



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

MINUTES OF THE MARCH 6, 2019 REGULAR MEETING

Call to Order: By Chair Al Latham at 7:06 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: John Boulton
Staff Present: Al Cairns and Tracy Kier
Also Present: Ray Ledgerwood, WSCC

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. The Minutes of the Board's January 2, 2019 regular meeting and February 6, 2019 regular meeting were signed by Chair Latham as presented and approved under the Consent Agenda.

Ray Ledgerwood, WSCC Regional Manager Coordinator/Program Facilitator: Ray Ledgerwood, Regional Manager Coordinator/Program Facilitator for WSCC, provided a brief update on the WSCC Executive Director hiring process, and assured the Board that WSCC staff are well prepared to continue the flow of business during this process. He then shared his observations of the District's Election conducted earlier that day. Mr. Ledgerwood encouraged the District to contact their NRCS Conservationist to explore ways in which the District may provide assistance. He recommended that District staff regularly update information contained in the WSCC CPDS system, for the current and upcoming funding periods. Mr. Ledgerwood followed with a review of the WSCC Implementation Grant Allocation System committee work, proposals, and scenarios. A discussion on the WSCC Conservation Accountability and Performance Program (CAPP) followed. Office Manager Tracy Kier will schedule updated Open Government training for Board Supervisors and staff in April, 2019. Mr. Ledgerwood then took questions from those in attendance, followed by a discussion on the use of a Volunteer Stewardship Program vs. the use of a Critical Areas Ordinance. The Board thanked Mr. Ledgerwood for his time, information, and assistance.

Treasurer's Report, Disbursements, and Electronic Payments for February, 2019: The Treasurer's Report, Disbursement #s 3915 through #3930, electronic payments, and supportive documentation for February, 2019 were reviewed. Net salaries for February, 2019 totaled \$8,031.63; general expenses totaled \$15,429.89. Total expenditures for the month of February, 2019 amounted to \$23,461.52. After review and discussion, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3915 through #3930 (including salaries and general expenses), and electronic payments for February, 2019 in the total amount of \$23,461.52. 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 \$18,094.07, which included interest earned in January, 2019, and \$28.42 allocated by the District in February, 2019. She also noted that there was \$521.11 in the District's checking account ready to be transferred into the District's money market account for the District's Truck Reserve Fund allocated by the District during the months of October, 2018 through February, 2019. ***Lige Christian made a motion to allow Chair Latham to transfer \$521.11 from the District's checking account to the District money market account as JCCD Truck Reserve Funds allocated by the District during the months of October, 2018 through February, 2019. The motion was seconded by Julie Boggs. There being no discussion, the motion***

was approved by a unanimous vote. Mr. Ledgerwood recommended the District research the use of the state's motor pool through the WSCC. District Manager Al Cairns will conduct this research and review comparisons.

Manager's Report: Mr. Cairns distributed to, and reviewed with, the Board a copy of his Manager's Report outlining District activities for the month of February, 2019. During his review he reported, in part, on the WSDA Feasibility Study grant, EPA Environmental Justice Small Grants Program, a compositing facility and greywater recycling project, and a Chimacum Creek headwaters project. A discussion on the cultural resource review process followed, with information added from Mr. Ledgerwood. Mr. Cairns presented the idea of using drones on projects for before/after pictures. He will develop a draft policy and recommendation for the Board's consideration. He advised the Board that a representative from Jefferson County Department of Community Development will be attending the Board's regular meeting in April, 2019 to discuss the status of the County's Critical Areas Ordinance. Mr. Cairns ended his report with an update of the District's programs and projects relating, but not necessarily limited, to CREP, RCO FFFPP, WSCC Shellfish, WSCC Natural Resource Investments, WSCC Livestock, farm planning, NRCS, soil testing, technical assistance, fisheries, and water quality.

OLD BUSINESS

- A. **2018 Employee Evaluations:** This item was addressed below under the Executive Session.
- B. **WSCC Implementation Fund:** This item was addressed above by Mr. Ledgerwood.
- C. **2019 JCCD Election:** Chair Latham announced that the unofficial winner of the District's election is Laurie J. Hannan. The election results will be certified by the WSCC in May, 2019.
- D. **City of Port Townsend Annexation:** Mr. Cairns reported on the status of discussions relating to the possibility of the City of Port Townsend annexing into the District. Mr. Ledgerwood provided an explanation on the annexation process.
- E. **Merit Pay Policy:** Mr. Cairns presented analysis information on regional employee compensation comparisons. The Board will individually review his information for discussion at their next regular meeting in April, 2019.
- F. **Staffing:** The Board agreed to table this item until their next regular meeting in April, 2019.

NEW BUSINESS

- A. **Jefferson Landworks Agreement:** With the assistance of Mr. Cairns, the Board reviewed a draft Memorandum of Understanding between the partners of the Jefferson Landworks Collaborative, extending the current Memorandum three years. Discussion followed, after which *Lige Christian made a motion to approve the Memorandum of Understanding extending the current Memorandum between the partners of the Jefferson Landworks Collaborative for three years. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- B. **Annual Review of RCW 89.09(210) Powers & Duties of Supervisors and RCW 89.09(220) Corporate Status and Powers of District:** The Board agreed to individually review RCW 89.09(210) and RCW 89.09(220) and present any questions regarding that review at their next regular meeting in April, 2019.
- C. **National Association of Conservation Districts Dues:** Mr. Cairns presented his analysis of the benefits of membership in the National Association of Conservation Districts. In conclusion, he recommended the Board consider renewing the District's annual membership at the cost of \$775.00. After discussion, *Lige Christian made a motion to renew the District's annual membership with the National Association of Conservation Districts at the cost of \$775.00. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.*

EXECUTIVE SESSION – RCW 42.30.110(1)(g)

Chair Latham announced that the Board would be going into Executive Session, pursuant to RCW 42.30.110(g), for the purpose of reviewing the performance of one or more public employees. He explained that the Executive Session would last until 9:10 p.m., unless extended by public announcement of the Board Chair. 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 8:55 p.m., and reconvened their open session at 9:10 p.m. After reconvening, *Janet Aubin made a motion to direct Office Manager Tracy Kier to put the Board's annual work performance evaluation of District Manager Al Cairns dated March 6, 2019 into final form for Chair Latham's signature at their next regular*

meeting in April, 2019; AND FURTHER, to direct Ms. Kier to place a copy of the signed evaluation into Mr. Cairns' personnel file. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote. Lige Christian then made a motion to accept Mr. Cairns' recommendations on staff's performance evaluations. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants: There was no new report.
- B. Legislative Update: There was no new report.

CORRESPONDENCE

- A. **March 1, 2019 Electronic Correspondence from Roger Short to the JCCD Board of Supervisors:** The Board reviewed electronic correspondence received from Roger Short dated March 1, 2019. The Board acknowledged the long, outstanding service of former Supervisors Roger Short and Glen Huntingford, and discussed plans for a recognition ceremony in their honor. Chair Latham announced that the recognition plaques had been ordered last month. The Board then discussed the miscommunications and scheduling conflicts surrounding the Chimacum Grange meeting referenced in Mr. Short's correspondence. Mr. Cairns will be attending the rescheduled meeting to provide information on how the District may be of assistance.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board.
- ✓ The Minutes of the January 2, 2019 regular meeting and the February 6, 2019 regular meeting were signed by the Board Chair as presented and approved under the Consent Agenda.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3915 through #3930 (including salaries and general expenses), and electronic payments for February, 2019 in the total amount of \$23,461.52.
- ✓ The Board passed a motion allowing Chair Latham to transfer \$521.11 from the District's checking account to the District money market account as JCCD Truck Reserve Funds allocated by the District during the months of October, 2018 through February, 2019.
- ✓ The Board passed a motion approving the Memorandum of Understanding extending the current Memorandum between the partners of the Jefferson Landworks Collaborative for three years.
- ✓ The Board passed a motion renewing the District's annual membership with the National Association of Conservation Districts at the cost of \$775.00.
- ✓ The Board passed a motion directing Office Manager Tracy Kier to put the Board's annual work performance evaluation of District Manager Al Cairns dated March 6, 2019 into final form for Chair Latham's signature at their next regular meeting in April, 2019; AND FURTHER, directing Ms. Kier to place a copy of the signed evaluation into Mr. Cairns' personnel file.
- ✓ The Board passed a motion accepting Mr. Cairns' recommendations on staff's performance evaluations.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, April 10, 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 9:26 p.m.

Minutes approved this 10th day of April, 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

Minutes
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Jefferson County Conservation District

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
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	