



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

MINUTES OF THE MARCH 4, 2020 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, Laurie Hannan, and Al Latham

Supervisors Excused: None

Associate Supervisors Present: John Boulton and Erik Kingfisher

Staff Present: Al Cairns and Tracy Kier

Also Present: Kirk Sehlmeier, NRCS; Ezra Sullivan; and Jeff Chapman

Consent Agenda: Chair Latham asked if anyone wished to remove any items from the Consent Agenda. Office Manager Tracy Kier requested that the January, 2020 and February, 2020 draft Minutes be removed from the Consent Agenda pending additional time for review. Hearing no other requests, the Consent Agenda was approved as modified by consensus of the Board.

Agenda Modification: *Supervisor Julie Boggs made a motion to allow Jeff Chapman to address the Board at the beginning of the Agenda ahead of the Treasurer's Report. The motion was seconded by Chair Latham. There being no discussion, the motion was approved by a unanimous vote.*

For informational purposes, Jeff Chapman, Legislative Chair of the Back Country Horsemen of Washington (BCHW), addressed the Board about BCHW's concerns relating to animal waste revisions to WAC 246-203-130 proposed by the Washington State Board of Health. Concerns expressed by Mr. Chapman focused, in part, on what the proposed revisions would mean for horse owners, private and public landowners, horse rescue operations, commercial agricultural interests, the local agencies expected to enforce regulations, legislators, and other stakeholders. Mr. Chapman presented to, and reviewed with, the Board a copy of his recent correspondence to the Washington State Board of Health, dated March 2, 2020, and a copy of the draft WAC 246-203-130 revisions. A discussion regarding potential impacts followed including, but not necessarily limited to, those revisions that encourage animal keepers to consult with a technical service provider such as a local conservation district to develop farm conservation plans and put in place best management practices for domestic animal waste from livestock. Mr. Chapman informed the Board that the comment period on the proposed revisions has been extended to March 14, 2020. The Board thanked Mr. Chapman for his information, and stated that they will monitor this situation through the Washington State Conservation Commission. They also encouraged Mr. Chapman to send any future information and comments to District Manager Al Cairns for review and delivery to the Board.

Treasurer's Report, Disbursements, and Electronic Payments for February, 2020: Ms. Kier presented to, and reviewed with, the Board the Treasurer's Report, Disbursement #s 4149 through 4171, electronic payments, and supportive documentation for February, 2020. Net salaries for February, 2020 totaled \$12,926.70; general expenses totaled \$14,994.64. Total expenditures for the month of February, 2020 amounted to \$27,921.34. Deposits made in February, 2020 amounted to \$16,216.22. Ms. Kier noted for the record Check No. 4159 made payable to Al Latham in the amount of \$13.90, and Check No. 4171 made payable to Julie Boggs in the amount of \$190.04, representing reimbursement for District-related postage expenses and plant delivery expenses, respectively. She also noted, for the record, that Check No. 4139 made payable to the JCCD in the amount of \$250.00 to stock two cash boxes during the annual native plant sale was not needed and, therefore, voided. In addition, Check Nos. 4169 and 4170 were voided due to a printing error. All three original, voided checks were presented to the Board for their inspection. Ms. Kier reported that the current balance in the District's Truck Reserve Fund was \$19,408.37, which included \$8.05 allocated by the

District in February, 2020. After review and discussion, **Supervisor Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 4149 through 4171 (including salaries and general expenses), and electronic payments for February, 2020 in the total amount of \$27,921.34. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.**

Manager's Report: District Manager Al Cairns reviewed with the Board his Manager's Report outlining activities for the month of February, 2020. Initially, Mr. Cairns provided a detailed, preliminary report on the District's annual native plant sale including on-line sales, Day-of-Sale sales, and on-line sales trends. The number of volunteers were up this year, and overall feedback of the sale was positive. The District may have leftover plants to offer for purchase later in the fall, or contribute them to a local conservation project if needed. He then informed the Board of an upcoming WSCC Natural Resource Investments committee meeting scheduled in Ellensburg on April 29, 2020. As a member of this committee, Mr. Cairns requested permission to attend the out-of-county meeting. **Supervisor Boggs made a motion to allow Mr. Cairns to attend the WSCC Natural Resource Investments committee meeting in Ellensburg on April 29, 2020; AND FURTHER, to allow the District to pay for his travel expenses associated with attending this meeting. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.** Mr. Cairns distributed information to the Board about the CD/SCC 2021-23 Budget Development Meeting scheduled for April 14, 2020 – April 15, 2020 in Ellensburg. The WSCC is offering an allowable participation expense of up to \$500.00. Although he is unable to attend, he recommended the Board consider attending. Mr. Cairns' report ended with a discussion on the District's technical assistance provided in February, 2020; JCCD water quality monitoring activities; and an upcoming meeting scheduled with Jefferson County Environmental Health regarding the grant recently received by the County for water quality monitoring.

OLD BUSINESS

- A. 2020 JCCD Election and Appointment Process:** Ms. Kier informed the Board that the Information Sheet and Nominating Petition received from Incumbent Julie Boggs had been verified, and the District received the Certificate of Sufficiency from the Jefferson County Elections Department. The Notice of the District's automatic reelection of the incumbent was legally published and posted as required, and all election forms were submitted to the WSCC. She reminded those in attendance that the WSCC application deadline for the Board's open, appointed position is March 31, 2020.
- B. Soil Testing Program Revisions:** Mr. Cairns initiated a discussion about the District's current staffing capacity and level of expertise for conducting the soil testing program, compared to when the program was initially implemented. He stated that the expectations from customers exceeds the current staff's knowledge and the District's current staffing capacity, and he recommended the program be discontinued until the District's level of capacity and expertise can effectively support the program. After discussion, **Supervisor Boggs made a motion to discontinue the District's soil testing program. The motion was seconded by Supervisor Laurie Hannan. Additional discussion followed, after which the motion was approved by a majority vote of the Board (Supervisors Aubin, Boggs, Hannan, and Latham voting "For"; Supervisor Christian "Abstaining").** Supervisor Christian requested that Mr. Cairns provide a report to the Board detailing his plan, once developed, of closing out the soil testing program, notifying District customers, and identifying where District customers will be directed for soil testing services and resources in the future.
- C. Chimacum Creek Flow Restoration Project:** Mr. Cairns led a discussion on the Natural Resource Investments grant award recently received from WSCC including, but not necessarily limited to, grant requirements, deliverables, and deadlines. Mr. Cairns noted that the District has 60 days from the date of the award to provide WSCC with a full list of project participants, or the unobligated funding will be returned to WSCC. He reviewed the requirements for entering project-related data into the WSCC CPDS system (project database system), and the requirement for separate cost share Contracts for each landowner participant. He and the Board also discussed the fish window timeframe, the 75%-25% cost share obligation, the potential number of landowner participants, and the anticipated type of mitigation needed by the participants. Mr. Cairns distributed blank landowner acknowledgement forms to the Supervisors to assist with outreach and documenting the scope of work for WSCC within the 60-day requirement. In closing, Mr. Cairns informed the Board that the next partnership meeting with Jefferson Land Trust, North Olympic Salmon Coalition, Department of Fish & Wildlife, NRCS, WSU Extension, and others is scheduled for March 30, 2020.

NEW BUSINESS

- A. 2019 Employee Evaluations:** Mr. Cairns suggested that Supervisor Hannan (the Board's designee) and he conduct the 2019 employee evaluations on March 12, 2020, beginning at 1:00 p.m., and that Supervisors Christian and Boggs

(the Board's designees) conduct his 2019 employee evaluation at 2:15 p.m. on March 12, 2020. He also suggested that this may be a good time to review the Conservation Planner's job description as well. The designated Supervisors agreed to meet for this purpose, check their calendars, and report back to Mr. Cairns on their availability.

- B. 2020 COLA and Merit Raises:** Per District policy, Ms. Kier presented the December, 2019 Consumer Price Index (CPI) information to the Board, identifying a 2.2% increase in area prices from a year ago. She informed the Board that should a 2.2% COLA be implemented by the Board, the estimated twelve-month budget impact would be approximately \$4,100.00. *Supervisor Christian made a motion to table any Board decision on an employee COLA until the Board has had a chance to discuss potential merit raises. There was no second to Supervisor Christian's motion. After additional discussion, Supervisor Christian made a motion to approve a COLA for all District staff in the amount of 2.2%, effective March 1, 2020. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.*

A discussion regarding merit raises followed. Supervisor Christian mentioned that he would like to see a plan for building staffing levels over the next couple of years, and that he felt it is necessary to analyze how much, if any, service needs to be cut to match current staffing levels. Mr. Cairns reported that the District's current Work Plan requires 5.3 full-time employee (FTE) equivalents, and that current staffing is at approximately 3.1 FTE's. He recommended comparing current staff expertise and core competencies to the District's current services, and suggested that it may be a good time to re-look at the District's strategic direction with regards to service and staffing. He requested, however, that this analysis be done after September 15, 2020 due to the workload demanded by the Chimacum Creek Flow Restoration Project. The Board requested that Mr. Cairns put together a projection of how much it would cost to hire a temporary, part-time employee to assist with the Chimacum Creek Flow Restoration Project.

- C. 2020 WSCC Conservation Accountability & Performance Program:** With the assistance of Mr. Cairns and Ms. Kier, the Board reviewed the WSCC's 2020 Conservation Accountability & Performance Program (CAPP) including, but not necessarily limited to, how the WSCC uses this Program on an annual basis to evaluate the District, and how the District may use this Program internally to do the same. The Board and staff discussed the difference between required standards (Standard 1 – Compliance with Laws) and best practice standards (Standard 2 – 8). Supervisor Aubin stated that she is still working with WSCC to gather, for the Board's consideration, samples of policies relating, in part, to safety, harassment, and receiving public comments. She hopes to have more information in this regard in the near future.
- D. 2020 State Auditor's Office Schedule 22 Audit Assessment Questionnaire:** Ms. Kier announced that it is that time again for the District to complete its annual Schedule 22 Audit Assessment Questionnaire for the State Auditor's Office, due by the end of May, 2020. The Board agreed to designate Supervisor Christian and Chair Latham to complete the Questionnaire with Mr. Cairns and Ms. Kier.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Kirk Sehlmeyer, Resource Conservationist for NRCS, stated that he attended the second Chimacum Creek Flow Restoration Project community meeting, and that it was well executed. He also assisted with the District's annual native plant sale – pick-up and sale day – and complimented the District for how well it was conducted. He recommended that staff consider an after-action review with Clallam Conservation District to share ideas for next year's sale. He then reported on three EQIP applications.
- B. Legislative Update:** Mr. Cairns reported that the recent elections-related legislative proposal made it out of Committee, with revisions. He will check into the status of this and report back to the Board at their next meeting. Associate Supervisor John Boulton shared with the Board a *Peninsula Daily News* article dated October 26, 2001 regarding elections and election costs.

CORRESPONDENCE

- A. Letter from Kevin Short to JCCD Board of Supervisors, District Manager, and Staff Received February 12, 2020:** The Board reviewed the letter received from Kevin Short on February 12, 2020.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board as modified.
- ✓ The Board passed a motion allowing Jeff Chapman to address the Board at the beginning of the Agenda

ahead of the Treasurer's Report.

- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement # 4149 through 4171 (including salaries and general expenses), and electronic payments for February, 2020 in the total amount of \$27,921.34.
- ✓ The Board passed a motion allowing Mr. Cairns to attend the WSCC Natural Resource Investments committee meeting in Ellensburg on April 29, 2020; AND FURTHER, allowing the District to pay for his travel expenses associated with attending this meeting.
- ✓ The Board passed a motion discontinuing the District's soil testing program.
- ✓ The Board passed a motion approving a COLA for all District staff in the amount of 2.2%, effective March 1, 2020.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, April 1, 2020 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 6:00 p.m.

Minutes approved this 10 day of JUNE, 2020.



 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	