



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE OCTOBER 2, 2019 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:35 p.m., 205 W Patison Street, Port Hadlock, Washington

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

Supervisors Excused: N/A

Associate Supervisors Present: Erik Kingfisher

Staff Present: Al Cairns, Sharon Yeh, and Tracy Kier

Also Present: Kirk Sehlmeier of NRCS, and citizens Bill Short, Santos Escalera, and Kevin Short

The Board acknowledged the citizens in attendance, and invited them to take the floor. Introductions followed. Bill Short initially addressed the Board, expressing his concerns regarding flooding on Chimacum Creek and the need for landowners to gain access to the creek to address flooding issues. District Manager Al Cairns explained the programmatic permit recently secured by Jefferson County Conservation District (JCCD) through the Department of Fish and Wildlife (DFW). Kevin Short added his concerns about watching land disappear due to flooding, the impacts flooding has on grazing ability, and the adverse impacts this all has on their current and future livelihood. Supervisor Julie Boggs also expressed her concerns and shared the impacts creek flooding is having on her property.

A lengthy discussion followed, focusing primarily on the short term and long term elements required to mitigate flooding and maintain Chimacum Creek, including permitting, funding, program development, landowner outreach, landowner participation, and program implementation. Throughout the discussion, the Board acknowledged the concerns expressed, and the urgency for short term mitigation and long term maintenance on the creek. The Board and staff also provided information on actions already taken by JCCD to assist with issues on Chimacum Creek. Mr. Cairns announced that JCCD had just received word from the Washington State Conservation Commission (WSCC) on potential funding available through the Natural Resource Investments (NRI) grant for use on multiple-landowner projects, which may assist with broad maintenance issues on Chimacum Creek. In order to develop a request for funding consideration from WSCC however, he stressed the need to obtain landowner feedback to develop the program and obtain landowner participation in order to implement the program measures.

Associate Supervisor Erik Kingfisher, and Stewardship Director for Jefferson Land Trust (JLT), offered valuable insight into the historical maintenance design on Chimacum Creek, and the role that the Drainage District had in the funding and effectiveness of the maintenance process. Mr. Kingfisher explained the possible disconnect that may have occurred over the years without the Drainage District, and stressed the need for increased awareness of creek issues. He described a system of long term approaches that included the reactivation of the Drainage District, along with other elements such as funding. A discussion on the process required to reactivate the Drainage District followed. Mr. Kingfisher stated that JLT would be meeting with DFW on Friday, October 4, 2019, regarding the reactivation of the Drainage District.

In closing, the Board thanked Bill Short, Santos Escalera, and Kevin Short for attending the meeting, expressing their concerns, and discussing these issues with the Board. They acknowledged their understanding of the issues and reaffirmed their desire to continue providing assistance. They also encouraged Bill Short, Santos Escalera, and Kevin Short to attend JCCD Board meetings in the future.

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 August 7, 2019 regular meeting; August 21, 2019 special meeting; August 22, 2019 special meeting; and September 18, 2019 regular

meeting were signed as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for September, 2019: Office Manager Tracy Kier presented, and reviewed with the Board, the Treasurer's Report, Disbursement # 4033, Disbursement #s 4046 through 4062, electronic payments, and supportive documentation for September, 2019. Net salaries for September, 2019 totaled \$11,823.11; general expenses totaled \$67,394.66. Total expenditures for the month of September, 2019 amounted to \$79,217.77. Deposits made in September, 2019 amounted to \$25,123.67. For the record, Ms. Kier noted Check #4033 which was issued out-of-sequence as explained at the Board's September 18, 2019 regular meeting. During the review, the Board and staff reviewed the reimbursement received, and \$2,209.44 remaining unreimbursed, under CREP Contract No. 2018-11007A. Ms. Kier then reported that the current balance in the District's Truck Reserve Fund was \$18,901.72, which included \$53.36 allocated by the District in September, 2019. After review and discussion, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement # 4033, and Disbursement #s 4046 through 4062 (including salaries and general expenses), and electronic payments for September, 2019 in the total amount of \$79,217.77. The motion was seconded by Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.***

Manager's Report: Mr. Cairns reviewed his Manager's Report with the Board, outlining District activities for the month of October, 2019. Initially, he and the Board discussed the development of a program for maintenance on Chimacum Creek for funding consideration by WSCC now that there may be funds available through the NRI grant. Mr. Cairns stated that he would like to encourage community input into the development of the program and scope of work. Options for conducting community outreach were discussed, during which Supervisor Boggs volunteered to assist in contacting neighbors along the creek. She requested a letter, however, from the District to distribute to landowners/operators when making contact. After discussion, ***Lige Christian made a motion to empower District Manager Cairns to draft a plan for developing a program for maintenance on Chimacum Creek for funding consideration by WSCC; AND FURTHER, to bring that written plan back to the Board for review at their regular meeting in November or December, 2019; AND FURTHER, to direct District Manager Cairns to create an informational memorandum for distribution by those Supervisors available to conduct public outreach about maintenance issues along Chimacum Creek. The motion was seconded by Julie Boggs. Discussion followed, after which the motion was approved by a unanimous vote of the Board.*** Associate Supervisor Kingfisher also offered to assist with public outreach efforts.

Mr. Cairns then provided an update on the Regulatory Reform Task Force (CAO) process, and an update on the District's WSCC Shellfish and NRI projects. Mr. Cairns explained that the landowner of WSCC NRI Project No. 2019.100 may need to reduce the number of Best Management Practices (BMP's) originally proposed due to financing issues. ***Lige Christian made a motion to allow District Manager Cairns to reduce the number of Best Management Practices originally proposed for WSCC NRI Project No. 2019.100; AND FURTHER, to grant Chair Latham the authority to sign the Contract for Cost Share Funds for WSCC NRI Project No. 2019.100 after the Contract is signed by the landowner. The motion was seconded by Janet Aubin. Discussion followed, after which the motion was approved by a unanimous vote.***

A brief discussion about the District's plow workshop, scheduled for October 12, 2019, followed. Mr. Cairns then announced that he had received notice from the WSCC informing him that the District had been awarded \$104,435.00 for CREP funding for the two-year fiscal period of 2020-2021.

OLD BUSINESS

- A. Service Area – City of Port Townsend:** Mr. Cairns announced that the WSCC approved the City of Port Townsend's Petition for inclusion into Jefferson County Conservation District. It has now been forwarded to the Secretary of State, and the District should be receiving notification soon.
- B. Plant Sale:** Mr. Cairns informed the Board that, with the recent replacement of the District's Conservation Planner/Resource Specialist, staff is preparing for the 2020 native plant sale. Conservation Planner/Resource Specialist Sharon Yeh provided a basic program description, including the implementation of on-line purchasing.
- C. 2019 WACD Dues:** ***Lige Christian made a motion to pay the 2019 WACD dues in the amount of \$3,120.00. The motion was seconded by Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.*** The Board then reviewed four resolutions proposed for consideration at the NW Area WACD meeting. Discussion focused on concerns regarding the "Conservation District Elections: Balloting for All" resolution

sponsored by King Conservation District, and the potential financial impacts to Jefferson County Conservation District. The Board agreed that Chair Latham will forward the District's concerns to the NW Area WACD members before the NW Area WACD meeting.

- D. **JCCD Office Lease:** The Board reviewed the two-year Lease Agreement with Shold Business Park. *Lige Christian made a motion to approve the Lease Agreement dated August 14, 2019 with Shold Business Park, LLC with the deletion of Item #35 – Inflation/Devaluation of USD; AND FURTHER, to grant Chair Latham the authority to sign the Agreement on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- E. **2020 JCCD Election and Appointment Process:** Due to limited space at the District Office, Chair Latham suggested that the Board consider conducting its 2020 election at the Chimacum Grange. He also suggested that the election be conducted on a date different than the Board's regular meeting date. The Board will consider a Resolution setting the date, time, and location for the District's 2020 election at their next regular meeting on November 6, 2019, as directed by the Board in their October 2, 2019 regular meeting. Notice to the public will be published and posted as required.

NEW BUSINESS

- A. **Soil Testing Program:** Mr. Cairns described the current system for providing soil testing kits to the public. To improve technical assistance and program efficiency, he recommended that soil testing kits be offered to the public twice a year (spring and fall), during which time the District will coordinate the soil testing and conduct a soil analysis workshop for the participants. Under these changes, the District would only offer soil testing kits twice a year, spring and fall. Discussion followed, during which the Board agreed with Mr. Cairns' recommendations.
- B. **JCCD Winter Newsletter:** With Mr. Cairns' assistance, the Board discussed the content, timing and method of distribution, and costs of the District's winter newsletter. Mr. Cairns will present a draft of the newsletter to the Board at their next regular meeting in November.
- C. **Resource Conservation Partnership Program:** Mr. Cairns and Kirk Sehlmeier, Resource Conservationist for NRCS, reviewed the Resource Conservation Partnership Program (RCPP) with the Board, including a summary of potential proposals to consider for next year. Mr. Sehlmeier added information on the flexibility, innovation, and new standards of the program.

COMMITTEE REPORTS

- A. **Conservation Commission and Non-Commission Grants:** In addition to information on RCPP opportunities, Mr. Sehlmeier stated that he would check in with NRCS's biologist to explore drainage management options on Chimacum Creek.
- B. **Legislative Update:** There was 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
- ✓ The Minutes of the Board's August 7, 2019 regular meeting; August 21, 2019 special meeting; August 22, 2019 special meeting; and September 18, 2019 regular meeting were signed as presented and approved under the Consent Agenda.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement # 4033, and Disbursement #s 4046 through 4062 (including salaries and general expenses), and electronic payments for September, 2019 in the total amount of \$79,217.77.
- ✓ The Board passed a motion empowering District Manager Cairns to draft a plan for developing a program for maintenance on Chimacum Creek for funding consideration by WSCC; AND FURTHER, to bring that written plan back to the Board for review at their regular meeting in November or December, 2019; AND FURTHER, directing District Manager Cairns to create an informational memorandum for distribution by those Supervisors available to conduct public outreach about maintenance issues along Chimacum Creek.
- ✓ The Board passed a motion allowing District Manager Cairns to reduce the number of Best Management Practices originally proposed for WSCC NRI Project No. 2019.100; AND FURTHER, to grant Chair Latham

the authority to sign the Contract for Cost Share Funds for WSCC NRI Project No. 2019.100 after the Contract is signed by the landowner.

- ✓ The Board passed a motion to pay the 2019 WACD dues in the amount of \$3,120.00.
- ✓ The Board passed a motion approving the Lease Agreement dated August 14, 2019 with Shold Business Park, LLC with the deletion of Item #35 – Inflation/Devaluation of USD; AND FURTHER, granting Chair Latham the authority to sign the Agreement on behalf of the Board.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, November 6, 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 5:55 p.m.

Minutes approved this 6th day of November, 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	