Kier reported on potential training needs prompted during the District's recent Enduris policy renewal. Discussion followed.
- H. WACD New Dues Calculation:** Mr. Cairns informed the Board that WACD is considering going to a flat rate for annual dues assessments. Discussion followed.

#### COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Kirk Sehlmeier, Resource Conservationist for NRCS, informed the Board of upcoming Farm Bill training, and announced that NRCS is still accepting EQIP applications. Mr. Sehlmeier also offered his assistance with the upcoming Chimacum Creek Flow Restoration Project community meeting. WSCC Regional Manager Jean Fike reported on the hiring progress for the SW Regional Manager position. She also stated that she would be emailing the supplemental budget results to the Board and staff.
- 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.
- ✓ The Minutes of the Board's December 4, 2019 regular meeting were signed as presented and approved under the Consent Agenda.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement # 4106 through 4125 (including salaries and general expenses), and electronic payments for December, 2019 in the total amount of \$29,432.65.
- ✓ The Board passed a motion pre-approving the use of the District's higher limit purchasing card for the purchase of a new processor, two monitors, and related hardware and software in an amount not to exceed \$2,090.00.
- ✓ The Board passed a motion to send a letter to the Executive Director of the WSCC explaining the

- ✓ District's proposal and the potential needs of the Chimacum Creek Flow Restoration Project.
- ✓ The Board passed a motion to send the January 2, 2020 letter to Carol Smith, Executive Director of the WSCC, regarding the Chimacum Creek Flow Restoration Project; AND FURTHER, to grant Chair Latham the authority to sign the letter on behalf of the Board.
- ✓ The Board passed a motion directing staff to continue forward with the soil test program revisions.
- ✓ The Board passed a motion approving the Contract Amendment #2 Between Jefferson County Conservation District and Jefferson County Public Health; AND FURTHER, granting Chair Latham the authority to sign the Amendment on behalf of the Board.
- ✓ The Board passed a motion approving the Kitsap Bank Governmental Certificate; AND FURTHER, authorizing Chair Latham and two representatives of the Board to sign the Certificate on behalf of the Board.
- ✓ The Board passed a motion authorizing Office Manager Tracy Kier to get the District's Kitsap Bank account activity throughout the month by way of viewing transactions via on-line banking; AND FURTHER, granting Office Manager Tracy Kier the authority to discuss the District's account activity with Kitsap Bank representatives; AND FURTHER, granting Ms. Kier these authorizations without granting her any authority to make any transactions or transfers, and without granting her any authority to make changes to the District's accounts.
- ✓ The Board passed a motion adopting the use of the District Expense Authorization Form to document proof of prior approval for the District to incur light refreshment expenses; AND FURTHER, requiring a meeting agenda and attendee list to accompany the District Meeting Expense Authorization Form and Voucher requesting reimbursement for light refreshments.

**Time, Date, and Place of Next Meeting:** The Board's next regular meeting is scheduled for Wednesday, February 5, 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 5:50 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
Aq/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

**Minutes**  
**January 2, 2020 Regular Meeting**  
**Jefferson County Conservation District**

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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	