



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

MINUTES OF THE OCTOBER 7, 2020 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:32 p.m., GoToMeeting at 1-866-899-4679, Code No. 420-743-381

Supervisors Present: Janet Aubin, Julie Boggs (until 5:17 p.m.), Lige Christian, Laurie Hannan, and Al Latham

Supervisors Excused: None

Associate Supervisors Present: Erik Kingfisher

Staff Present: Sharon Yeh and Tracy Kier

Also Present: Jean Fike, WSCC; Kirk Sehlmeier, NRCS; Anne Baxter, DOE; Tom Salzer, WACD; 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. Ms. Kier requested that the September 2, 2020 regular meeting Minutes be removed from the Consent Agenda pending review. Hearing no other requests, ***Supervisor Julie Boggs made a motion to approve the Consent Agenda as modified. 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 September, 2020: Ms. Kier reviewed with the Board the September, 2020 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4261 through 4283, electronic payments, deposits, Balance Sheet information, Accounts Receivable Aging Summary information, Profit & Loss information, and Leave Liability information. She informed the Board that Supervisor Janet Aubin and Chair Latham were in the office earlier that day, during which time they inspected September's checks, payments, and supportive documentation, and certified the payment of the September's disbursements and electronic payments. Net salaries for September, 2020 totaled \$20,332.62, general expenses totaled \$21,688.72, and total expenses amounted to \$42,021.34. Deposits made in September, 2020 amounted to \$14,071.73.

The current balance in the District's Truck Reserve Fund was \$19,802.03, which included interest earned in August, 2020 and \$64.98 allocated by the District in September, 2020. For the record, Ms. Kier noted September's mid-month checks for customary expenses and landowner cost share reimbursements, preapproved by the Board at their September 2, 2020 regular meeting. She also noted, and reviewed with the Board, Check #4278 to former District Manager Al Cairns, representing final payout of salaries, annual leave at 100%, sick leave at 25%, and undistributed Simple IRA contributions. After review and discussion, ***Supervisor Boggs made a motion to release the final payout to former District Manager Al Cairns in the amount of \$13,578.89. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote. Supervisor Boggs then made a motion to approve the Treasurer's Report, Disbursement #s 4261 through 4283 (including salaries and general expenses), and electronic payments for September, 2020 in the total amount of \$42,021.34. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Kier then reported on recent CREP maintenance completed on CREP Contract No. 2015-11000 and CREP Contract No. 2016-11007. To prevent the delay in the payment of landowner reimbursements, she requested that the Board

consider approving the issuance of two mid-month October, 2020 checks on CREP Contract No. 2015-11000 in the amount of \$540.00, and on CREP Contract No. 2016-11007 in the amount of \$1,050.00, representing reimbursement for CREP maintenance costs, for release to the landowners after the reimbursement funds have been received by the District from the WSCC. ***Supervisor Lige Christian then made a motion to approve the issuance of two mid-month October, 2020 checks for landowner reimbursements on CREP Contract No. 2015-11000 in the amount of \$540.00, and on CREP Contract No. 2016-11007 in the amount of \$1,050.00, for release to the landowners after the reimbursement funds have been received by the District from WSCC. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a majority vote (Chair Latham – For, Supervisor Boggs – For, Supervisor Christian – For, Supervisor Aubin – For, and Supervisor Hannan - Abstain.)***

Supervisor Boggs requested that the Board add the performance evaluation of former District Manager Al Cairns and the contractor payment status of FY20-21 WSCC NRI Chimacum Creek Project No. 2020.112 to the Agenda. The Board agreed to address these two subjects under Old Business and New Business, respectively.

Manager's Report: Conservation Planner Sharon Yeh informed the Board that, at this time, Clallam Conservation District staff does not have the capacity to provide assistance with JCCD's CREP program to help Ms. Yeh focus on other tasks while she is operating under reduced hours. Chair Latham initiated a discussion on the District's capacity to conduct the 2021 native plant sale. Discussion focused, in part, on staffing hours required to conduct the sale, anticipated COVID-19 pandemic considerations, and native plant offerings available from other local organizations. After discussion, ***Supervisor Christian made a motion to cancel the 2021 Native Plant Sale. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.*** Staff will take steps to notify the community, provide a list of alternative native plant resources, cancel the District's plant order, and address the issue of any left-over plants if applicable.

The Board then reviewed the FY20-21 WSCC NRI Chimacum Creek Project update contained in the Manager's Report. Chair Latham recommended a letter be sent to FY20-21 WSCC NRI Chimacum Creek Project participants regarding their future stewardship of the creek and maintenance responsibilities. The Board agreed with Chair Latham's recommendation. Chair Latham will prepare the letter in draft form, and solicit individual Board input before sending to project participants.

Ms. Kier informed the Board that she and Fisheries Biologist/Water Quality Specialist Glenn Gately were in the process of providing scope of work and budget information to Jefferson County Environmental Health in support of the County's upcoming Department of Ecology grant submittal. She then explained the general proposal of the grant application including term, costs, and tasks involving the District. She also informed the Board that she and Mr. Gately had finished their scope of work and budget review of the proposed Professional Services Contract Agreement with the Hood Canal Coordinating Council regarding Phase 4 of the Hood Canal Regional Pollution Identification & Correction Program. She followed with a brief description of the scope, term, budget, and tasks involving the District, and stated that the final Agreement should be ready for the Board's consideration at their next regular meeting in November.

OLD BUSINESS

- A. 2021 JCCD Election and Appointment:** Ms. Kier reminded the Board that the position currently held by Supervisor Christian is open for election in 2021, and the position currently held by Supervisor Aubin is open for appointment by the WSCC in 2021. She and Chair Latham summarized recent changes to the election and appointment process implemented by WSCC, and COVID-19 pandemic guidelines recommended by WSCC. After discussion, ***Supervisor Christian made a motion to appoint Office Manager Tracy Kier to act as the 2021 Election Supervisor on behalf of the District. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*** Ms. Kier will prepare the draft election Resolution for the Board's consideration at their next regular meeting in November.
- B. District Manager Annual Evaluation:** Supervisor Boggs explained that the performance evaluation of former District Manager Al Cairns, conducted by Supervisor Boggs and Supervisor Hannan, had been completed and the results of the performance evaluation had been summarized in written form. She stated, however, that she and Supervisor Hannan had not been able to present the written performance evaluation results to Mr. Cairns before his last day of employment with the District. Supervisor Boggs asked the Board about what should be done with Mr. Cairns' written performance evaluation results now that Mr. Cairns is no longer employed by the District. Discussion followed, after which ***Supervisor Christian made a motion to direct Chair Latham to contact former District Manager Al***

Cairns, present him with a copy of his written performance evaluation results, and ask Mr. Cairns if he would like a copy of the evaluation results placed in his personnel file at the District. The motion was seconded by Supervisor Boggs. Discussion followed, after which the motion was approved by a majority vote (Chair Latham – For, Supervisor Boggs – For, Supervisor Christian – For, Supervisor Aubin – For, and Supervisor Hannan – Against).

NEW BUSINESS

- A. FY20-21 WSCC NRI Contracts for Cost Share Funds:** Supervisor Boggs informed the Board that she had been advised by the contractor for FY20-21 WSCC NRI Chimacum Creek Project No. 2020.112 that payment for the project by the landowner had not cleared the bank. Discussion followed, after which ***Supervisor Boggs made a motion to postpone the processing of landowner reimbursement on FY20-21 WSCC NRI Chimacum Creek Project No. 2020.112 until either the landowner provides proof of full payment on the project, or the contractor provides verification of full payment on the project. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Kier then reported on the completion of FY20-21 WSCC NRI Chimacum Creek Project Nos. 2020.100, 2020.102, 2020.103, 2020.107, 2020.108, 2020.109, 2020.110, 2020.111, 2020.112, 2020.113, 2020.114, and 2020.115. She informed the Board that all completion documentation and landowner payment verification had been received on these projects, except on Project No. 2020.112, as above-referenced. Ms. Kier presented a report detailing the original practice awards, total practice actual costs, and eligible landowner cost share reimbursement amounts on each project. After review, ***Supervisor Christian made a motion to accept the completion of FY20-21 WSCC NRI Chimacum Creek Project Nos. 2020.100, 2020.102, 2020.103, 2020.107, 2020.108, 2020.109, 2020.110, 2020.111, 2020.113, 2020.114, and 2020.115; AND FURTHER, to authorize the issuance of mid-month checks in the amount of eligible landowner cost share reimbursement on each project, for release to the landowners when the reimbursement funds have been received by the District from WSCC. The motion was seconded by Supervisor Aubin. There being no discussion, the motion was approved by a majority vote (Chair Latham – For, Supervisor Christian – For, Supervisor Aubin – For, Supervisor Boggs – Abstain, and Supervisor Hannan – Abstain).***

- B. Northwest Natural Resource Group – Independent Contractor Agreement:** Ms. Yeh provided background information leading to a proposed Independent Contractor Agreement with the Northwest Natural Resource Group for assistance with planning, publicizing, and delivering workshop curriculum to reduce wildfire and drought risks, and improve forest resiliency. The Agreement also provides for four follow-up site visits with forest producers interested in reducing risks in their forests. After discussion, ***Supervisor Christian made a motion to approve the Independent Contractor Agreement with Northwest Natural Resource Group; AND FURTHER, to grant Chair Latham the authority to sign the Agreement on behalf of the District. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.***
- C. FY20-21 WSCC Shellfish Project No. 2019.200:** Ms. Kier informed the Board that, due to the landowner's decision not to continue with FY20-21 WSCC Shellfish Project No. 2019.200 at this time, \$21,723.00 in cost share funds and \$1,008.68 in technical assistance funds were released to WSCC for redistribution.
- D. JCCD Winter Newsletter:** With the assistance of Ms. Yeh and Ms. Kier, the Board discussed options for releasing a winter newsletter. Discussion focused, in part, on newsletter content and distribution methods.
- E. JCCD Conservation Planner Position Focus:** With Ms. Yeh temporarily operating on reduced hours, the Board discussed the priorities of her focus, recognizing that she will be unable to manage both CREP and cost share projects during this time. The Board agreed that Ms. Yeh's primary focus while on reduced hours will be on the District's CREP projects.
- F. JCCD Open District Manager Position:** Ms. Kier stated that the District did not receive any application packets for the open District Manager position. She informed the Board that staff recently conducted a staff meeting during which they, in part, discussed the current management and project capacity needs of the District. During the staff meeting, they also analyzed the District's successes and strengths to recognize what existed when the District's operations were more stable, effective, and efficient. Based on the outcome of their discussions, staff requested that the Board consider temporarily postponing additional recruitment efforts to take the opportunity to further evaluate the District's staffing needs and service priorities, and develop strategies and direction to maximize the District's management and project capacity, and minimize those challenges experienced in the past. The Board expressed their appreciation for staff's efforts and insight in this regard. Discussion followed during which the Board agreed to conduct a Special Meeting to discuss, and potentially take action on, issues relating to District staffing needs, funding capacity,

recruitment and hiring, and service priorities. Staff will work with Board Supervisors individually to determine the date and time most available to conduct the Special Meeting. During the discussion, the Board also agreed to change the current District Manager position Announcement to make the position a "half-time to full-time" position and keep the Announcement on the District website.

EXECUTIVE SESSION

The Board determined there was no discussion requiring the need to conduct an Executive Session.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Kirk Sehlmeier, Resource Conservationist for NRCS, announced that the deadline for EQIP projects for 2021 is November 20, 2020. Mr. Sehlmeier also offered his assistance to Ms. Yeh should she have any questions or need to refer someone to him for assistance. Jean Fike, Regional Manager of WSCC, stated that she would follow-up by email with more information regarding elections. She reported on the WSCC budget and referred the Board to the WSCC Fact Sheets for budget requests and a template for support letters. She reminded the Board that the deadline for responding to the WSCC/DFW survey is October 30, 2020. Ms. Fike then reported on the progress of the WSCC NRI Committee.
- B. Legislative Update:** Chair Latham reported on the Resolutions for the NW Area WACD meeting. Tom Salzer, Executive Director for WACD, thanked the Board for their support. Members of WACD continue to focus on the WACD area meetings and upcoming annual conference. Mr. Salzer briefly described the panel of officers slated to speak during the conference. In closing, he stated that a draft Strategic Plan is now available on the WACD website, and there is a link to the WSCC/DFW survey in WACD's newsletter. Alan Chapman, Northwest Washington Area Director for WACD, encouraged the Board to forward him any ideas they have for topics at the annual conference. Chair Latham also encouraged everyone to attend the NW Area WACD meeting on October 21, 2020.

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 modified.**
- ✓ **The Board passed a motion releasing the final payout to former District Manager Al Cairns in the amount of \$13,578.89.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s 4261 through 4283 (including salaries and general expenses), and electronic payments for September, 2020 in the total amount of \$42,021.34.**
- ✓ **The Board passed a motion approving the issuance of two mid-month October, 2020 checks for landowner reimbursements on CREP Contract No. 2015-11000 in the amount of \$540.00, and on CREP Contract No. 2016-11007 in the amount of \$1,050.00, for release to the landowners after the reimbursement funds have been received by the District from WSCC.**
- ✓ **The Board passed a motion cancelling the 2021 Native Plant Sale.**
- ✓ **The Board passed a motion appointing Office Manager Tracy Kier to act as the 2021 Election Supervisor on behalf of the District.**
- ✓ **The Board passed a motion directing Chair Latham to contact former District Manager Al Cairns, present him with a copy of his written performance evaluation results, and ask Mr. Cairns if he would like a copy of the evaluation results placed in his personnel file at the District.**
- ✓ **The Board passed a motion postponing the processing of landowner reimbursement on FY20-21 WSCC NRI Chimacum Creek Project No. 2020.112 until either the landowner provides proof of full payment on the project, or the contractor provides verification of full payment on the project.**
- ✓ **The Board passed a motion accepting the completion of FY20-21 WSCC NRI Chimacum Creek Project Nos. 2020.100, 2020.102, 2020.103, 2020.107, 2020.108, 2020.109, 2020.110, 2020.111, 2020.113, 2020.114, and 2020.115; AND FURTHER, authorizing the issuance of mid-month checks in the amount of eligible landowner cost share reimbursement on each project, for release to the landowners when the**

reimbursement funds have been received by the District from WSCC.

- ✓ The Board passed a motion approving the Independent Contract Agreement with Northwest Natural Resource Group; AND FURTHER, granting Chair Latham the authority to sign the Agreement on behalf of the District.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, November 4, 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 November, 2020 regular meeting remotely via teleconference. In this event, information regarding virtual meeting access will be listed on the Board's November 4, 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, the meeting was adjourned at 5:39 p.m.

Minutes approved this 4th day of November, 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	