



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

MINUTES OF THE JANUARY 13, 2021 SPECIAL MEETING

Call to Order: By Chair Al Latham at 10:07 a.m., GoToMeeting at 1-866-899-4679, Code No. 220-421-445

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

Supervisors Excused: Laurie Hannan

Associate Supervisors Present: Erik Kingfisher

Staff Present: Glenn Gately and Tracy Kier

Also Present: Kirk Sehmeyer, NRCS; Jean Fike, WSCC; and Alan Chapman, WACD

Meeting Format: Due to the COVID-19 pandemic, the Board held their special 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.

Purpose of the Special Meeting: Chair Latham announced that the purpose of the special meeting was to discuss, and potentially take action on, the District's hiring process for an open District Manager position and an open Conservation Planner/Resource Specialist position. He stated that no other business would be discussed or transacted in the meeting.

Jefferson County Conservation District Hiring Process for Open District Manager Position and Open Conservation Planner/Resource Specialist Position

Executive Session – RCW 42.30.110(1)(g): Chair Latham announced that the Board was going into Executive Session pursuant to RCW 42.30.110(1)(g), for the purpose of evaluating the qualifications of an applicant(s) for public employment. He stated that the Executive Session would last until 11:40 a.m., unless extended by public announcement of the Board Chair or Acting Chair, and that no actions would be taken by the Board during the Executive Session. The Board may, or may not, elect to take action after the Executive Session.

The Board went into Executive Session at 10:12 a.m. and came out of Executive Session at 11:40 a.m. At 11:40 a.m., Chair Latham reconvened the special meeting.

Supervisor Janet Aubin made a motion for the Board to interview Applicant #'s 2, 3, 7, and 8 for the open position of District Manager. The motion was seconded by Supervisor Lige Christian. There being no discussion, the motion was approved by a unanimous vote.

Supervisor Aubin then made a motion to temporarily postpone the interview process for the open Conservation Planner/Resource Specialist position until after the open District Manager position is filled to allow the District Manager an opportunity to be involved in that process. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.

The Board expressed their appreciation for all the applicants applying for the District Manager and Conservation Planner/Resource Specialist positions. Office Manager Tracy Kier will notify the Conservation Planner/Resource

Specialist applicants of the Board actions to temporarily postpone the interview process.

Supervisor Aubin made a motion to conduct two special meetings of the Board during the week of January 25, 2021 for the purpose of discussing, and potentially take action on, the District's hiring process for an open District Manager position and an open Conservation Planner/Resource Specialist position. The motion was seconded by Supervisor Boggs. Discussion about scheduling followed, after which the motion was approved by a unanimous vote. Supervisor Aubin agreed to query the Supervisors' availability for the week of January 25, 2021 and select the two most available dates to conduct the special meetings. Ms. Kier will coordinate the interview schedule with the applicants.

Chair Latham asked if there were any comments and/or questions from those in attendance. There were no comments or questions. Ms. Kier confirmed there were no comments or questions submitted to the Board during the meeting via info@jeffersoncd.org.

Review of Official Actions:


- ✓ The Board passed a motion to interview Applicant #'s 2, 3, 7, and 8 for the open position of District Manager.
- ✓ The Board passed a motion temporarily postponing the interview process for the open Conservation Planner/Resource Specialist position until after the open District Manager position is filled to allow the District Manager an opportunity to be involved in that process.
- ✓ The Board passed a motion to conduct two special meetings of the Board during the week of January 25, 2021 for the purpose of discussing, and potentially take action on, the District's hiring process for an open District Manager position and an open Conservation Planner/Resource Specialist position.

Time, Date, and Place of Next Meeting: The Board will attempt to conduct two special meetings during the week of January 25, 2021 as above-noted. Due to the COVID-19 pandemic, the Board may hold these special meetings remotely via teleconference. In this event, information regarding virtual meeting access will be listed on the Agendas, and posted in advance on the District office building located at 205C W Patison Street in Port Hadlock, Washington, and on the District's website at www.jeffersoncd.org.

The next regular meeting of the Board will be held on February 3, 2021 at 3:30 p.m. Due to the COVID-19 pandemic, the Board may hold their February 3, 2021 regular meeting remotely via teleconference. In this event, information regarding virtual meeting access will be listed on the Board's February 3, 2021 Agenda, and posted in advance on the District office building located at 205C 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 Christian made a motion to adjourn the meeting. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote, and the meeting was adjourned at 11:55 a.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)

Minutes
 January 13, 2021 Special Meeting
 Jefferson County Conservation District

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	