



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

MINUTES OF THE AUGUST 7, 2019 REGULAR MEETING

Call to Order: By Chair Al Latham at 7:00 p.m., 205 W Patison Street, Port Hadlock, Washington

Supervisors Present: Janet Aubin, Lige Christian, Laurie Hannan, and Al Latham

Supervisors Excused: Julie Boggs

Associate Supervisors Present: None

Staff Present: Al Cairns and Tracy Kier

Also Present: Kirk Sehlmeier, NRCS

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 July 3, 2019 regular meeting were signed by Chair Latham as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for July, 2019: Office Manager Tracy Kier presented, and reviewed with the Board, the Treasurer's Report, Disbursement #s 4006 through #4027, electronic payments, and supportive documentation for July, 2019, noting that the correct heading for the Report should be "July, 2019 Deposits/Checks/EFT's," not June, 2019. Net salaries for July, 2019 totaled \$9,591.30; general expenses totaled \$79,003.84. Total expenditures for the month of July, 2019 amounted to \$88,595.14. Deposits made in July, 2019 amounted to \$164,388.04. Ms. Kier then reported that the current balance in the District's Truck Reserve Fund was \$18,643.81, which included interest earned in June, 2019 and July, 2019, and \$146.74 allocated by the District in July, 2019. After review and discussion, **Janet Aubin made a motion to approve the Treasurer's Report, Disbursement #s 4006 through #4027 (including salaries and general expenses), and electronic payments for July, 2019 in the total amount of \$88,595.14. The motion was seconded by Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.** Ms. Kier informed the Board that there was \$547.52 in the District's checking account ready to be transferred to the District's money market account as allocated JCCD Truck Reserve Funds for the months of March, 2019 through July, 2019. **Lige Christian made a motion to allow Chair Al Latham to transfer \$547.52 from the District's checking account to the District's money market account as allocated JCCD Truck Reserve Funds for the months of March, 2019 through July, 2019. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.**

Ms. Kier informed the Board that \$269.40 of fraudulent charges were detected on one of the District's purchasing cards. Those charges have been reported, will be deducted from the District's card balance, the card has been cancelled, and the bank will be reissuing a new card. Ms. Kier then requested that the Board consider issuing a mid-month check to Pacific Organics, Inc. for the second half owing on the District's recent subsoil plow purchase (Invoice #I201972), which amount will be due when the plow is ready, and before it can be shipped to the District. After discussion, **Lige Christian made a motion to issue a mid-month check to Pacific Organics, Inc. in the amount of \$7,500.00 for the second half owing on the District's recent subsoil plow purchase (Invoice #I201972), once the plow is ready to be shipped to the District. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.** In closing, Ms. Kier noted that the annual NW Area WACD meeting is scheduled for October 8, 2019 in Snohomish.

Manager's Report: District Manager Al Cairns distributed to, and reviewed with, the Board his Manager's Report outlining District activities for the month of July, 2019. During his review, he reported on the status of the Department of Ecology Grant and the Conservation Innovation Grant, and the status of District HPA's, including the approval of aquatic

invasives removal on Chimacum Creek. He continues to work on the process for drainage ditch regrading and cleaning, and beaver management renewal. He also reported that the subsoil plow has been ordered, and the planning of training workshops is underway. Mr. Cairns informed the Board that he would be attending the first Regulatory Reform Task Force meeting (CAO) on August 8, 2019. He followed with a report on the District's CREP projects/renewals, and the District's efforts to seek WSCC funding for beaver management activities. Mr. Cairns then shared with the Board photos of the District's progress on the Naylor Creek RCO FFFPP project, and provided an update on the construction process and potential completion date. Mr. Cairns ended his report with a review of the District's projects, the development of the District's WSCC Livestock funding request, the District's continued collaboration with NRCS, the District's soil testing and technical assistance activities for the month, and NRCS/CTD soil health training.

OLD BUSINESS

- A. Service Area – City of Port Townsend:** Mr. Cairns informed the Board that he had received correspondence from the City of Port Townsend, dated July 19, 2019, notifying him that the City Council passed a Resolution authorizing the Port Townsend Mayor to sign a Petition to the WSCC requesting inclusion in the Jefferson County Conservation District. Mr. Cairns presented to the Board a copy of the City's Petition and Resolution No. 19-066. After review and discussion, ***Lige Christian made a motion to accept the City of Port Townsend's Petition for Inclusion of Additional Territory within the Jefferson County Conservation District; AND FURTHER, to authorize District Manager Cairns to forward the Petition to the Washington State Conservation Commission for action. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.***
- B. FY2020 Budget:** With the assistance of Mr. Cairns and Ms. Kier, the Board reviewed the District's updated budget dated August 7, 2019, and Mr. Cairns' memorandum of the same date detailing average hourly composite rates for Puget Sound region conservation district employees, and his recommendation for staff 2019 merit raises. Discussion focused primarily on revenue vs. expenses, future budget projections, average Puget Sound regional conservation district employee composite and base rates, national comparisons for the Fisheries Biologist position, the replacement of the District's Conservation Planner/Resource Specialist position, and future budget sustainability and flexibility. After discussion, ***Lige Christian made a motion to accept the recommendation of District Manager Cairns dated August 7, 2019 regarding staff 2019 merit raises, adopting the Puget Sound regional average, hourly composite rates as follows: Financial/Administrative - average composite rate of \$46.67 (\$22.84 base), Manager/Director – average composite rate of \$60.91 (\$36.73 base), Planner/Technical – average composite rate of \$44.76 (\$20.00 base), and Researcher/Scientist – average composite rate of \$50.14 (\$27.04 base), effective August 1, 2019. The motion was seconded by Janet Aubin. Discussion followed, during which time Supervisor Aubin expressed her interest in securing average funding for existing employees, as well as maintaining enough financial flexibility to replace the District's Conservation Planner/Resource Specialist position. A discussion on the District's goals followed. There being no further discussion, the motion was approved by a unanimous vote.***
- C. 2019 Merit Raises:** This item was addressed earlier in the meeting under Old Business, Item B. FY2020 Budget.
- D. Conservation Planner/Resource Specialist Position:** This item was addressed earlier in the meeting under Old Business, Item B. FY2020 Budget, and later in the meeting under the Executive Session.
- E. Plant Sale:** Mr. Cairns reported on the outcomes of his recent conversations with the Master Gardeners regarding the possibility of conducting a collaborative native plant sale event. He will also be contacting Clallam Conservation District staff to explore additional options for conducting the sale, and will report back to the Board at their regular meeting in September, 2019.

EXECUTIVE SESSION

Chair Latham announced that the Board would be going into Executive Session pursuant to RCW 42.30.110(1)(g) for the purpose of evaluating the qualifications of an applicant(s) for public employment. He stated that the Executive Session would last until 9:15 p.m., unless extended by public announcement of the Board Chair. No actions would be taken by the Board during the Executive Session, and the Board may, or may not, elect to take action after the Executive Session. The Board went into Executive Session at 8:41 p.m., and reconvened the open meeting at 9:15 p.m. After reconvening the open meeting, ***Lige Christian made a motion to offer an interview to all six of the applicants for the position of Conservation Planner/Resource Specialist; AND FURTHER, to hold two Special Meetings of the Board for the***

purpose of conducting the hiring process of the Conservation Planner/Resource Specialist position – the first Special Meeting to be held on Wednesday, August 21, 2019 at 9:00 a.m. and the second Special Meeting to be held on Thursday, August 22, 2019 at 9:00 a.m., both of which to be held at the District Office located at 205 W Patison Street in Port Hadlock, Washington. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.

NEW BUSINESS

- A. City of Port Townsend – Petition for Inclusion of Additional Territory within the Jefferson County Conservation District:** This item was addressed earlier in the meeting under Old Business, Item A. Service Area – City of Port Townsend.
- B. WSCC FY20-21 Shellfish and Natural Resource Investments Contracts for Cost Share Funds:** With the assistance of Mr. Cairns, the Board reviewed the Contracts for Cost Share Funds for FY20-21 WSCC Natural Resource Investments Project No. 2019.100, FY20-21 WSCC Shellfish Project No. 2019.200, FY20-21 WSCC Natural Resource Investments Project No. 2019.300, and FY20-21 WSCC Shellfish Project No. 2019.400. After review and discussion, *Lige Christian made a motion to approve the Contracts for Cost Share Funds for FY20-21 WSCC Natural Resource Investments Project No. 2019.100, FY20-21 WSCC Shellfish Project No. 2019.200, FY20-21 WSCC Natural Resource Investments Project No. 2019.300, and FY20-21 WSCC Shellfish Project No. 2019.400; AND FURTHER, to grant Chair Latham the authority to sign each of the four Contracts on behalf of the Board. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.*
- C. WSCC FY20-21 CREP Addendum:** The Board reviewed the FY20-21 WSCC CREP Addendum outlining outcomes for partial funding in the amount of \$17,400.00. After review, *Lige Christian made a motion to approve the FY20-21 WSCC CREP Addendum for partial funding in the amount of \$17,400.00 for submittal to the WSCC. The motion was seconded by Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.*
- D. Plow Purchase and Workshops:** This item was addressed earlier in the meeting under the Treasurer's Report and under the Manager's Report.
- E. Cultural Resource Services:** For informational purpose only, Mr. Cairns presented to, and reviewed with, the Board Task Order No. 1 for cultural resource review services on FY20-21 WSCC Natural Resource Investments Project No. 2019.100.
- F. Livestock Technical Assistance Funding Request:** This item was addressed earlier in the meeting under the Manager's Report.
- G. Pope Resources Aerial Spraying Notice:** Mr. Cairns provided background information leading up to his Press Release dated August 5, 2019 regarding forestland aerial herbicide spraying. According to Pope Resources, they will no longer be notifying the District of their forestland aerial herbicide spraying activities. As a courtesy, the District will provide a link on the JCCD website to an area of the Pope Resources website where aerial spraying information will be located.
- H. Cultural Resources – Task Order No. 1:** This item was addressed earlier in the meeting under New Business, Item E. Cultural Resource Services.
- I. JCCD Office Lease:** Mr. Cairns informed the Board that the District's office Lease with Shold Business Park is due to expire in October, 2019. *Lige Christian made a motion to authorize District Manager Cairns to negotiate and secure a new two-year Lease with Shold Business Park at the current rate of \$995.00 per month. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.*
- J. WACD Annual Dues:** *Lige Christian made a motion to table any discussion and action regarding the 2019 WACD dues until the Board's next regular meeting in September, 2019. The motion was seconded by Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.*

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Kirk Sehlmeier, Resource Conservationist for NRCS, reported on two new projects, one for forest thinning and one on Tarboo Creek. He also discussed potential outreach

activities on the west end of Jefferson County, and offered his assistance to the District for services on the west end of the County.

B. Legislative Update: There was no new report.

CORRESPONDENCE

Correspondence to the JCCD Board from Paul Schmidt and Mary Schmidt dated August 6, 2019: The Board reviewed correspondence received from Paul Schmidt and Mary Schmidt dated August 6, 2019, expressing their concerns relating to Jakeway Creek, and notifying the Board of their intentions not to enter into a Contract for Cost Share Funds with the District and WSCC. No action was taken by the Board.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board, and the Minutes of the July 3, 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 4006 through #4027 (including salaries and general expenses), and electronic payments for July, 2019 in the total amount of \$88,595.14.
- ✓ The Board passed a motion allowing Chair Al Latham to transfer \$547.52 from the District's checking account to the District's money market account as allocated JCCD Truck Reserve Funds for the months of March, 2019 through July, 2019.
- ✓ The Board passed a motion to issue a mid-month check to Pacific Organics, Inc. in the amount of \$7,500.00 for the second half owing on the District's recent subsoil plow purchase (Invoice #I201972), once the plow is ready to be shipped to the District.
- ✓ The Board passed a motion accepting the City of Port Townsend's Petition for Inclusion of Additional Territory within the Jefferson County Conservation District; AND FURTHER, authorizing District Manager Al Cairns to forward the Petition to the Washington State Conservation Commission for action.
- ✓ The Board passed a motion accepting the recommendation of District Manager Cairns dated August 7, 2019 regarding staff 2019 merit raises, adopting the Puget Sound regional average, hourly composite rates as follows: Financial/Administrative - average composite rate of \$46.67 (\$22.84 base), Manager/Director – average composite rate of \$60.91 (\$36.73 base), Planner/Technical – average composite rate of \$44.76 (\$20.00 base), and Researcher/Scientist – average composite rate of \$50.14 (\$27.04 base), effective August 1, 2019.
- ✓ The Board passed a motion to offer an interview to all six of the applicants for the position of Conservation Planner/Resource Specialist; AND FURTHER, to hold two Special Meetings of the Board for the purpose of conducting the hiring process of the Conservation Planner/Resource Specialist position – the first Special Meeting to be held on Wednesday, August 21, 2019 at 9:00 a.m. and the second Special Meeting to be held on Thursday, August 22, 2019 at 9:00 a.m., both of which to be held at the District Office located at 205 W Patison Street in Port Hadlock, Washington.
- ✓ The Board passed a motion approving the Contracts for Cost Share Funds for FY20-21 WSCC Natural Resource Investments Project No. 2019.100, FY20-21 WSCC Shellfish Project No. 2019.200, FY20-21 WSCC Natural Resource Investments Project No. 2019.300, and FY20-21 WSCC Shellfish Project No. 2019.400; AND FURTHER, granting Chair Latham the authority to sign each of the four Contracts on behalf of the Board.
- ✓ The Board passed a motion approving the FY20-21 WSCC CREP Addendum for partial funding in the amount of \$17,400.00 for submittal to the WSCC.
- ✓ The Board passed a motion authorizing District Manager Cairns to negotiate and secure a new two-year Lease with Shold Business Park at the current rate of \$995.00 per month.
- ✓ The Board passed a motion tabling any discussion and action regarding the 2019 WACD dues until the Board's next regular meeting in September, 2019.

Time, Date, and Place of Next Meeting: The Board's next meeting is a Special Meeting scheduled for Wednesday, August 21, 2019 at 9:00 a.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. The Board will meet again for a Special Meeting on Thursday, August 22, 2019 at 9:00 a.m. at the District Office located at

205 W Patison Street in Port Hadlock, Washington. The Board's next regular meeting is scheduled for Wednesday, September 18, 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 9:40 p.m.

Minutes approved this 18th day of September, 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	