



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

**MINUTES OF THE MARCH 16, 2020 SPECIAL MEETING**

**Call to Order:** By Chair Al Latham at 3:22 p.m., 205 W Patison Street, Port Hadlock, Washington

**Supervisors Present:** Janet Aubin (via phone), Julie Boggs (via phone), Lige Christian (via phone), Laurie Hannan, and Al Latham

**Supervisors Excused:** None

**Associate Supervisors Present:** None

**Staff Present:** Al Cairns, Glenn Gately, and Tracy Kier

**Also Present:** Rebecca Benjamin, NOSC (via phone)

**Purpose of the Special Meeting:** Chair Latham announced that the purpose of the Special Meeting was to discuss, and potentially take action on, District governance, operations, finance, and administration issues and needs relating to the coronavirus. No other business would be discussed or transacted in this meeting.

**Jefferson County Conservation District Issues and Needs Relating to the Coronavirus:** District Manager Al Cairns and Office Manager Tracy Kier explained to the Board that staff recently met to identify, analyze, and prepare for issues relating to the national coronavirus emergency that may affect the District and its Board, staff, partners, and community members. Supervisor Laurie Hannan, Chair Latham, and staff also attended the recent MRSC webinar on how the coronavirus emergency may affect governmental agencies. In response, the Board agreed to develop an emergency plan to protect personal health; meet legal requirements, policies, guidelines, and deadlines; follow best practices; and maintain the flow of essential District functions, and the flow of non-essential District functions if possible.

**District Governance**

Initially, the Board and staff discussed how the impacts of the coronavirus emergency might affect the Board's ability to govern the District including, but not necessarily limited to, obtaining a quorum of the Board, conducting public meetings, making decisions, meeting legal requirements, ensuring transparency, providing oversight, maintaining communications, sharing information, and protecting personal health. During this discussion, the Board and staff reviewed the District's policy and procedure regarding the delegation of authority assigned to the District Manager, specifically relating to spending authority, implementation of the District's mission and work plan, leave approval, and the execution of District contracts and agreements. To address emergency issues outside of the District Manager's authority, and in the absence of a quorum of the Board, ***Supervisor Lige Christian made a motion to grant Chair Al Latham the temporary authority to act on behalf of the Board in lieu of a quorum, during the emergency coronavirus response, to approve customary and/or pre-approved spending above the District Manager's authority; AND FURTHER, to grant Chair Al Latham the temporary authority to act on behalf of the Board in lieu of a quorum, during the emergency coronavirus response, to execute customary and/or pre-approved contracts and agreements above the District Manager's authority. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote of the Board.*** The Board agreed that any actions taken in this regard would be reported to the Board at their next regular meeting.

The Board and staff then discussed the legal requirements relating to the Open Public Meetings Act, and recent information presented by MRCS regarding, in part, public meetings, practicing distancing requirements, remote-in attendance and participation options, and minimizing Agendas or cancelling meetings that are not absolutely necessary to protect personal health during the coronavirus emergency. The Board reviewed the governing and business needs of the District for the next couple of months, and identified those policies, procedures, and measures in-place that will allow for the continued flow of essential functions of the District, and non-essential functions, if possible. After discussion, ***Supervisor Hannan made a motion to cancel the Board's regular meetings scheduled for April 1, 2020 and May 6,***

**2020 in response to the national coronavirus emergency. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.**

A discussion regarding the protection of personal health while conducting District business followed. Mr. Cairns informed the Board that staff, during their recent meeting, discussed current workloads and teleworking options, and are prepared to work from home in an effort to follow distancing requirements and guidelines. Rebecca Benjamin, Executive Director of North Olympic Salmon Coalition, shared information about their plans and protocol for conducting business and protecting against coronavirus exposure. **Supervisor Christian then made a motion to close the District office for two weeks in response to the national coronavirus emergency, allowing staff to telework from their homes; AND FURTHER, to grant Chair Al Latham and District Manager Al Cairns the authority to extend the office closure and teleworking of staff, contingent on the recommendations of the Governor's Office and the Washington Board of Health. The motion was seconded by Supervisor Hannan. Additional discussion followed, after which the motion was approved by a unanimous vote.**

### District Operations

The Board and staff then reviewed how the impacts of the coronavirus emergency might affect District operations including, but not necessarily limited to, contract management; grant deliverables; project work and deadlines; decontamination protocols of District office, truck, and equipment; water quality activities; and CREP maintenance. Mr. Cairns stated that, in an effort to protect personal health and follow distancing requirements and guidelines, most site visits will be postponed. Those site visits that can be conducted without contact with others, or with the use of GIS, will remain on the schedule. He advised that safety protocols are in place for any in-stream work and landfill monitoring. Supervisor Boggs asked about deadlines relating to the Chimacum Creek Flow Restoration Project. Mr. Cairns informed her that he will be requesting an extension from the WSCC on the 60-day project submittal deadline to allow for additional time needed as a result of distancing requirements and guidelines.

### Administration

A discussion about administrative needs during the coronavirus emergency followed, focusing, in part, on office decontamination protocols, staffing schedules, staff contact information, and communications. The Board and staff agreed that staff will be teleworking unless otherwise impossible, and will coordinate individual use of the District office when needed to ensure safe distancing and reduce exposure. Staff will continue to regularly communicate on working days, and will communicate with the Board on a regular basis. Plans have been made to secure the District mail and maintain the District website. Notice of the temporary office closure will be posted on the office building, answering machine, and District website, and emailed to applicable partners.

### Finance

Ms. Kier led a discussion on potential financial impacts and needs during the coronavirus emergency. The discussion focused, in part, on making deposits; maintaining and reporting current information on funding balances; submitting monthly vouchers; paying accounts payables, payroll, and taxes; identifying customary, monthly bills, bills currently on-hand, and anticipated expenditures, including those relating to the coronavirus emergency and teleworking; conducting bank reconciliations; maintaining communications; and completing the annual State Auditor's Office financial reports, documents, and assessment.

The goals of the Board and staff during the discussion were to maintain the timely financial flow of business; follow legal requirements, guidelines, and best practices; follow policies and procedures; maintain transparency and accountability; meet the timely payment of payroll and health care for employees; maintain relationships with vendors; prevent any disruption in services; and prevent any late fees and/or penalties. In an effort to meet these goals, **Supervisor Laurie Hannan made a motion, in consideration of the coronavirus emergency, to direct Office Manager Tracy Kier to prepare checks and make payment of the District's customary bills and bills on-hand according to the following instructions:**

- 1. Checks for customary, monthly expenses such as phone/internet, copier/printer, health care insurance, office rent, and Visa purchases for the month of March, 2020 shall be prepared immediately, include an**

*average-monthly advance payment, be dated March 31, 2020, be signed by two Board Supervisors, and be released by Ms. Kier for payment on April 1, 2020.*

2. *Checks for all other invoices currently on-hand shall be prepared immediately, dated March 31, 2020, be signed by two Board Supervisors, and be released by Ms. Kier for payment on April 1, 2020.*
3. *Checks for customary, monthly expenses such as phone/internet, copier/printer, health care insurance, office rent, and Visa purchases for the month of April, 2020 shall be prepared immediately, be dated April 30, 2020, be signed by two Board Supervisors, and be released by Ms. Kier for payment on May 1, 2020.*
4. *Checks for all other April, 2020 invoices that are customary and/or preapproved shall be prepared when received, dated April 30, 2020, be signed by two Board Supervisors, and be released by Ms. Kier for payment on May 1, 2020.*
5. *All payments made by the District in March, 2020 and April, 2020 shall be reconciled by the Board against actual invoices and supportive documentation at the Board's next regular meeting, and adjustments made as necessary.*

*The motion was seconded by Supervisor Janet Aubin. Discussion followed, after which the motion was approved by a unanimous vote.*

A discussion regarding the timely payment of payroll, payroll taxes, and payroll liabilities, including SIMPLE IRA payments, followed.

*Supervisor Hannan made a motion, in consideration of the coronavirus emergency, to maintain the District's March, 2020 and April, 2020 payroll and payroll liabilities according to the following instructions:*

1. *March, 2020 and April, 2020 employee time sheets shall be prepared immediately by each of the JCCD employees, forecasting the tasks they anticipate to perform according to the customary number of hours they work, and shall be reviewed and signed by one of the Board Supervisors at the time checks are signed.*
2. *Checks for March, 2020 payroll and payroll liabilities, including SIMPLE IRA payments, shall be prepared by Ms. Kier immediately after the forecasted March, 2020 time sheets are ready, be dated March 31, 2020, be signed by two Supervisors, and be released by Ms. Kier for payment on April 1, 2020.*
3. *Checks for April, 2020 payroll and payroll liabilities, including SIMPLE IRA payments, shall be prepared by Ms. Kier immediately after the forecasted April, 2020 time sheets are ready, be dated April 30, 2020, be signed by two Supervisors, and be released by Ms. Kier for payment on May 1, 2020.*
4. *Internal Revenue Service 941 payroll taxes for March, 2020 and April, 2020 payroll shall be deposited by Ms. Kier immediately after March, 2020 and April, 2020 payroll is ready.*
5. *All first quarter 2020 payroll-related taxes shall be paid by Ms. Kier before April 30, 2020.*
6. *March, 2020 and April, 2020 time sheets, and all payroll-related payments made by the District in March, 2020 and April, 2020 shall be reconciled by the Board at their next regular meeting, and adjustments made as necessary.*

*The motion was seconded by Supervisor Aubin. Discussion followed, after which the motion was approved by a majority vote of the Board (Aubin, Hannan, and Latham voting "For"; Christian voting "Against"; and Boggs unable to vote due to temporary, poor cell connection).*

After additional discussion, Supervisor Christian requested that staff contact the State Auditor's Office to determine the appropriateness of the Board's action with regards to preparing checks in advance; making an additional month's payment of customary, monthly bills in advance; forecasting time sheets in advance; preparing payroll in advance; and making payroll-related tax payments in advance. Staff will contact the State Auditor's Office per Supervisor Christian's request, and report their response to the Board and WSCC upon receipt.

A discussion about potential coronavirus emergency-related expenditures followed including, but not necessarily limited to, equipment, software, subscriptions, supplies, and services needed to enable staff to effectively work from home, communicate from home, and conduct on-line meetings. *Supervisor Hannan made a motion to allow District Manager Al Cairns to use the District's higher limit purchasing card to purchase two new laptops and related equipment, software, subscriptions, and services needed to enable staff to effectively work, communicate, and*

*conduct meetings from home. The motion was seconded by Supervisor Aubin. There being no discussion, the motion was approved by a unanimous vote.*

The Board and staff thanked each other for their efforts in identifying and analyzing the issues related to the coronavirus emergency, and their commitment to address these issues while attempting to continue the follow of District functions in a manner that protects personal health and meets the District's legal requirements and governance, operation, administration, and financial best practices. Supervisor Christian also expressed his appreciation for the Board's and staff's ability to discuss these issues, and express differences in viewpoints, in a professional and mutually accepted manner.

**Review of Official Actions:**

- ✓ The Board passed a motion granting Chair Al Latham the temporary authority to act on behalf of the Board in lieu of a quorum, during the emergency coronavirus response, to approve customary and/or pre-approved spending above the District Manager's authority; AND FURTHER, granting Chair Al Latham the temporary authority to act on behalf of the Board in lieu of a quorum, during the emergency coronavirus response, to execute customary and/or pre-approved contracts and agreements above the District Manager's authority.
- ✓ The Board passed a motion cancelling the Board's regular meetings scheduled for April 1, 2020 and May 6, 2020 in response to the national coronavirus emergency.
- ✓ The Board passed a motion closing the District office for two weeks in response to the national coronavirus emergency, allowing staff to telework from their homes; AND FURTHER, to grant Chair Al Latham and District Manager Al Cairns the authority to extend the office closure and teleworking of staff, contingent on the recommendations of the Governor's Office and the Washington Board of Health.
- ✓ The Board passed a motion directing Office Manager Tracy Kier to prepare checks and make payment of the District's customary bills and bills on-hand according to the following instructions:
  - Checks for customary, monthly expenses such as phone/internet, copier/printer, health care insurance, office rent, and Visa purchases for the month of March, 2020 shall be prepared immediately, include an average-monthly advance payment, be dated March 31, 2020, be signed by two Board Supervisors, and be released by Ms. Kier for payment on April 1, 2020.
  - Checks for all other invoices currently on-hand shall be prepared immediately, dated March 31, 2020, be signed by two Board Supervisors, and be released by Ms. Kier for payment on April 1, 2020.
  - Checks for customary, monthly expenses such as phone/internet, copier/printer, health care insurance, office rent, and Visa purchases for the month of April, 2020 shall be prepared immediately, be dated April 30, 2020, be signed by two Board Supervisors, and be released by Ms. Kier for payment on May 1, 2020.
  - Checks for all other April, 2020 invoices that are customary and/or preapproved shall be prepared when received, dated April 30, 2020, be signed by two Board Supervisors, and be released by Ms. Kier for payment on May 1, 2020.
  - All payments made by the District in March, 2020 and April, 2020 shall be reconciled by the Board against actual invoices and supportive documentation at the Board's next regular meeting, and adjustments made as necessary.
- ✓ The Board passed a motion maintaining the District's March, 2020 and April, 2020 payroll and payroll liabilities according to the following instructions:
  - March, 2020 and April, 2020 employee time sheets shall be prepared immediately by each of the JCCD employees, forecasting the tasks they anticipate to perform according to the customary number of hours they work, and shall be reviewed and signed by one of the Board Supervisors at the time checks are signed.
  - Checks for March, 2020 payroll and payroll liabilities, including SIMPLE IRA payments, shall be prepared by Ms. Kier immediately after the forecasted March, 2020 time sheets are ready, be dated March 31, 2020, be signed by two Supervisors, and be released by Ms. Kier for payment on April 1, 2020.
  - Checks for April, 2020 payroll and payroll liabilities, including SIMPLE IRA payments, shall be prepared by Ms. Kier immediately after the forecasted April, 2020 time sheets are ready, be dated April

- 30, 2020, be signed by two Supervisors, and be released by Ms. Kier for payment on May 1, 2020.
- Internal Revenue Service 941 payroll taxes for March, 2020 and April, 2020 payroll shall be deposited by Ms. Kier immediately after March, 2020 and April, 2020 payroll is ready.
- All first quarter 2020 payroll-related taxes shall be paid by Ms. Kier before April 30, 2020.
- March, 2020 and April, 2020 time sheets, and all payroll-related payments made by the District in March, 2020 and April, 2020 shall be reconciled by the Board at the their next regular meeting, and adjustments made as necessary.
- ✓ The Board passed a motion allowing District Manager Al Cairns to use the District's higher limit purchasing card to purchase two new laptops and related equipment, software, subscriptions, and services needed to enable staff to effectively work, communicate, and conduct meetings from home.

**Time, Date, and Place of Next Meeting:** The Board's next regular meeting is scheduled for Wednesday, June 3, 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, Supervisor Christian made a motion to adjourn the meeting. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved and the meeting was adjourned at 4:56 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 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	