



## JEFFERSON COUNTY CONSERVATION DISTRICT

205 W. Patison St., Port Hadlock, WA 98339 - Phone (360) 385-4105 FAX (360) 385-4823

### MINUTES OF THE DECEMBER 6, 2017 REGULAR MEETING

**Call to Order:** By Chair Glen Huntingford at 6:16 p.m., 205 W Patison Street, Port Hadlock, Washington

**Supervisors Present:** Julie Boggs, Lige Christian, Glen Huntingford, Al Latham, and Roger Short

**Supervisors Excused:** N/A

**Associate Supervisors Present:** None

**Staff Present:** Al Cairns and Tracy Kier

**Also Present:** None

**Agenda Modification:** Staff requested that the Agenda be modified to include Hood Canal Coordinating Council – Professional Services Contract Agreement and Supervisor Attendance at Board Meetings as Items E and F, respectively, under New Business. **Roger Short made a motion to include Hood Canal Coordinating Council – Professional Services Contract Agreement and Supervisor Attendance at Board Meetings as Items E and F, respectively, under New Business. Al Latham seconded the motion. There being no discussion, the motion was approved by a unanimous vote.**

**Consent Agenda:** Chair Huntingford asked if anyone wished to remove any items from the Consent Agenda. Hearing no requests, the Consent Agenda was approved by consensus of the Board. Chair Huntingford signed the November 1, 2017 regular meeting Minutes as presented and approved under the Consent Agenda.

**Treasurer's Report, Disbursements, and Electronic Payments for November, 2017:** The Treasurer's Report, Disbursement #s 3583 through #3610, electronic payments, and supportive documentation for November, 2017 were reviewed. Net salaries for November, 2017 totaled \$9,181.61; general expenses totaled \$44,287.34. Total expenditures for the month of November, 2017 amounted to \$53,468.95. During the review, the Board noted for the record mid-month check numbers 3584 in the amount of \$2,650.00 to WACD for annual dues, and 3585 in the amount of \$13,202.21 to Kuchan Construction, Inc. for FFFPP construction services, both of which were previously approved by the Board. After review and discussion, **Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3583 through #3610 (including salaries and general expenses), and electronic payments for November, 2017 in the total amount of \$53,468.95. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.**

Office Manager Tracy reported that the current balance in the District's Truck Reserve Fund is \$16,239.48, which included interest earned in October, 2017, and \$166.39 allocated by the District in November, 2017. Ms. Kier informed the Board that there was \$834.08 in designated truck reserve funds in the District's checking account ready to be transferred to the District's money market account. **Lige Christian made a motion to allow one of the Board Supervisors to transfer, on behalf of the District, \$834.08 from the District's checking account to the District's money market account as designated funds for the JCCD Truck Reserve Fund. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.**

**Manager's Report:** District Manager Al Cairns distributed to, and reviewed with, the Board a report outlining general updates and activities for the month of November, 2017. In part, he highlighted the outcomes of meetings attended by staff, recent conversations with the WSCC regarding potential CREP funding, and project updates. He also reviewed staff efforts to identify and develop additional programs and services through a variety of funding sources. Ms. Keir briefly

explained office and financial management activities for the month of November. A discussion on District projects followed.

#### **OLD BUSINESS**

- A. **2018 Election:** Ms. Kier informed the Board that the District has received one Candidate Information Form and Nominating Petition for the 2018 election to-date.
- B. **Labor & Industries Consultation Service for Accident Prevention Program:** Mr. Cairns stated that he has spoken with a consultant from Labor & Industries, and will be scheduling an appointment to discuss an Accident Prevention Program in the near future.

#### **NEW BUSINESS**

- A. **Financial Projections:** Mr. Cairns reviewed revenue and expense projections and budget shortfalls with the Board through June 30, 2018. Potential revenue sources and budget strategies were discussed, including the use of reserve funds. After discussion, *Lige Christian made a motion to direct the District Manager to request an acceleration of payment from Jefferson County of the 2018 Jefferson County/JCCD Funding Agreement. The motion was seconded by Julie Boggs. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote.* Budget shortfalls were further reviewed, after which *Lige Christian made a motion to approve the use of reserve funds to meet District operations effective November 1, 2017, and to continue the use of reserve funds to meet District operations as needed through June 30, 2018. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- B. **Draft Employee Benefits Policy Amendment:** Mr. Cairns recommended the Board consider amending the District's personnel policy to allow for prorated benefits for staff working less than 80 hours per month. After discussion, *Lige Christian made a motion to direct staff to prepare a report and request, for presentation to the Board at their next regular meeting, for prorating employee benefits for employees working less than 80 hours per month. The motion was seconded by Julie Boggs. Discussion followed, after which the motion was approved by a unanimous vote.*
- C. **RCO FFFPP Project No. 15-1470:** With the assistance of Mr. Cairns, the Board reviewed the completion of the construction phase of RCO FFFPP Project No. 15-1470, and final site tasks to be finished by staff in the near future.
- D. **2018 Regular Meeting Schedule:** The monthly schedule for the Board's regular meetings was reviewed. *Lige Christian made a motion to continue holding the Board's regular monthly meetings, until further notice is given, on the first Wednesday of each month, at 3:30 p.m., at the District Office located at 205 W Patison Street in Port Hadlock, Washington. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- E. **Hood Canal Coordinating Council – Professional Services Contract Agreement:** The Board reviewed the Professional Services Contract Agreement between the District and the Hood Canal Coordinating Council. After discussion, *Lige Christian made a motion to approve the Professional Services Contract Agreement between the District and the Hood Canal Coordinating Council; AND FURTHER, to grant Chair Huntingford the authority to sign the Agreement on behalf of the Board. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.*
- F. **Supervisor Attendance at Board Meetings:** The Board discussed options for Supervisors attending Board meetings when they are not available to be present at the meeting location. After discussion, *Al Latham made a motion to allow Board Supervisors to remotely attend and participate in Board meetings via telephone conference or video conference methods. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*

The Board agreed that, in the absence of Supervisor Lige Christian, Supervisor Al Latham will conduct the bank statement reconciliations with Ms. Kier.

#### **COMMITTEE REPORTS**

- A. **Conservation Commission and Non-Commission Grants:** No new report.
- B. **Legislative Update:** No new report.

#### **CORRESPONDENCE**

There was no correspondence for the Board's review.

**REVIEW OF OFFICIAL ACTIONS**

- ✓ The Board passed a motion modifying the Agenda to include Hood Canal Coordinating Council – Professional Services Contract Agreement and Supervisor Attendance at Board Meetings as Items E and F, respectively, under New Business.
- ✓ The Consent Agenda was approved by consensus of the Board, and the Minutes of the November 1, 2017 regular meeting were approved as presented under the Consent Agenda.
- ✓ The Board passed a motion approving the Treasurer’s Report, Disbursement #s 3583 through #3610 (including salaries and general expenses), and electronic payments for November, 2017 in the total amount of \$53,468.95.
- ✓ The Board passed a motion allowing one of the Board Supervisors to transfer, on behalf of the District, \$834.08 from the District’s checking account to the District’s money market account as designated funds for the JCCD Truck Reserve Fund.
- ✓ The Board passed a motion directing the District Manager to request an acceleration of payment from Jefferson County of the 2018 Jefferson County/JCCD Funding Agreement.
- ✓ The Board passed a motion approving the use of reserve funds to meet District operations effective November 1, 2017, and to continue the use of reserve funds to meet District operations as needed through June 30, 2018.
- ✓ The Board passed a motion directing staff to prepare a report and request, for presentation to the Board at their next regular meeting, for prorating employee benefits for employees working less than 80 hours per month.
- ✓ The Board passed a motion to continue holding the Board’s regular monthly meetings, until further notice is given, on the first Wednesday of each month, at 3:30 p.m., at the District Office located at 205 W Patison Street in Port Hadlock, Washington.
- ✓ The Board passed a motion approving the Professional Services Contract Agreement between the District and the Hood Canal Coordinating Council; AND FURTHER, granting Chair Huntingford the authority to sign the Agreement on behalf of the Board.
- ✓ The Board passed a motion allowing Board Supervisors to remotely attend and participate in Board meetings via telephone conference or video conference methods.

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board is scheduled for Wednesday, January 3, 2017 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington.

**Meeting Adjourned:** There being no further business to discuss or transact, the meeting was adjourned at 8:08 p.m.

Minutes approved this 3rd day of January, 2018.

  
\_\_\_\_\_  
Tracy Kier, Recording Secretary

  
\_\_\_\_\_  
Glen Huntingford, Chair  
AL LATHAM, VICE 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                           |

**Minutes**  
**December 6, 2017 Regular Meeting**  
**Jefferson County Conservation District**

|  |   |
|--|---|
| 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                     |   |