



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE OCTOBER 3, 2018 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:37 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Janet Aubin, Julie Boggs, Lige Christian, Glen Huntingford, and Al Latham
Supervisors Excused: N/A
Associate Supervisors Present: None
Staff Present: Al Cairns and Tracy Kier
Also Present: Ruth Piccone, Department of Ecology

Consent Agenda: Chair Latham 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 Latham signed the September 5, 2018 regular meeting Minutes as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for September, 2018: The Treasurer's Report, Disbursement #s 3826 through #3844, electronic payments, and supportive documentation for September, 2018 were reviewed. Net salaries for September, 2018 totaled \$7,202.04; general expenses totaled \$29,139.36. Total expenditures for the month of September, 2018 amounted to \$36,341.40. Office Manager Tracy Kier noted for the record that Check #'s 3826 and 3830 had been voided due to a printing error. The original, voided checks were presented to the Board for their inspection, and filed in consecutive order in the District's September, 2018 BATCH. After review and discussion, ***Lige Christian then made a motion to approve the Treasurer's Report, Disbursement #s 3826 through #3844 (including salaries and general expenses), and electronic payments for September, 2018 in the total amount of \$36,341.40. 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 \$17,571.14, which included interest earned in August, 2018, and \$46.33 allocated by the District in September, 2018. She then advised the Board that there was \$530.30 in allocated truck reserve funds in the District's checking account ready to be transferred into the District's money market account. ***Lige Christian made a motion to allow Chair Al Latham to transfer \$530.30 from the District's checking account to the District's money market account as allocated JCCD Truck Reserve Funds for the months of May, 2018 through September, 2018. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.***

The Board reviewed a draft letter dated October 3, 2018 to Debbie Evans, Card Coordinator for Kitsap Bank, regarding fraudulent charges made on two of the District's purchasing cards, and authorizing Kitsap Bank to discuss any issues relating to the District's Visa accounts with Office Manager Tracy Kier. After review and discussion, ***Lige Christian made a motion to authorize Office Manager Tracy Kier to act as a representative on behalf of the District to discuss issues relating to the District's Kitsap Visa accounts with Kitsap Bank; AND FURTHER, to grant Chair Latham the authority to sign the October 3, 2018 letter to Debbie Evans, Card Coordinator for Kitsap Bank, on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Chair Latham presented receipts in the amount of \$20.40 for his ferry expenses to travel to and from the NW Area WACD meeting in Bow, Washington on October 2, 2018. Upon review, ***Glen Huntingford made a motion to reimburse Al Latham for his ferry expenses to attend the NW Area WACD meeting on October 2, 2018 in the amount of \$20.40. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.***

Manager's Report: Office Manager Al Cairns distributed to, and reviewed with, the Board a copy of his Manager's Report outlining District activities for the month of September, 2018. During his review, Mr. Cairns reported, in part, on HPA work completed, upcoming beaver management training opportunities, the District's role in assisting with aerial spraying notification, and Jefferson County's progress on the Critical Areas Ordinance update. He followed with an update of the District's current and proposed projects, highlighting those relating to CREP, RCO FFFPP, Shellfish, Natural Resource Investments, Livestock, farm planning, and EQIP. Mr. Cairns then reported on general, technical assistance provided to the community during September, 2018, and how staff is tracking technical assistance activities throughout the month to more effectively document quantifiable deliverables and qualitative success stories as suggested by WSCC Regional Manager Alison Halpern.

OLD BUSINESS

- A. Rates and Charges Process:** No new report.
- B. JCCD Resolution No. 2018-021 – Rates and Charges System Appeals Process:** This item has been tabled by the Board until further notice.
- C. Hood Canal Watershed OSS Survey:** Mr. Cairns reviewed with the Board recent survey results on the current onsite septic system (OSS) status in the Duckabush Basin and Olympic Canal Tracts. He will continue to discuss these results, and explore alternatives, with Jefferson County Environmental Health personnel, and report back to the Board.
- D. WACD Invoice for 2018 Dues:** The Board reviewed the District's ability to pay for 2018 WACD dues. After discussion, ***Lige Christian made a motion to table payment of the 2018 WACD dues as a result of the District's current financial situation. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.***
- E. Associate Supervisor Position:** With the assistance of Mr. Cairns, the Board discussed State requirements and District options for recruiting additional JCCD Associate Supervisors. After discussion, ***Lige Christian made a motion to invite Erik Kingfisher to be a JCCD Associate Supervisor, stating that the Board would value his input as an Associate Supervisor if he were inclined to apply. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.*** The Board agreed that Mr. Cairns will contact Mr. Kingfisher to extend the Board's invitation.

NEW BUSINESS

- A. Staff Capacity/Level of Service:** Mr. Cairns reviewed with the Board his memorandum to them dated October 3, 2018 relating to the District's current level of service available, along with staffing capacity/funding information affecting staffing levels. Mr. Cairns explained the background information he considered and the analysis he conducted; and, as a result, recommended that the District's annual native plant workshop and sale be placed on hiatus for a period of one year in order to prioritize staff time to develop FY2020 projects. After review and discussion, ***Lige Christian made a motion to cancel the District's annual native plant workshop and sale for one year, as recommended by Mr. Cairns, and advertise the cancellation in multiple media formats to notify the public. The motion was seconded by Glen Huntingford. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote.***
- B. WSCC Biennial Budget Request:** Mr. Cairns distributed to the Board operational and capital budget package summaries from the WSCC for the 2019-2021 biennium. Review and discussion followed.
- C. Letter of Support to Governor Jay Inslee:** The Board reviewed a draft letter dated October 3, 2018 to Governor Jay Inslee expressing the Board's support for the WSCC Natural Resource Investment Decision Package for the 2019-2021 Biennium Budget. After review, ***Lige Christian made a motion to approve the draft letter dated October 3, 2018 to Governor Jay Inslee expressing the Board's support for the WSCC Natural Resource Investment Decision Package for the 2019-2021 Biennium Budget; AND FURTHER, to grant each Board Supervisor the authority to sign the letter on behalf of the District. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.***

- D. **ECY Funding Opportunities:** Mr. Cairns discussed with the Board his efforts to apply for Department of Ecology grants, and his proposal requests for the use of those funds if awarded. After review, **Julie Boggs made a motion to allow District Manager Al Cairns to pursue funding opportunities through the Department of Ecology. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**
- E. **NOSC Funding:** Mr. Cairns reported on potential partnership opportunities with NOSC relating to beaver management.
- F. **Site Preparation and Maintenance Policy:** With the assistance of Mr. Cairns, the Board reviewed a draft policy dated October 3, 2018 entitled Site Preparation and Maintenance regarding the use of mechanical or biological site preparation and/or maintenance practices in favor of herbicide application, unless the use of herbicides is considered to be the only feasible means available to achieve project goals. After review, **Janet Aubin made a motion to approve the JCCD Policy and Procedure entitled Site Preparation and Maintenance dated October 3, 2018. The motion was seconded by Lige Christian. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote.**
- G. **State Auditor's Accountability Audit for 2016 and 2017:** Ms. Kier reviewed with the Board the process, and areas of focus, proposed by the State Auditor for the 2016 – 2017 Accountability Audit. The Exit Conference will be conducted during the Board's regular meeting on November 7, 2018.
- H. **2019 JCCD Election/Appointment:** Ms. Kier informed the Board that one elected position is open for 2019, and no appointed position for 2019, as confirmed with the WSCC. She then reviewed the election process with the Board.

COMMITTEE REPORTS

- A. **Conservation Commission and Non-Commission Grants:** Chair Latham reported on his attendance at the NW Area WACD meeting on October 2, 2018.
- B. **Legislative Update:** No new report.

CORRESPONDENCE

- A. **September 19, 2018 Letter from Tim Deverin to the JCCD Board of Supervisors:** The Board received, and reviewed, correspondence from Tim Deverin expressing his appreciation for JCCD staff efforts in the development and installation of his roof runoff structure, underground outlet, and water harvesting catchment cost share project.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board, and Chair Latham signed the September 5, 2018 regular meeting Minutes as presented and approved under the Consent Agenda.
- ✓ The Board passed a motion approving the *Treasurer's Report, Disbursement #s 3826 through #3844 (including salaries and general expenses), and electronic payments for September, 2018 in the total amount of \$36,341.40.*
- ✓ The Board passed a motion *allowing Chair Al Latham to transfer \$530.30 from the District's checking account to the District's money market account as allocated JCCD Truck Reserve Funds for the months of May, 2018 through September, 2018.*
- ✓ The Board passed a motion *authorizing Office Manager Tracy Kier to act as a representative on behalf of the District to discuss issues relating to the District's Kitsap Visa accounts with Kitsap Bank; AND FURTHER, granting Chair Latham the authority to sign the October 3, 2018 letter to Debbie Evans, Card Coordinator for Kitsap Bank, on behalf of the Board.*
- ✓ The Board passed a motion *reimbursing Al Latham for his ferry expenses to attend the NW Area WACD meeting on October 2, 2018 in the amount of \$20.40.*
- ✓ The Board passed a motion *tabling payment of the 2018 WACD dues as a result of the District's current financial situation.*
- ✓ The Board passed a motion *to invite Erik Kingfisher to be a JCCD Associate Supervisor, stating that the Board would value his input as an Associate Supervisor if he were inclined to apply.*
- ✓ The Board passed a motion *cancelling the District's annual native plant workshop and sale for one year, as recommended by Mr. Cairns, and to advertise the cancellation in multiple media formats to notify the public.*
- ✓ The Board passed a motion *approving the draft letter dated October 3, 2018 to Governor Jay Inslee expressing the Board's support for the WSCC Natural Resource Investment Decision Package for the*

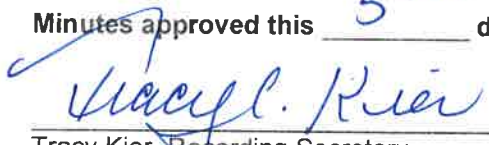
2019-2021 Biennium Budget; AND FURTHER, granting each Board Supervisor the authority to sign the letter on behalf of the District.

- ✓ **The Board passed a motion allowing District Manager Al Cairns to pursue funding opportunities through the Department of Ecology.**
- ✓ **The Board passed a motion approving the JCCD Policy and Procedure entitled Site Preparation and Maintenance dated October 3, 2018.**

Time, Date, and Place of Next Meeting: The Board will meet again at their next regular meeting scheduled for Wednesday, November 7, 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 5:55 p.m.

Minutes approved this 5th day of December, 2018.



 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	