



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE DECEMBER 5, 2018 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:30 p.m., 205 W Patison Street, Port Hadlock, Washington

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

Supervisors Excused: 5th Board Supervisor Position Vacant

Associate Supervisors Present: Erik Kingfisher

Staff Present: Al Cairns and Tracy Kier

Also Present: Alison Halpern, WSCC; Laurie Hannan; and Tim Deverin

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 Minutes of the October 3, 2018 regular meeting; November 7, 2018 regular meeting; and November 16, 2018 special meeting as presented.

Treasurer's Report, Disbursements, and Electronic Payments for November, 2018: The Treasurer's Report, Disbursement #s 3864 through #3882, electronic payments, and supportive documentation for November, 2018 were reviewed. Net salaries for November, 2018 totaled \$7,324.00; general expenses totaled \$18,076.53. Total expenditures for the month of November, 2018 amounted to \$25,400.53. After review and discussion, ***Julie Boggs made a motion to approve the Treasurer's Report, Disbursement #s 3864 through #3882 (including salaries and general expenses), and electronic payments for November, 2018 in the total amount of \$25,400.53. The motion was seconded by Lige Christian. 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 \$17,915.76, which included \$226.18 allocated by the District in November, 2018.

Conservation Commission and Non-Commission Grants: The Board agreed to move Agenda Item 7.A. Conservation Commission and Non-Commission Grants a head of the Manager's Report. WSCC Regional Manager Alison Halpern presented Janet Aubin with a District Supervisor Certificate on behalf of the WSCC, and congratulated her on her appointment. She then congratulated the District on the Jefferson County Board of County Commissioner's recent approval of a system of rates and charges on behalf of the Conservation District. WSCC out-going Executive Director Mark Clark joined the meeting via telephone conference, and expressed his pleasure in working with the Board and staff on numerous conservation projects over the years, and thanked them for their years of service. He congratulated the District on the recent approval of a system of rates and charges, and wished the District the best in the future. The Board and staff thanked Mr. Clark for his support over the years, and his years of service as well. Ms. Halpern continued with a report on training recently offered at the WACD annual meeting. She will share additional information on the training received once it becomes available. She also reported that WSCC Regional Managers recently met with representatives of Enduris regarding standard state agency contract language, and will share more of that information with the Board once it becomes available.

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 November, 2018. During his review he reported, in part, on his recent attendance at the WSCC Implementation Workgroup meeting in Ellensburg, and his recent radio presentation. He reminded those in attendance of the upcoming biochar workshop scheduled for Saturday, December 8, 2018, and a Global Earth Repair Conference scheduled for May 3rd – 5th, 2019. Mr. Cairns then distributed a draft copy of the District's 2018/2019 winter newsletter. Discussion regarding format and circulation methods followed. To reach a larger portion of the public, Mr. Cairns recommended that the newsletter be circulated as a one-time insert in the *Leader* and in the *Peninsula Daily News*, the cost of which would be approximately \$1,000.00 more than last year's distribution. After review

and discussion, ***Lige Christian made a motion to allow District Manager Al Cairns, as a one-time expenditure, to expend an additional \$1,000.00 over last year's costs to circulate the District's 2018/2019 winter newsletter as a one-time insert in the Leader and in the Peninsula Daily News. The motion was seconded by Julie Boggs. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote.***

Mr. Cairns then reviewed with the Board a copy of electronic correspondence he received from Tom Thiersch to the Jefferson County Board of County Commissioners, dated November 24, 2018, regarding "Testimony: Proposed Rates and Charges for the Jefferson County Conservation District". During his review, he also distributed to, and discussed with, the Board information entitled 2018 NPS Customers by Area. Mr. Cairns has requested a meeting with the Mayor of Port Townsend to discuss the possibility of the City annexing into the Conservation District. He will be asking that the Port Townsend City Manager work with the County Assessor to determine what the cost would be to the City residents.

Mr. Cairns informed the Board that Snohomish Conservation District has offered to assist the JCCD with website remodeling, at no cost to the JCCD, using Snohomish Conservation District grant funding. Discussion followed. After discussion, ***Janet Aubin made a motion to allow Snohomish Conservation District staff to work with JCCD staff to remodel the District's website, at no cost to the JCCD, and using personalized Jefferson County-related pictures where possible. The motion was seconded by Julie Boggs. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote.*** Staff will present a draft version of the remodeling to the Board for their approval before implementation.

Mr. Cairns ended his manager's report with a review of current, upcoming, and potential projects and programs including, but not necessarily limited to, those associated with CREP, RCO FFFPP, Shellfish, Natural Resource Investments, Water Quality, Livestock, Farm Planning, EQIP, and Soil Testing.

OLD BUSINESS

- A. Rates and Charges Process:** The Board reviewed the Jefferson County Board of County Commissioners' recent approval of a system of rates and charges on behalf of the District. The Board expressed their appreciation and commended Mr. Cairns and former District Manager Jill Zarzeczny for their efforts in coordinating and facilitating this process.
- B. JCCD Resolution No. 2018-021 – Rates and Charges System Appeals Process:** Mr. Cairns presented to, and reviewed with, the Board proposed changes to Section 2.3 of draft JCCD Resolution No. 2018-021, regarding the solicitation of comment from the Jefferson County Assessor's Office when making decisions during the rates and charges appeals process. After discussion, ***Julie Boggs made a motion to approve JCCD Resolution No. 2018-021 – Rates and Charges System Appeals Process with the addition of the sentence "The District shall solicit comment from the Jefferson County Assessor's Office and the Board of Supervisors shall consider said comment in making their decision," after the second sentence of Section 2.3. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***
- C. 2019 JCCD Election/Appointment:** This item was discussed below under New Business, Item A.
- D. WSCC CREP PIP Promissory Note & Security Agreement – Project No. 11007A:** Ms. Kier explained that staff is waiting for clarification and direction from FSA to complete the Promissory Note & Security Agreement for Project No. 11007A. Staff will report back to the Board when this item is complete.

NEW BUSINESS

- A. JCCD Resolution No. 2018-024 – 2019 Election:** Per the Board's request at their regular meeting on November 7, 2018, Ms. Kier presented, for the Board's consideration, JCCD Resolution No. 2018-024 setting the date, time, and place for the District's 2019 poll-site election. After review, ***Janet Aubin made a motion to approve JCCD Resolution No. 2018-024 – 2019 Elections, scheduling the District's 2019 poll-site election for Wednesday, March 6, 2019, at the District Office located at 205 W Patison Street in Port Hadlock, Washington, with polls opening at 3:00 p.m. and closing at 7:00 p.m. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** The Candidate Filing Deadline is February 6, 2019 at 4:00 p.m. The deadline for requesting absentee ballots is February 13, 2019 at 4:00 p.m. Ms. Kier will proceed with notifying the public as required.
- B. WSCC Mid-Term Appointment Process:** Ms. Kier informed the Board that the Notice of Open, Appointed Board of Supervisor Position, for the mid-term seat left vacant by the resignation of Supervisor Glen Huntingford, was published in the *Peninsula Daily News* on November 19, 2018 and November 26, 2018, and was also published in the

Leader on November 21, 2018 and November 28, 2018. Notice was also posted at the District Office and on the District's website. Applications for the mid-term, appointed position must be received by the Washington State Conservation Commission on or before December 21, 2018.

- C. **RCO FFFPP Update:** Mr. Cairns provided an update on RCO FFFPP Project No. 16-2574R. Advertisements for bids will probably be published in January, 2019.
- D. **City of Port Townsend Annexation:** This item was discussed earlier under the Manager's Report.
- E. **JCCD Purchasing Card Program:** As explained by Mr. Cairns, the recent reduction in staff has resulted in a reduction of the District's available purchasing card limits by reducing the District's total, available monthly credit from \$4,000.00 to \$2,000.00. This has become problematic when larger purchases are necessary. In response, Mr. Cairns recommended that the Board consider revising the District's Purchasing Card Policy, as authorized under Section 2, Page 1 of the Policy, to increase each purchasing card limit from \$1,000.00 per month to \$2,000.00 per month. A review of the policy and procedures followed. After discussion, ***Julie Boggs made a motion to amend Section 2, Page 1 of the District's Purchasing Card Policy to set the purchasing card limit for each cardholder to \$2,000.00 per month. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.*** The Board directed Ms. Kier to coordinate this change with Kitsap Bank.
- F. **2018 Employee Evaluation Process:** With the assistance of Mr. Cairns and Ms. Kier, the Board reviewed the Performance Evaluation section (Page 14) of the JCCD Personnel Policy, and the District's Conducting Employee Salary Reviews Policy and Procedure. Discussion followed, during which the Board agreed to appoint Al Latham as the Board's designated Supervisor to conduct, along with the District Manager, an in-person performance evaluation of, and with, each JCCD employee, and report the results of the evaluations to the Board of Supervisors according to the District's policies and procedures. The Board also agreed to appoint Julie Boggs and Lige Christian as the Board's designated Supervisors to conduct an in-person performance evaluation of, and with, the District Manager, and report the results of the evaluation to the Board of Supervisors according to the District's policies and procedures.
- G. **Paid Family Medical Leave Payments – January, 2019:** Ms. Kier distributed to, and reviewed with, the Board information on the State's new withholding and reporting requirements for Washington's Paid Family & Medical Leave mandatory employee insurance program, with premium assessments beginning in January, 2019 and claims for leave benefits starting in 2020. Discussion followed. No action was taken at this time.
- H. **2019 JCCD Board of Supervisor Regular Board Meeting Schedule:** The Board discussed regular meeting scheduling options for 2019. After discussion, ***Lige Christian made a motion to continue holding the Board's regular monthly meetings on the first Wednesday of each month, beginning at 3:30 p.m., at the District Office located at 205 W Patison Street in Port Hadlock, Washington, unless otherwise published as directed by the Open Public Meetings Act - RCW 42.30. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.***

COMMITTEE REPORTS

- A. **Conservation Commission and Non-Commission Grants:** This item was addressed earlier in the meeting after the Treasurer's 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, with the Minutes of the October 3, 2018 regular meeting, Minutes of the November 7, 2018 regular meeting, and Minutes of the November 16, 2018 special meeting having been approved and signed as presented.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3864 through #3882 (including salaries and general expenses), and electronic payments for November, 2018 in the total amount of \$25,400.53.
- ✓ The Board passed a motion allowing District Manager Al Cairns, as a one-time expenditure, to expend an additional \$1,000.00 over last year's costs to circulate the District's 2018/2019 winter newsletter as a one-time insert in the *Leader* and in the *Peninsula Daily News*.
- ✓ The Board passed a motion allowing Snohomish Conservation District staff to work with JCCD staff to

remodel the District's website, at no cost to the JCCD, and using personalized Jefferson County-related pictures where possible.

- ✓ The Board passed a motion approving JCCD Resolution No. 2018-021 – Rates and Charges System Appeals Process with the addition of the sentence “The District shall solicit comment from the Jefferson County Assessor’s Office and the Board of Supervisors shall consider said comment in making their decision,” after the second sentence of Section 2.3.
- ✓ The Board passed a motion approving JCCD Resolution No. 2018-024 – 2019 Elections, scheduling the District’s 2019 poll-site election for Wednesday, March 6, 2019, at the District Office located at 205 W Patison Street in Port Hadlock, Washington, with polls opening at 3:00 p.m. and closing at 7:00 p.m.
- ✓ The Board passed a motion amending Section 2, Page 1 of the District’s Purchasing Card Policy to set the purchasing card limit for each cardholder to \$2,000.00 per month.
- ✓ The Board passed a motion to continue holding the Board’s regular monthly meetings on the first Wednesday of each month, beginning at 3:30 p.m., at the District Office located at 205 W Patison Street in Port Hadlock, Washington, unless otherwise published as directed by the Open Public Meetings Act – RCW 42.30.

Time, Date, and Place of Next Meeting: The Board’s next regular meeting is scheduled for Wednesday, January 2, 2019, 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 5:37 p.m.

Minutes approved this 2nd day of January, 2019.



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	