



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

MINUTES OF THE DECEMBER 2, 2020 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:41 p.m., GoToMeeting at 1-877-309-2073, Code No. 821-602-661

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

Supervisors Excused: None

Associate Supervisors Present: Erik Kingfisher

Staff Present: Glenn Gately, Sharon Yeh, and Tracy Kier

Also Present: Kirk Sehlmeier, NRCS; Jean Fike, WSCC; Anne Baxter, DOE; Alan Chapman, WACD; and Sierra Young

Meeting Format: Due to the COVID-19 pandemic, 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.

The Board recognized, congratulated, and expressed their appreciation to Supervisor Julie Boggs and Supervisor Lige Christian for their twenty years of service to Jefferson County Conservation District.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. Ms. Kier requested the Minutes of the November 18, 2020 special meeting be removed from the Consent Agenda pending review. Hearing no other requests, ***Supervisor Laurie Hannan made a motion to approve the Consent Agenda as modified. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** The Minutes of the November 4, 2020 regular meeting were approved as presented under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for November, 2020: Ms. Kier reviewed with the Board the November, 2020 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4303 through 4329, electronic payments, deposits, Balance Sheet information, Accounts Receivable Aging Summary information, Profit & Loss information, and Leave Liability information. She informed the Board that Supervisor Boggs and Chair Latham were in the office earlier that day, during which time they inspected November's checks, payments, and supportive documentation, and certified the payment of November's disbursements and electronic payments. Net salaries for November, 2020 totaled \$7,089.62, general expenses totaled \$35,437.45, and total expenses amounted to \$42,527.07. Deposits made in November, 2020 amounted to \$71,491.07. The current balance in the District's Truck Reserve Fund was \$19,804.58 which included interest earned in October, 2020. With the recent reductions in the monthly contributions to the District Truck Reserve Fund, the Board considered establishing a minimum monthly allocation. With that in mind, ***Supervisor Boggs made a motion to set a minimum monthly contribution of \$100.00 to the District's Truck Reserve Fund or a contribution equal to the monthly District truck mileage usage, whichever amount is greater. The motion was seconded by Supervisor Lige Christian. A review of the District Truck Reserve Fund and method of calculating monthly contributions followed, after which the motion was approved by a unanimous vote.***

Ms. Kier noted those landowner reimbursement payments for the FY20-21 WSCC NRI Chimacum Creek projects, representing final reimbursement for all FY20-21 WSCC NRI Chimacum Creek projects except Project No. 2020.102 which awaits final processing. To eliminate additional delay in landowner reimbursement on Project No. 2020.102, Ms. Kier requested the Board consider issuing a mid-month check to the landowner in the amount of \$3,150.00 after those funds have been received by the District from WSCC. ***Supervisor Christian made a motion to issue a mid-month***

check for the landowner reimbursement on FY20-21 WSCC NRI Chimacum Creek Project No. 2020.102 in the amount of \$3,150.00, after those 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 unanimous vote. Ms. Kier then informed the Board of the District's receipt of the fully-signed Professional Services Contract Agreement with the Hood Canal Coordinating Council for Phase 4 of the Hood Canal Regional Pollution Identification and Correction Program. The District is now authorized to deliver and incur costs on this Agreement. There being no further review or discussion relating to the November, 2020 Treasurer's Report, **Supervisor Christian made a motion to approve the Treasurer's Report, Disbursement #s 4303 through 4329 (including salaries and general expenses), and electronic payments for November, 2020 in the total amount of \$42,527.07. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**

Monthly Activity Report: With assistance from staff, the Board reviewed the Activity Report for activities conducted in November, 2020 including, but not necessarily limited to, meetings attended, project status, general technical assistance provided, water quality and landfill monitoring efforts, office and financial management, and education and outreach activities. During the review, the Board discussed, in part, mailing a letter from the Board to the FY20-21 WSCC NRI Chimacum Creek Project participants describing future Chimacum Creek maintenance expectations. Chair Latham was tasked with drafting the letter to the participants.

OLD BUSINESS

A. 2021 JCCD Election and Appointment: Ms. Kier reminded those in attendance that the elected Board Supervisor position currently held by Lige Christian is open for election in 2021, and the appointed Board Supervisor position currently held by Janet Aubin is open for appointment in 2021. Those interested in, or having questions about, the election or the appointment process were encouraged to contact the District and the WSCC for more information.

NEW BUSINESS

- A. JCCD Priorities:** Based on the Board's request at their November 18, 2020 Special Meeting, staff presented information relating to the District's Annual Work Plan and 5-Year Plan, the District's current obligations and deadlines, potential projects ready for funding consideration and projects to consider in the future, the District Manager and Conservation Planner/Resource Specialist draft job descriptions, and discussion points for the development of a recruiting and hiring plan. With regards to updates to the current Annual Work Plan and the 5-Year Plan, the Board agreed to wait until incoming staff are hired and available to participate in that process. Conservation Planner Sharon Yeh reviewed with the Board status and deadline information on the District's current projects. She then reviewed those projects ready for funding consideration and those projects to consider in the future. During the discussion, she also explained the District's process used for ranking projects. Ms. Kier then summarized the District's current contractual and financial obligations.
- B. District Manager and Conservation Planner/Resource Specialist Job Descriptions:** The Board then reviewed the draft District Manager and Conservation Planner/Resource Specialist job descriptions, with those edits previously directed by the Board. During the review, the Board agreed to change the first bullet item under General Operations on the first page of the District Manager job description to the following – "Develop and implement the District's strategic plan, annual plan, and annual budget for presentation to, and approval by, the Board of Supervisors.". The Board also agreed to set the starting salary range for the District Manager position at \$25.00 - \$33.00 per hour, depending on qualifications and experience. There were no changes to the Conservation Planner/Resource Specialist job description. The Board agreed to set the starting salary range for the Conservation Planner/Resource Specialist position at \$22.00 - \$25.00 per hour, depending on qualifications and experience. Supervisor Hannan, Supervisor Christian, and Supervisor Boggs stated that they would like some additional time to review the job descriptions before final release. Discussion followed, after which **Supervisor Hannan made a motion to approve the District Manager job description as revised; the Conservation Planner/Resource Specialist job description as presented; the starting salary range of \$25.00 - \$33.00 per hour, depending on qualifications and experience, for the District Manager position; and the starting salary range of \$22.00 - \$25.00 per hour, depending on qualifications and experience, for the Conservation Planner/Resource Specialist position pending additional review by Supervisor Hannan, Supervisor Christian, and Supervisor Boggs; AND FURTHER, if there are no additional changes recommended by Supervisor Hannan, Supervisor Christian, and/or Supervisor Boggs, to direct Office Manager Tracy Kier to release the District Manager and Conservation Planner/Resource Specialist job descriptions and announcements for the recruiting and advertising process for the District Manager and Conservation Planner/Resource Specialist positions. The**

motion was seconded by Supervisor Janet Aubin. Discussion followed, after which the motion was approved by a unanimous vote. The Board agreed that Supervisor Hannan, Supervisor Christian, and Supervisor Boggs will notify Ms. Kier if they would like to make any additional changes to the District Manager and/or Conservation Planner/Resource Specialist job descriptions, in which event she will postpone any further efforts on the recruiting and advertising process pending discussion by the Board at their next regular meeting.

- C. **JCCD Recruiting and Hiring Plan:** The Board discussed recruiting strategies including, but not necessarily limited to, methods of advertising, length of advertising, and a closing date for application packet submittals for first consideration. During the discussion, *Supervisor Christian made a motion to advertise the open District Manager and open Conservation Planner/Resource Specialist positions in The Leader and on the District's website; AND FURTHER, to forward the announcements and job descriptions to District partners, allied professions, and multiple social media platforms to solicit their assistance in circulating the recruiting information for these two positions. The motion was seconded by Supervisor Aubin. Discussion followed, after which the motion was approved by a unanimous vote.* The Board agreed to set the closing date for first consideration of application packets for both positions to January 5, 2021, and that both positions will remain open until filled.

COMMITTEE REPORTS

- A. **Conservation Commission and Non-Commission Grants:** Jean Fike, Regional Manager for WSCC, noted the great information being shared at the annual WACD conference, and announced that the conference is being recorded and will be available for access. She also informed the Board that WSCC has allocated the second half of FY21 Implementation and Engineering funds. She then explained potential, upcoming legislature discussions that may affect District elections. Kirk Sehlmeier, Resource Conservationist for NRCS, stated that the deadline for EQIP applications has passed. Five applications were received for projects in Jefferson County, with high tunnel and forestry work trending most. Mr. Sehlmeier offered his assistance to the District in the absence of the District's Conservation Planner, recognizing NRCS's limited interactions with the public due to the COVID-19 pandemic.
- B. **Legislative Update:** Ms. Fike provided additional updates relating to the upcoming legislative sessions. Alan Chapman, Northwest Washington Area Director for WACD, stated that the WACD annual meeting formats were working well, and that he will email the Board links to the sessions.

CORRESPONDENCE

- A. **DOE Monthly Nonpoint Report – December, 2020:** The DOE monthly nonpoint report for December, 2020 was presented to the Board for their review for information purposes only.

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 Minutes of the November 4, 2020 regular meeting were approved as presented under the Consent Agenda.
- ✓ The Board passed a motion setting a minimum monthly contribution of \$100.00 to the District's Truck Reserve Fund or a contribution equal to the monthly District truck mileage usage, whichever amount is greater.
- ✓ The Board passed a motion to issue a mid-month check for the landowner reimbursement on FY20-21 WSCC NRI Chimacum Creek Project No. 2020.102 in the amount of \$3,150.00, after those funds have been received by the District from WSCC.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4303 through 4329 (including salaries and general expenses), and electronic payments for November, 2020 in the total amount of \$42,527.07.
- ✓ The Board passed a motion approving the District Manager job description as revised; the Conservation Planner/Resource Specialist job description as presented; the starting salary range of \$25.00 - \$33.00 per hour, depending on qualifications and experience, for the District Manager position; and the starting salary range of \$22.00 - \$25.00 per hour, depending on qualifications and experience, for the Conservation Planner/Resource Specialist position pending additional review by Supervisor Hannan, Supervisor Christian, and Supervisor Boggs; AND FURTHER, if there are no additional changes recommended by Supervisor Hannan, Supervisor Christian, and/or Supervisor Boggs, directing Office

Manager Tracy Kier to release the District Manager and Conservation Planner/Resource Specialist job descriptions and announcements for the recruiting and advertising process for the District Manager and Conservation Planner/Resource Specialist positions.

- ✓ **The Board passed a motion to advertise the open District Manager and open Conservation Planner/Resource Specialist positions in The Leader and on the District's website; AND FURTHER, to forward the announcements and job descriptions to District partners, allied professions, and multiple social media platforms to solicit their assistance in circulating the recruiting information for these two positions.**

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on January 6, 2021 at 3:30 p.m. at the District Office located at 205C W Patison Street in Port Hadlock, Washington. Due to the COVID-19 pandemic, the Board may hold their January 6, 2021 regular meeting remotely via teleconference. In this event, information regarding virtual meeting access will be listed on the Board's January 6, 2021 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 Hannan made a motion to adjourn the meeting. The motion was seconded by Supervisor Aubin. There being no discussion, the motion was approved by a unanimous vote, and the meeting was adjourned at 5:41 p.m.*

Minutes approved this 3rd day of February, 2021.



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	