



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

MINUTES OF THE SEPTEMBER 2, 2020 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:39 p.m., GoToMeeting at 1-877-309-2073, Code No. 812-052-885

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

Supervisors Excused: None

Associate Supervisors Present: Erik Kingfisher

Staff Present: Al Cairns, Sharon Yeh, and Tracy Kier

Also Present: Jean Fike, WSCC; Kirk Sehlmeier, NRCS; 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.

Agenda Modification: Ms. Tracy Kier requested that the Board consider modifying their Agenda to include two new items under New Business – JCCD Conservation Planner Request for Reduction in Hours, and JCCD District Manager Resignation. The Board agreed by consensus to modify the Agenda as requested.

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 August, 2020: Ms. Kier reviewed with the Board the August, 2020 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4242 through 4260, 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 August's checks, payments, and supportive documentation, and certified the payment of the August's disbursements and electronic payments. Net salaries for August, 2020 totaled \$13,801.20, general expenses totaled \$21,324.00, and total expenses amounted to \$35,125.20. Deposits made in August, 2020 amounted to \$35,515.29.

The current balance in the District's Truck Reserve Fund was \$19,736.64, which included interest earned in July, 2020 and \$113.28 allocated by the District in August, 2020. Ms. Kier informed the Board that \$366.95 had been transferred from the District's checking account to the District's money market account on September 1, 2020 as designated JCCD truck reserve funds, per the Board's direction at their August 5, 2020 regular meeting.

For the record, Ms. Kier noted August's mid-month checks for customary expenses, preapproved by the Board at their August 5, 2020 regular meeting. To prevent the delay in the payment of September customary expenses, she requested that the Board consider approving the issuance of two mid-month September, 2020 checks to Pacific Office Equipment and Visa. ***Supervisor Boggs made a motion to approve the issuance of two mid-month September, 2020 checks***

to Pacific Office Equipment and to Visa, respectively. The motion was seconded by Supervisor Lige Christian. There being no discussion, the motion was approved by a unanimous vote.

Ms. Kier then reported on the current project costs associated with the FY20-21 WSCC NRI Chimacum Creek Project. She also informed the Board that the District's annual reporting requirement to the Joint Legislative Audit and Review Committee had been met, and reviewed with the Board the corrected FY21 WSCC Implementation Addendum. There being no further discussion relating to the Treasurer's Report, **Supervisor Christian made a motion to approve the Treasurer's Report, Disbursement #s 4242 through 4260 (including salaries and general expenses), and electronic payments for August, 2020 in the total amount of \$35,125.20. The motion was seconded by Supervisor 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 August, 2020. Mr. Cairns highlighted recent re-enrollment and maintenance activities in the CREP program, and expressed his appreciation to Conservation Planner Sharon Yeh for her hard work on this program. He then highlighted Fisheries Biologist/Water Quality Specialist Glenn Gately's recent assistance with the installation of the County landfill's methane gas extraction equipment and testing. Mr. Cairns then reported on the progress of the FY20-21 WSCC NRI Chimacum Creek projects, with additional information provided by Supervisor Boggs and Chair Latham. Supervisor Janet Aubin thanked Mr. Cairns for his efforts on the NRI Chimacum Creek projects and his monthly progress reports provided throughout the projects. A discussion about options available to landowners to help with future maintenance followed including, but not necessarily limited to, methods and spacing of plantings.

OLD BUSINESS

There was no Old Business for discussion or consideration by the Board.

NEW BUSINESS

- A. FY20-21 WSCC NRI Contracts for Cost Share Funds:** Mr. Cairns reviewed with the Board the completion of FY20-21 WSCC NRI Project No. 2020-101, Project No. 2020-104, and Project No. 2020-106. Ms. Kier explained that all documentation needed to process a request for landowner cost share reimbursement had been received, and was ready for submittal to WSCC. She requested that the Board consider authorizing the issuance of mid-month checks to the landowners of these projects once the full reimbursement funds have been received by the District to prevent additional delay in payment to the landowners. After review and discussion, **Supervisor Christian made a motion to approve the completion of FY20-21 WSCC NRI Project No. 2020-101, Project No. 2020-104, and Project No. 2020-106; AND FURTHER, to authorize the issuance of three mid-month September, 2020 checks for landowner cost share reimbursements on Project No. 2020-101, Project No. 2020-104, and Project No. 2020-106 in the amount of \$1,304.25, \$1,805.25, and \$3,006.00, respectively, for release to the landowners when these funds have been received by the District. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**
- B. 2021 JCCD Elections and Appointments:** Ms. Kier informed the Board that the elected Supervisor position currently occupied by Lige Christian was open for election in 2021, and the appointed Supervisor position currently occupied by Janet Aubin was open for appointment in 2021. A discussion regarding the election and appointment process, upcoming election and appointment changes, and COVID-19 pandemic considerations followed.
- C. Request for Reduction Hours – JCCD Conservation Planner:** Mr. Cairns advised the Board that, due to COVID-19 pandemic-related issues concerning remote learning, JCCD Conservation Planner Sharon Yeh has requested to temporarily reduce her hours to .4 FTE, as needed throughout the pandemic. Mr. Cairns stated that this reduction would allow Ms. Yeh to fulfil her CREP responsibilities, but would not leave much time to perform other responsibilities. With Mr. Cairns' assistance, the Board reviewed the District's policy regarding benefits for employees working less than 87 hours per month. Mr. Cairns noted that the current policy provides for the proration of health care benefits for employees working less than 87 hours per month when funding shortfalls require a reduction in employee hours. He recommended the Board consider applying this policy to Ms. Yeh's request due to COVID-19 pandemic-related issues. Discussion followed after which **Supervisor Christian made a motion to grant the request of Conservation Planner Sharon Yeh to temporarily reduce her hours to .4 FTE as needed through the pandemic; AND FURTHER, to grant Ms. Yeh the full extent of those benefits allowed under the District's policy, including applying the proration of health care benefits for employees working less than 87 hours per**

month. The motion was seconded by Supervisor Boggs. Discussion followed, after which the motion was approved by a unanimous vote.

- D. Resignation of District Manager:** For the record, the Board acknowledged their receipt of Al Cairns' letter dated August 31, 2020 requesting that the Board accept his resignation effective September 30, 2020. Discussion followed, during which time members of the Board recognized many of the stresses associated with the District Manager's position over the past couple of years. The Board also expressed their appreciation to Mr. Cairns for the work he has done for the District.

A lengthy discussion followed regarding, but not necessarily limited to, projects, staffing levels, reorganization of employee tasks, revenue, District Manager job description and announcement, position recruitment, and District Manager starting salary. The Board agreed to establish a District Manager Hiring Committee consisting of Chair Latham, Supervisor Christian, and Associate Supervisor Kingfisher. The Committee was tasked with creating the job announcement according to the recommendations discussed earlier in the meeting, and coordinating the recruitment process. The Committee will report back to the Board at their next regular meeting.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Jean Fike, Regional Manager for WSCC, reiterated the election and appointment update provided earlier in the meeting, and reviewed with the Board the Department of Fish and Wildlife's recent request to WSCC regarding membership. Ms. Fike will follow-up with additional information to the Board. Kirk Sehlmeier, Resource Conservationist for NRCS, provided an update on EQIP projects, five of which are in Jefferson County. He then expressed his appreciation for the tremendous partnership shared with Mr. Cairns, and complimented him for being an asset to the District.
- B. Legislative Update:** Alan Chapman, Northwest Washington Area Director for WACD, reported on the upcoming NW Area WACD meeting and proposed Resolutions. He then reported on the upcoming annual WACD meeting, information available on the WACD website, the Board of Director's September 15, 2020 meeting, plant sales at the WACD Plant Materials Center, and the WACD strategic planning process. He stated that WACD is interested in hearing from Districts on what they expect from their WACD dues and what WACD can do for Conservation Districts. A discussion regarding proxy voting followed. After discussion, ***Supervisor Christian made a motion to pay the 2020 WACD dues in the amount of \$3,888.89. The motion was seconded by Supervisor Aubin. There being no discussion, the motion was approved by a unanimous vote. Supervisor Christian then made a motion for the Board to send a letter to the NW Area WACD meeting requesting improved District representation at annual WACD meetings by allowing proxy voting or, in the alternative, implementing a one District-one Vote system. The motion was seconded by Supervisor Boggs. Discussion followed, after which the motion was approved by a unanimous vote.*** Mr. Chapman stated that he would forward the Resolution template to the Board.

Mr. Cairns discussed with the Board a recent email from Whatcom Conservation District Executive Director George Boggs, dated August 27, 2020, regarding bridge loans. After discussion, ***Supervisor Christian made a motion allowing Chair Latham to prepare a NW Area WACD Resolution regarding bridge loans and forward the Resolution to Whatcom Conservation District for consideration at the NW Area WACD meeting. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

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 Board agreed by consensus to modify the Agenda to include two new items under New Business – JCCD Conservation Planner Request for Reduction in Hours and JCCD District Manager Resignation.
- ✓ The Consent Agenda was approved by the Board as presented.
- ✓ The Minutes of the August 5, 2020 regular meeting were approved as presented under the Consent Agenda.
- ✓ The Board passed a motion approving the issuance of two mid-month September, 2020 checks to Pacific

- Office Equipment and to Visa, respectively.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4242 through 4260 (including salaries and general expenses), and electronic payments for August, 2020 in the total amount of \$35,125.20.
- ✓ The Board passed a motion approving the completion of FY20-21 WSCC NRI Project No. 2020-101, Project No. 2020-104, and Project No. 2020-106; AND FURTHER, authorizing the issuance of three mid-month September, 2020 checks for landowner cost share reimbursements on Project No. 2020-101, Project No. 2020-104, and Project No. 2020-106 in the amount of \$1,304.25, \$1,805.25, and \$3,006.00, respectively, for release to the landowners when these funds have been received by the District.
- ✓ The Board passed a motion granting the request of Conservation Planner Sharon Yeh to temporarily reduce her hours to .4 FTE as needed through the pandemic; AND FURTHER, granting Ms. Yeh the full extent of those benefits allowed under the District's policy, including applying the proration of health care benefits for employees working less than 87 hours per month.
- ✓ The Board passed a motion to pay the 2020 WACD dues in the amount of \$3,888.89.
- ✓ The Board passed a motion for the Board to send a letter to the NW Area WACD meeting requesting improved District representation at annual WACD meetings by allowing proxy voting or, in the alternative, implementing a one District-one Vote system.
- ✓ The Board passed a motion allowing Chair Latham to prepare a NW Area WACD Resolution regarding bridge loans and forward the Resolution to Whatcom Conservation District for consideration at the NW Area WACD meeting.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, October 7, 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 October, 2020 regular meeting remotely via teleconference. In this event, information regarding virtual meeting access will be listed on the Board's October 7, 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 5:45 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

Minutes
September 2, 2020 Regular Meeting
Jefferson County Conservation District

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	