



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

MINUTES OF THE FEBRUARY 3, 2021 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:34 p.m., GoToMeeting at 1-866-899-4679, Code No. 183-601-117

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 and Tracy Kier

Also Present: Jean Fike, WSCC; Sierra Young; and Natalie Quist

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. 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 Laurie Hannan made a motion to approve the Consent Agenda as presented. The motion was seconded by Supervisor Lige Christian. There being no discussion, the motion was approved by a unanimous vote.** The Minutes of the December 2, 2020 regular meeting; January 6, 2021 regular meeting; January 13, 2021 special meeting; January 26, 2021 special meeting; and January 27, 2021 special meeting were approved as presented under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for January, 2021: Ms. Kier reviewed with the Board the January, 2021 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4349 through 4360, electronic payments, deposits, Balance Sheet information, Accounts Receivable Aging Summary information, Profit & Loss information, and Leave Liability information. She informed the Board that Supervisor Hannan and Chair Latham were in the office earlier that day, during which time they inspected January's checks, payments, and supportive documentation, and certified the payment of January's disbursements and electronic payments. Net salaries for January, 2021 totaled \$6,410.85, general expenses totaled \$8,093.31, and total expenses amounted to \$14,504.16. Deposits made in January, 2021 amounted to \$20,209.37. The current balance in the District's Truck Reserve Fund was \$20,005.40 which included interest earned in December, 2020 and the minimum contribution of \$100.00 per month for January, 2021.

Ms. Kier informed the Board that after all costs were paid on the FY20-21 WSCC NRI Chimacum Creek project, there remains \$15,242.00 in unexpended funds. With the assistance of WSCC Regional Manager Jean Fike, the Board discussed options for using these funds or, in the alternative, returning the unused funds to WSCC for redistribution. After discussion, **Supervisor Julie Boggs made a motion to wait one month while the Board further explores allowable uses for the \$15,242.00 unexpended FY20-21 WSCC NRI Chimacum Creek funds before considering returning those funds to WSCC. The motion was seconded by Supervisor Janet Aubin. After additional discussion, the motion was approved by a majority vote (Aubin – For, Boggs – For, Christian – Abstain, Hannan – For, and Latham – For).** Ms. Kier then advised the Board that the District had received the documentation for reimbursable maintenance conducted on CREP Contract No. 2016-11006. To minimize the delay in reimbursement, she requested the Board consider issuing a mid-month check to the landowner of CREP Contract No. 2016-11006 for reimbursement of

preapproved maintenance in the amount of \$1,667.00, after those funds have been received by the District. After discussion, **Supervisor Christian made a motion to issue a mid-month check to the landowner of CREP Contract No. 2016-11006 in the amount of \$1,667.00 for reimbursement of preapproved maintenance costs, after those funds have been received by the District. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.**

Ms. Kier then noted that the District had received a draft Amendment to the Professional Services Contract Agreement for the Hood Canal Coordinating Council HCRPIC Program, extending the term of the Agreement to September 30, 2022, and updating the staff contact information. Staff will present the Amendment to the Board for consideration as soon as it is in final form. She also stated that the District had not yet received the 2021 Jefferson County General Funding Agreement for the Board's consideration. Ms. Kier then informed the Board that the State Auditor's Office will be conducting their customary, three-year audit of the District in 2021 for the period of 2018 through 2020. In closing, Ms. Kier presented cost estimates for purchasing two Surface Units and a printer/copier/scanner as discussed in previous meetings. After discussion, the Board authorized Ms. Kier to purchase two Surface Units with relative hardware and a printer/copier/scanner in the total, estimated amount of \$5,000.00. There being no further discussion, **Supervisor Christian made a motion to approve the Treasurer's Report, Disbursement #s 4349 through 4360 (including salaries and general expenses), and electronic payments for January, 2021 in the total amount of \$14,504.16. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.**

Monthly Activity Report: The Board reviewed activities conducted in January, 2021. Fisheries Biologist/Water Quality Specialist Glenn Gately briefly summarized those activities involving landfill gas and water monitoring. In the report, staff presented a summary of 915 technical assistance contacts provided by staff within the District in 2020, in addition to those activities and assistance provided in the District's programs and projects. The Board and staff expressed their appreciation of Kirk Sehlmeier, Resource Conservationist for NRCW, for his valuable assistance with public inquiries during the absence of a District Manager and Conservation Planner.

OLD BUSINESS

A. 2021 JCCD Election and Appointment: Ms. Kier advised the Board that the candidate filing deadline for the District's open, elected position expired on January 29, 2021. The District received one Candidate Information form within the deadline, which was from the District's incumbent, Elijah Christian. The deadline for requesting a ballot is 4:00 p.m. on February 9, 2021. Discussion followed, wherein Ms. Kier explained, in part, the ballot request and ballot return process, with emphasis from Ms. Fike on the importance of consistently following those procedures contained in the District's published and posted Notice of Election.

NEW BUSINESS

- A. State Auditor's Office Financial Reporting Requirements and Schedule 22 – Audit Assessment Questionnaire for Fiscal Year Ending 2020:** Ms. Kier reported on the upcoming State Auditor's Office annual financial reporting requirements for 2020, due by the end of May, 2021. Supervisor Hannan and Supervisor Christian volunteered to be the designated Supervisors to complete the Schedule 22 with Ms. Kier.
- B. Annual Employee Evaluations – 2020 Performance Period:** Ms. Kier announced that staff had completed their self-evaluations for the 2020 performance period. A discussion about the District's evaluation process followed, after which **Supervisor Christian made a motion to appoint himself and Supervisor Aubin as the Board's designees to conduct staff evaluations for the 2020 performance period; AND FURTHER, to direct the designees to present the results and their recommendations to the Board at their next regular meeting on March 3, 2021. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.**
- C. JCCD District Manager and Conservation Planner/Resource Specialist Hiring Process:** For initial discussion, the Board agreed to go into Executive Session.

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 5:15 p.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 4:40 p.m. and came out of Executive Session at 5:15 p.m. At 5:20 p.m., having given time for virtual access connecting, Chair Latham reconvened the regular meeting. **Supervisor Christian made a motion to make an offer for the open, District Manager position to Candidate #3. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote. Supervisor Aubin then made a motion to appoint Chair Latham and Supervisor Christian to act as the lead negotiators on behalf of the Board with regards to the offer for the open, District Manager position. The motion was seconded by Supervisor Hannan. Discussion followed, after which the motion was approved by a majority vote (Aubin – For, Boggs – For, Christian – Abstain, Hannan – For, Latham – For).** A discussion regarding the negotiation process followed. During the discussion, the Board agreed that Chair Latham and Supervisor Christian will present the final draft of the negotiations to the Board for review and consideration in either a Special Meeting, if ready before the Board's next regular meeting, or in the Board's regular meeting on March 3, 2021.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Ms. Fike referred to a recent email distributed by WSCC Executive Director Carol Smith regarding a Settlement Agreement between the Northwest Environmental Advocates, the Department of Commerce, and the Environmental Protection Agency regarding Washington's nonpoint source program as it relates to agriculture. She will forward a copy of the Agreement to the Board. She then reported on the new structure for the COVID-19 pandemic restrictions and reopening requirements described under the Healthy Washington Roadmap to Recovery.
- B. Legislative Update:** Ms. Fike noted previous discussions regarding the Governor's budget. With the Legislature currently in-session, key unknowns include possible federal relief for states and the March, 2021 revenue forecast.

CORRESPONDENCE

- A. DOE Monthly Nonpoint Report – February, 2021:** The DOE southwest regional, monthly nonpoint report for February, 2021 was presented to the Board for their review for information purposes. No action was taken.

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 Minutes of the December 2, 2020 regular meeting; January 6, 2021 regular meeting; January 13, 2021 special meeting; January 26, 2021 special meeting; and January 27, 2021 special meeting were approved as presented under the Consent Agenda.
- ✓ The Board passed a motion to wait one month while the Board further explores allowable uses for the \$15,242.00 unexpended FY20-21 WSCC NRI Chimacum Creek funds before considering returning those funds to WSCC.
- ✓ The Board passed a motion to issue a mid-month check to the landowner of CREP Contract No. 2016-11006 in the amount of \$1,667.00 for reimbursement of preapproved maintenance costs, after those funds have been received by the District.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4349 through 4360 (including salaries and general expenses), and electronic payments for January, 2021 in the total amount of \$14,504.16.
- ✓ The Board passed a motion appointing Supervisor Christian and Supervisor Aubin as the Board's designees to conduct staff evaluations for the 2020 performance period; AND FURTHER, directing the designees to present the results and their recommendations to the Board at their next regular meeting on March 3, 2021.
- ✓ The Board passed a motion to make an offer for the open, District Manager position to Candidate #3.
- ✓ The Board passed a motion appointing Chair Latham and Supervisor Christian to act as the lead negotiators on behalf of the Board with regards to the offer for the open, District Manager position.

Time, Date, and Place of Next Meeting: As earlier noted, the Board may conduct a special meeting before the Board's next regular meeting in the event a final draft of negotiations for the open, District Manager position is ready for review

and consideration. Notices of special meetings are posted in advance on the District office building located at 205C W Patison Street in Port Hadlock, Washington and on the District's website located at www.jeffersoncd.org, and published in the local newspaper, time permitting. The next regular meeting of the Board will be held on March 3, 2021 at 3:30 p.m. Due to the COVID-19 pandemic, the Board may hold their March 3, 2021 regular meeting remotely via teleconference. In this event, information regarding virtual meeting access will be listed on the Board's March 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 5:32 p.m.*

Minutes approved this 3rd day of March, 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	