



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

MINUTES OF THE AUGUST 5, 2020 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:34 p.m., GoToMeeting at 1-877-568-4106, Code No. 505794981

Supervisors Present: Julie Boggs, Lige Christian (at 4:10 p.m.), Laurie Hannan, and Al Latham

Supervisors Excused: Janet Aubin

Associate Supervisors Present: Erik Kingfisher

Staff Present: Al Cairns (at 4:20 p.m.) and Tracy Kier

Also Present: Jean Fike, WSCC; Carol Smith, WSCC; Tom Salzer, WACD; Anne Baxter, DOE; and Alan Chapman, WACD

Meeting Format: Due to COVID-19 risks, the Board held their regular meeting remotely via GoToMeeting (phone number and code above noted), with public comment available through the District's email address at info@jeffersoncd.org, as noted on the Agenda and posted in advance on the District's website and office building. Each of those in attendance announced themselves for the record. Chair Latham welcomed those guests attending the meeting. Throughout the meeting, Office Manager Tracy Kier monitored the info@jeffersoncd.org for public comment. There was no public comment made during the meeting via info@jeffersoncd.org.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. Hearing no requests, **Supervisor Julie Boggs made a motion to approve the Consent Agenda as presented. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.**

Treasurer's Report, Disbursements, and Electronic Payments for July, 2020: Ms. Kier reviewed with the Board the July, 2020 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4224 through 4241, electronic payments, deposits, Balance Sheet information, Accounts Receivable Aging Summary information, Profit & Loss information, and Leave Liability information. She informed the Board that Chair Latham and Supervisor Boggs were in the office earlier that day, during which time they inspected July's checks, payments, and supportive documentation, and certified the payment of the July's disbursements and electronic payments. Net salaries for July, 2020 totaled \$12,640.22, general expenses totaled \$14,000.75, and total expenses amounted to \$26,640.97. Deposits made in July, 2020 amounted to \$45,528.60. Ms. Kier informed the Board that the 2020 Jefferson County General Funding Agreement had been fully signed, and the first and second quarter payments had been received by the District.

The current balance in the District's Truck Reserve Fund was \$19,622.95, which included interest earned in June, 2020 and \$179.40 allocated by the District in July, 2020. Ms. Kier requested that the Board consider transferring the \$366.95 currently in the District's checking account, earmarked for JCCD truck reserve funds, to the District's money market account. **Supervisor Boggs made a motion to authorize Chair Al Latham to transfer \$366.95 from the District's checking account to the District's money market account as designated JCCD truck reserve funds allocated by the District from December, 2019 through July, 2020. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**

For the record, Ms. Kier noted July's mid-month check #4225 (\$344.84) and check #4226 (\$125.76) to Verizon and Visa, respectively, preapproved by the Board at their July 1, 2020 regular meeting. To prevent the delay in payment, she then requested that the Board consider approving the issuance of three mid-month August, 2020 checks to pay for the following invoices received by the District after the preparation of July, 2020 disbursements: Check #4243 (\$70.85) to Pacific Office Equipment, Check #4244 (\$2,932.25) to WACD Plant Materials Center, and Check #4245 (\$714.88) to Visa, supportive documentation having been earlier reviewed by Chair Latham and Supervisor Boggs. **Supervisor Hannan made a motion to approve the issuance of three mid-month August, 2020 checks to pay for the following invoices**

received by the District after the preparation of July, 2020 disbursements: Check #4243 (\$70.85) to Pacific Office Equipment, Check #4244 (\$2,932.25) to WACD Plant Materials Center, and Check #4245 (\$714.88) to Visa. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.

Ms. Kier then reported that the final payment on RCO FFFPP Project #16-2574R was received by the District on August 4, 2020, and that the District will be receiving the FY21 WSCC Basic Allocation funds in the amount of \$12,500.00 in the next couple of weeks. Ms. Kier explained how Basic Allocation funds are utilized by the District throughout the year. In closing, she advised the Board that all technical assistance funding awarded by WSCC for the FY20-21 WSCC NRI Chimacum Creek projects was exhausted in July. The balance of technical assistance and mileage expenses required to complete these projects will be paid out of the District's Jefferson County Rates and Charges funds. There being no further discussion relating to the Treasurer's Report, **Supervisor Boggs made a motion to approve the Treasurer's Report, Disbursement #s 4224 through 4241 (including salaries and general expenses), and electronic payments for July, 2020 in the total amount of \$26,640.97. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**

Manager's Report: At the time of the Manager's Report, District Manager Al Cairns was in-the-field providing oversight and technical assistance on the FY20-21 WSCC NRI Chimacum Creek projects. As the Board reviewed Mr. Cairns' monthly report, outlining District activities for the month of July, 2020, the Board discussed, in part, the progress of the FY20-21 WSCC NRI Chimacum Creek projects. Chair Latham and Supervisor Boggs reported on their observations of the projects, and stated that, overall, the projects were progressing well, despite expected challenges. The Board complimented Mr. Cairns for his hard work and progress on these projects. At the Board's request, Ms. Kier highlighted JCCD Conservation Planner Sharon Yeh's and JCCD Fisheries Biologist/Water Quality Specialist Glenn Gately's activities in July, and answered questions about those COVID-19 protocols being considered for the District's 2021 native plant sale.

OLD BUSINESS

Supervisor Boggs and Supervisor Hannan announced that they had completed the District Manager's annual evaluation in written form. The Board agreed that Supervisors Boggs and Hannan will deliver the evaluation to Mr. Cairns, and the Board will conduct an Executive Session to discuss the results of the evaluation if needed.

NEW BUSINESS

A. FY20-21 WSCC NRI Contracts for Cost Share Funds: Discussion regarding the FY20-21 WSCC NRI Chimacum Creek projects was conducted earlier in the meeting under the Treasurer's Report and Manager's Report, and occurred briefly when Mr. Cairns was able to join the meeting. Ms. Kier stated that, although some of the projects may have been completed, or were near completion, there were no Contracts ready to close at that time.

COMMITTEE REPORTS

A. Conservation Commission and Non-Commission Grants: Associate Supervisor Erik Kingfisher informed the Board of a non-profit, conservation group called LighHawk, offering aerial photographing services to other non-profit, conservation groups to assist in areas such as conservation outreach, promotion, and stewardship monitoring. A brief discussion about how LightHawk's services may benefit the District followed.

Jean Fike, Regional Manager for WSCC, outlined the WSCC's recent efforts to incorporate a required 15% reduction in the Commission's operating budget for the current fiscal year and the next biennium, in the hopes of not impacting Implementation funding to the state's conservation districts. Although it looks like the Commission may be able to accomplish this for the current year, she explained that it may be more challenging to accomplish this for the next biennium. Ms. Fike referred to the Commission's recent webinar in this regard, and stated that she would forward the Board a link to access the webinar. Carol Smith, Executive Director for WSCC, also referred to the Commission's webinar, and provided additional information about the reduction requirements and the Commission's efforts. She explained that normal cost saving measures may not be enough to meet the 15% reduction next year, depending on how capital projects are funded. Implementation funding to conservation districts during the next year could be impacted by approximately 4%. The Commission continues to discuss ways to mitigate these potential impacts, and is asking for input from the conservation districts. Ms. Smith reminded the Board of the Commission's August 12, 2020 special meeting. The Board thanked Ms. Smith for the information and her time in attending their meeting.

At approximately 4:20 p.m., Mr. Cairns joined the meeting, and offered to answer questions from the Board. A brief discussion followed, during which time Mr. Cairns commented on the steady progress of the FY20-21 WSCC NRI Chimacum Creek projects, and Supervisor Boggs complimented him on his good work.

- B. Legislative Update:** Tom Salzer, Executive Director for WACD, stated that WACD continues with their annual conference planning, and more information should be going out in mid-September. He also informed the Board of the recent WACD Vice-President's resignation and the downsizing of the WACD Olympia office, and noted that the Plant Materials Center continues to operate as normally as possible during the pandemic. Chair Latham thanked Mr. Salzer for the ongoing WACD communications and newsletters.

Alan Chapman, Northwest Washington Area Director for WACD, stated that his interest in attending the meeting was to collect the District's ideas on the WACD's strategic planning process and annual meeting content, and convey those ideas to the WACD Board. He then reported on the upcoming Northwest Area WACD meeting, and explained the purpose of area meetings.

Anne Baxter, Non-Point Pollution representative for DOE, informed the Board of DOE's plans to conduct watershed assessments in the District. She will contact the District in advance so not to duplicate efforts.

CORRESPONDENCE

There was no correspondence for the Board's review or consideration. Ms. Kier noted there were no public comments made during the meeting via info@jeffersoncd.org.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by the Board as presented.
- ✓ The Board passed a motion authorizing Chair Al Latham to transfer \$366.95 from the District's checking account to the District's money market account as designated JCCD truck reserve funds allocated by the District from December, 2019 through July, 2020.
- ✓ The Board passed a motion approving the issuance of three mid-month August, 2020 checks to pay for the following invoices received by the District after the preparation of July, 2020 disbursements: Check #4243 (\$70.85) to Pacific Office Equipment, Check #4244 (\$2,932.25) to WACD Plant Materials Center, and Check #4245 (\$714.88) to Visa.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4224 through 4241 (including salaries and general expenses), and electronic payments for July, 2020 in the total amount of \$26,640.97.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, September 2, 2020 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. Due to COVID-19 risks, the Board may hold their September, 2020 regular meeting remotely via teleconference. In this event, information regarding virtual meeting access will be listed on the Board's September 2, 2020 Agenda, and posted in advance on the District Office building located at 205 W Patison Street in Port Hadlock, Washington, and on the District's website at www.jeffersoncd.org.

Meeting Adjourned: There being no further business to discuss or transact, Supervisor Boggs made a motion to adjourn the meeting. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote. The meeting was adjourned at 4:31 p.m.

Minutes approved this 2nd day of September, 2020.



Tracy Kier, Recording Secretary



Al Latham, Chair

Acronym List

AFO/CAFO = Animal Feeding Operation/Concentrated Animal Feeding Operation	SAO – State Auditor's Office
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Minutes
August 5, 2020 Regular Meeting
Jefferson County Conservation District

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)
ISP = 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	