



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

MINUTES OF THE MARCH 7, 2018 REGULAR MEETING

Call to Order: By Chair Glen Huntingford at 3:40 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs, Lige Christian (via audio conference), Glen Huntingford, Al Latham, and Roger Short
Supervisors Excused: N/A
Associate Supervisors Present: None
Staff Present: Al Cairns and Tracy Kier
Also Present: Patty Charnas, Director, Jefferson County Department of Community Development

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 January 3, 2018 and February 7, 2018 regular meeting Minutes as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for February, 2018: The Treasurer's Report, Disbursement #s 3657 through #3687, electronic payments, and supportive documentation for February, 2018 were reviewed. Net salaries for February, 2018 totaled \$10,060.99; general expenses totaled \$37,082.87. Total expenditures for the month of February, 2018 amounted to \$47,143.86. For the record, Office Manager Tracy Kier noted that Check # 3669 made payable to Fourth Corner Nurseries was voided because payment had already occurred on the District's Purchasing Card. After review and discussion, **Roger Short made a motion to approve the Treasurer's Report, Disbursement #s 3657 through #3687 (including salaries and general expenses), and electronic payments for February, 2018 in the total amount of \$47,143.86. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**

Ms. Kier reported that the current balance in the District's Truck Reserve Fund is \$16,641.97, which included interest earned in February, 2018, and \$49.60 allocated by the District in February, 2018. She then informed the Board that she found an error in the Treasurer's Report – District Truck Reserve Fund section of the Board's December 6, 2017 regular meeting Minutes. The amount indicated in the District Truck Reserve Fund in the December 6, 2017 Minutes is \$16,239.48. The correct amount reported during December 6, 2017 regular meeting, however, was \$16,406.20, as identified on the Money Market Account Report included in the Treasurer's Report packet. **Al Latham made a motion to correct the December 6, 2017 regular meeting Minutes to show the balance in the District's Truck Reserve Fund as \$16,406.20. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.**

Ms. Kier requested that the Board consider issuing mid-month checks to Julie Boggs to reimburse her for mileage and ferry expenses incurred in connection with picking up and delivering the District's plants for the annual plant sale, and issuing mid-month checks to those plant sale customers requiring a refund from the plant sale. It was noted that the Board pre-approved the travel reimbursement to Julie Boggs at their February 7, 2018 regular meeting. **Roger Short made a motion to allow two Board Supervisors to sign a mid-month check to Julie Boggs for reimbursement for her mileage and ferry expenses incurred in connection with picking up and delivering the District's plants for the annual plant sale; AND FURTHER, to allow two Board Supervisors to sign mid-month checks to plant sale customers requiring a refund from the plant sale. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.**

Ms. Kier reminded the Board of the upcoming State Auditor's Office (SAO) annual financial reporting deadline, and

reviewed the process for completing the SAO Schedule 22. The Board agreed to appoint Al Latham and Julie Boggs to participate in the Schedule 22 process with the assistance of staff.

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 February, 2018. As stated, he continues to await word from WSCC on shellfish project awards. He is considering small revisions to the District's annual work plan in connection with the FCS review. He then followed with a report on the District's annual native plant sale – approximately 11,278 plants were sold, approximately \$25,200.00 was collected in gross sales, and 15 terrific volunteers assisted the District on bundling day and sale day. Mr. Cairns complimented Conservation Planner/Resource Specialist Jerry Clarke and the JCCD staff on their efforts during the sale, and commented on the great service the plant sale provides the community each year. Mr. Cairns informed the Board that he is researching the option of purchasing a used utility trailer to store District equipment. He then reported on the status of District current and pending projects, including CREP, RCO FFFPP, Shellfish, and Natural Resource Investments projects, and activities relating to general technical and landowner assistance, farm planning, EQIP, soil testing, fisheries and water quality, and landfill monitoring. Ms. Kier briefly reported on February's office and financial management activities, and Mr. Cairns outlined outreach and training activities. He complimented Fisheries Biologist/Water Quality Specialist Glenn Gately's efforts on the Water and Climate Change tract development for this year's WADE conference. District staff, and interested Supervisors, will be attending a shared 1st Aid/CPR/Fire Extinguisher class with NOSC staff on March 20, 2018.

OLD BUSINESS

- A. 2018 Election:** Ms. Kier reminded the Board that the District's 2018 election had been cancelled due to the automatic reelection of the District's Incumbent, Lige Christian. The public was notified as required, WSCC election checklists were completed, and WSCC electronic forms were submitted as required. Applications for the open appointed seat are due to the WSCC on or before March 31, 2018.
- B. FCS Update:** This item was addressed earlier under the Manager's Report.
- C. Policy Update**
- I. Draft Employee Health Care Benefits Policy Amendments:** Mr. Cairns explained the background leading up to the draft amendments to the employee health care benefits policy. Review and discussion of the draft amendments and formula example followed, after which *Lige Christian made a motion to continue paying the full amount of health care benefits for permanent employees working half-time or more each month; AND FURTHER, to pay a pro-rated portion of health care benefits for permanent employees working less than half-time each month, calculated on a monthly basis. The motion was seconded by Al Latham. After additional discussion, the motion was approved by a unanimous vote.*
 - II. Draft Annual Leave Benefits Policy Amendments:** Mr. Cairns followed with an explanation of the draft amendments to the annual leave and sick leave benefits policy. After review and discussion, *Lige Christian made a motion to align the calculation method of annual leave and sick leave benefits so that both are calculated on every twenty (20) hours worked, based on the total number of hours worked each month. The motion was seconded by Al Latham. After additional discussion, the motion was approved by a unanimous vote.* The Board then requested that staff conduct an additional review of the approved amendments above in comparison to the remaining draft amendments, and present any other recommended amendments that will help align the health care, annual leave, and sick leave benefits policy with how the District currently operates.
 - III. Draft Employee Sick Leave Benefits Policy Amendments:** This item was addressed earlier under Item C. II. Draft Annual Leave Benefits Policy Amendments.
- D. Accident Prevention Program:** Mr. Cairns advised the Board that the development of the District's Accident Prevention Program was completed and approved by the Department of Labor & Industries, and is currently being implemented. The Board asked how the use of volunteers was addressed in the Program. Mr. Cairns will research this and report back to the Board. He will also forward a complete copy of the Program to the Board per their request.
- E. CAO Update:** Patty Charnas, Director of Jefferson County Department of Community Development, joined Mr. Cairns and the Board in a discussion, in part, about the definition of farm plans, potential impacts on existing agricultural farms as a result of proposed rules, feedback from the community, and the interest of future collaboration. The Board thanked Ms. Charnas for her time and participation in the meeting.
- F. Letter of Support of NRCS Services:** Mr. Cairns informed the Board that NRCS has requested a letter of support

from the District relating to massive budget cuts. Mr. Cairns will prepare a draft letter of support for the Board's consideration at their next regular meeting.

- G. 2018 Salaries Recommendations and Budget Capacity Review:** Mr. Cairns was unable to make any additional recommendations regarding 2018 salaries until he hears from WSCC on additional funding awards.

NEW BUSINESS

- A. 2018 Annual Native Plant Sale:** This item was addressed earlier under the Manager's Report.

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 Consent Agenda was approved by consensus of the Board, and the Minutes of the January 3, 2018 and February 7, 2018 regular meetings were signed by Chair Huntingford as presented and approved under the Consent Agenda.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3657 through #3687 (including salaries and general expenses), and electronic payments for February, 2018 in the total amount of \$47,143.86.
- ✓ The Board passed a motion correcting the December 6, 2017 regular meeting Minutes to show the balance in the District's Truck Reserve Fund as \$16,406.20.
- ✓ The Board passed a motion allowing two Board Supervisors to sign a mid-month check to Julie Boggs for reimbursement for her mileage and ferry expenses incurred in connection with picking up and delivering the District's plants for the annual plant sale; AND FURTHER, allowing two Board Supervisors to sign mid-month checks to plant sale customers requiring a refund from the plant sale.
- ✓ The Board passed a motion to continue paying the full amount of health care benefits for permanent employees working half-time or more each month; AND FURTHER, to pay a pro-rated portion of health care benefits for permanent employees working less than half-time each month, calculated on a monthly basis.
- ✓ The Board passed a motion aligning the calculation method of annual leave and sick leave benefits so that both are calculated on every twenty (20) hours worked, based on the total number of hours worked each month.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, April 4, 2018 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 5:40 p.m.

Minutes approved this 4th day of April, 2018.


 Tracy Kier, Recording Secretary


 Glen Huntingford, 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 = Fam Service Agency, County Office Committee
EQIP = Environmental Quality Incentive Program	FSA CED = Farm Service Agency, County Executive Director

Minutes
March 7, 2018 Regular Meeting
Jefferson County Conservation District

HCDOF = 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	