



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE NOVEMBER 6, 2019 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:30 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs, Lige Christian (until 5:30 p.m.), Laurie Hannan, and Al Latham
Supervisors Excused: Janet Aubin
Associate Supervisors Present: Erik Kingfisher (until 4:32 p.m.)
Staff Present: Al Cairns and Tracy Kier
Also Present: Kirk Sehlmeier of 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 October 2, 2019 regular meeting were signed as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for October, 2019: Office Manager Tracy Kier presented, and reviewed with the Board, the Treasurer's Report, Disbursement #s 4063 through 4086, electronic payments, and supportive documentation for October, 2019. Net salaries for October, 2019 totaled \$13,421.35; general expenses totaled \$22,756.75. Total expenditures for the month of October, 2019 amounted to \$36,178.10. Deposits made in October, 2019 amounted to \$128,283.29. Discussion followed, during which time District Manager Al Cairns presented to, and reviewed with, the Board the Notice of Completion of Public Works Contract for RCO FFFPP Project No. 16-2574R relating to the issuance of Check #4076. After discussion, ***Lige Christian made a motion to approve the close-out of RCO FFFPP Project No. 16-2574R. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** Ms. Kier then reported that the current balance in the District's Truck Reserve Fund was \$19,082.47, which included interest earned in September, 2019, and \$180.38 allocated by the District in October, 2019. After additional review and discussion, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 4063 through 4086 (including salaries and general expenses), and electronic payments for October, 2019 in the total amount of \$36,178.10. The motion was seconded by Julie Boggs. 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. He began his review with a report on the Regulatory Reform Task Force (CAO) efforts and upcoming meetings. During this review, he distributed to the Board a copy of a draft checklist designed to be completed by farmers and used by the Jefferson County Department of Community Development to better understand what, if any, impact current and future farm operations may have on natural resources such as streams and wetlands, and the measures being taken to address those impacts. A discussion regarding implementation and active farms followed. Mr. Cairns then informed the Board that staff is researching the purchase of a cellular phone for official District use when out in the field or travelling for official District business. ***Julie Boggs made a motion to allow staff to pursue and purchase a cellular phone for official District use only; AND FURTHER, to direct staff to prepare a draft cellular phone policy for review and consideration by the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.*** Kirk Sehlmeier, Resource Conservationist for NRCS, stated that he and Mr. Cairns are working collaboratively with the Washington State Department of Fish and Wildlife and the Jefferson County Public Works Department to consider what type of funding and projects to pursue under the Resource Conservation Partnership Program in 2020. Mr. Cairns, Associate Supervisor Erik Kingfisher, and the Board then

discussed where to start on the maintenance process on Chimacum Creek, recent inspections of some of the beaver dams, methods to help prevent flooding during the maintenance process, and other elements of the plan such as outreach, landowner permission, equipment and resources, and funding. The Board agreed to conduct a public meeting in mid-to-late January, 2020 to prepare for the 2020 fish window. Mr. Cairns will prepare a draft outreach letter for the Board's review at their next regular meeting.

OLD BUSINESS

- A. Service Area – City of Port Townsend:** Mr. Cairns informed the Board that the District had received the official certification from the Secretary of State of the State of Washington, dated October 8, 2019, adding the incorporated area of the City of Port Townsend into the boundaries of the Jefferson County Conservation District. Mr. Cairns also stated that he and the Jefferson County Assessor had reviewed the maps to certify the typing of the parcels.
- B. Plant Sale:** Mr. Cairns announced that the plants for the District's 2020 native plant sale had been ordered, and that the District, in collaboration with the Master Gardeners, will be conducting a free native plant workshop at the Chimacum Grange on December 10, 2019 from 6:00 p.m. to 8:00 p.m. Supervisor Boggs and Supervisor Christian volunteered to pick-up the District's plants from the WACD Plant Materials Center on February 26, 2019 for delivery to the Jefferson County Fairgrounds. ***Lige Christian made a motion to reimburse Supervisor Julie Boggs for her travel expenses associated with picking up and delivering the District's plants. The motion was seconded by Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.*** Supervisor Boggs suggested that staff contact Clallam Conservation District to offer assistance with the pick-up of their plants on February 26, 2019 as well, and, thereby, potentially sharing in the travel costs associated with pick-up and delivery.
- C. 2020 JCCD Election and Appointment Process:** The Board and staff reviewed and answered the elections survey questions produced and distributed by the WSCC. Staff will submit the District's responses to WSCC. Ms. Kier informed the Board that the District's Notice of Intention to Adopt an Election Resolution was published in the *Peninsula Daily News* on October 20th and 27th, 2019 and in the *Port Townsend Leader* on October 23rd and 30th, 2019, and posted on the District's website, in the District office lobby, and on the District office window on October 10, 2019.
- D. JCCD Winter Newsletter:** Mr. Cairns presented a draft of the District's winter newsletter to the Board for their review. Discussion followed including, but not limited to, the cost of production and distribution. After discussion, ***Lige Christian made a motion to approve the District's winter newsletter; AND FURTHER, to distribute it as an insert in the Peninsula Daily News and in the Port Townsend Leader. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

NEW BUSINESS

- A. JCCD Resolution No. 2019-028 – 2020 Election:** With the assistance of Ms. Kier, the Board reviewed JCCD Resolution No. 2019-028 setting, in part, the date, time, and location for the District's 2020 Election, and announcing the 2020 open, appointed District Supervisor position. Discussion followed including, but not limited to, the Candidate filing deadline, the absentee ballot deadlines, and the requirements relating to Board composition. After discussion, ***Lige Christian made a motion to approve JCCD Resolution No. 2019-028 setting, in part, the date, time, and location for the District's 2020 Election, and announcing the 2020 open, appointed District Supervisor position. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** Ms. Kier then explained the process for notifying the public of the election and appointment as established in the Resolution, and provided a brief explanation of how Candidates apply for election and how Applicants apply for appointment.
- B. WSCC Natural Resource Investments Contracts for Cost Share Funds:** Mr. Cairns reviewed with the Board the WSCC FY20-21 Natural Resource Investments Contracts for Cost Share Funds for Project No. 2019.500 and Project No. 2019.600. During the discussion, Mr. Cairns explained the location, NRCS practice measures to be implemented, and costs for both projects. He also noted that a portion of the practice measures for Project No. 2019.600 may need to be reduced and/or postponed, depending on the Landowner's ability to fund her portion of the cost share. After discussion, ***Lige Christian made a motion to approve the WSCC FY20-21 Natural Resource Investments Contract for Cost Share Funds for Project No. 2019.500; AND FURTHER, to grant Chair Al Latham the authority to sign the Contract on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** After additional discussion, ***Julie Boggs made a motion to approve the WSCC FY20-21 Natural Resource Investments Contract for Cost Share Funds for Project No. 2019.600; AND FURTHER, to grant Chair Al Latham the authority to sign the Contract on behalf of***

the Board after the Contract has been signed by the Landowner. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.

- C. **Chimacum Creek Maintenance Outreach:** This agenda item was discussed earlier in the meeting under the Manager's Report.
- D. **Fencing Tool Purchase:** Mr. Cairns presented to the Board two recommendations for partnering more with landowners to assist their efforts and reduce their costs when implementing cost share projects. Firstly, he recommended the Board consider allowing District staff to provide assistance on-the-ground with, for example, installing fencing on the landowner's property. Secondly, he recommended the Board consider purchasing a used, 3-point attachment, at the approximate cost of \$2,500, to be used by District staff for pounding fence posts. Discussion followed, during which time the Board requested that Mr. Cairns present additional information to the Board addressing issues concerning usage, liability, storage, and transport before further consideration of the Board.
- E. **Tool Loan Policy:** Mr. Cairns stated that he will present a draft tool loan policy to the Board for their review once it is ready.
- F. **JCCD Annual Meeting:** Mr. Cairns recommended the Board consider making their annual meeting a "celebration of partnerships", and that they conduct this event in the spring of 2020, sometime before April. The Board agreed to consider these ideas at their next regular meeting in December.
- G. **WACD Annual Meeting Resolutions:** With the assistance of Mr. Cairns, the Board reviewed the proposed 2019 WACD Annual Meeting Resolutions. During the review, the Board also discussed annual meeting attendance. After the discussion, *Laurie Hannan made a motion to allow District Manager Al Cairns to attend the 2019 WACD Annual Meeting; AND FURTHER, to approve the issuance of a mid-month check to WACD for Mr. Cairns' registration to the annual meeting. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- H. **NACD Urban Agriculture Grant:** Mr. Cairns informed the Board of an upcoming NACD urban agriculture grant focusing on technical assistance for urban agricultural. Mr. Cairns would like to pursue this opportunity which, if awarded, would start in March, 2020.

COMMITTEE REPORTS

- A. **Conservation Commission and Non-Commission Grants:** Mr. Sehlmeier stated that he recently inspected the pre-commercial, forest thinning project, which was well done. He also informed the Board of the upcoming NRCS Local Working Group meeting, to which he would like to take Mr. Cairns or JCCD Conservation Planner Sharon Yeh. He offered his outreach assistance to the District, and his assistance to the District at the annual native plant sale event.
- 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 October 2, 2019 regular meeting were signed as presented and approved under the Consent Agenda.
- ✓ The Board passed a motion approving the close-out of RCO FFFPP Project No. 16-2574R.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement # 4063 through 4086 (including salaries and general expenses), and electronic payments for October, 2019 in the total amount of \$36,178.10.
- ✓ The Board passed a motion allowing staff to pursue and purchase a cellular phone for official District use only; AND FURTHER, directing staff to prepare a draft cellular phone policy for review and consideration by the Board.
- ✓ The Board passed a motion to reimburse Supervisor Julie Boggs for her travel expenses associated with picking up and delivering the District's plants.
- ✓ The Board passed a motion approving the District's winter newsletter; AND FURTHER, distributing it as an insert in the *Peninsula Daily News* and in the *Port Townsend Leader*.
- ✓ The Board passed a motion approving JCCD Resolution No. 2019-028 setting, in part, the date, time, and

location for the District's 2020 Election, and announcing the 2020 open, appointed District Supervisor position.

- ✓ The Board passed a motion approving the WSCC FY20-21 Natural Resource Investments Contract for Cost Share Funds for Project No. 2019.500; AND FURTHER, granting Chair Al Latham the authority to sign the Contract on behalf of the Board.
- ✓ The Board passed a motion approving the WSCC FY20-21 Natural Resource Investments Contract for Cost Share Funds for Project No. 2019.600; AND FURTHER, granting Chair Al Latham the authority to sign the Contract on behalf of the Board after the Contract has been signed by the Landowner.
- ✓ The Board passed a motion allowing District Manager Al Cairns to attend the 2019 WACD Annual Meeting; AND FURTHER, approving the issuance of a mid-month check to WACD for Mr. Cairns' registration to the annual meeting.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, December 4, 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 5:44 p.m.

Minutes approved this 4th day of December, 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	