



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

MINUTES OF THE JULY 1, 2020 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:35 p.m., GoToMeeting at 1-877-568-4106, Code No. 446-289-597

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

Supervisors Excused: None

Associate Supervisors Present: None

Staff Present: Al Cairns and Tracy Kier

Also Present: Jean Fike, WSCC; Alan Chapman, WACD; Alena Reynolds, DOE; and Anne Baxter, DOE

Meeting Format: Due to COVID-19 risks, the Board held their regular meeting remotely via GoToMeeting (phone number and code above noted), with public comment available through the District's email address at info@jeffersoncd.org, as noted on the Agenda and posted on the District's website and office building. Each of those in attendance announced themselves for the record. Throughout the meeting, District Manager Al Cairns monitored the info@jeffersoncd.org for public comment. There was no public comment made during the meeting via info@jeffersoncd.org.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. *Supervisor Lige Christian made a motion to move Old Business, Item A "Chimacum Creek Flow Restoration Project" to the Consent Agenda. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.* Hearing no other requests, the Consent Agenda was approved by consensus of the Board as modified.

Agenda Modification: Chair Latham requested that Department of Ecology (DOE) representatives Alena Reynolds and Anne Baxter be allowed to address the Board before the Treasurer's Report. The Board agreed by consensus to modify the Agenda as requested.

Department of Ecology Water Quality Program Non-Point Source Pollution Group: Alena Reynolds and Anne Baxter introduced themselves as staff members of the DOE Southwest Regional Office Water Quality Program Non-Point Source Pollution Group, and briefly described their background and experience. They expressed their interest in building a relationship with, and providing support to, the District in the hopes of developing collaborative solutions to issues as they arise. Chair Latham provided a brief historical summary of the District's water quality efforts and data collection, and encouraged them to read the District's water quality reports linked on the District's website and contact JCCD Fisheries Biologist/Water Quality Specialist Glenn Gately with any questions. The Board thanked Ms. Reynolds and Ms. Baxter for their time and interest in the District.

Treasurer's Report, Disbursements, and Electronic Payments for June, 2020: Office Manager Tracy Kier reviewed with the Board the June, 2020 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4210 through 4223, electronic payments, deposits, Balance Sheet information, Accounts Receivable Aging Summary information, Profit & Loss information, and Leave Liability information. Net salaries for June, 2020 totaled \$11,863.23, general expenses totaled \$14,142.99, and total expenses amounted to \$26,006.22. Deposits made in June, 2020 amounted to \$55,750.00. The current balance in the District's Truck Reserve Fund was \$19,443.15, which included interest earned in May, 2020 and \$6.90 allocated by the District in June, 2020. For the record, Ms. Kier noted mid-month check #s 4211 (\$344.84) and 4212 (\$1,006.26) to Verizon and Visa, respectively, preapproved by the Board at their June 3, 2020 regular meeting. Ms. Kier requested that the Board consider approving the issuance of mid-month checks in July, 2020 to pay for those customary expenditures for which the District has not yet received invoices such as Verizon, Visa, CenturyLink, and Pacific Office Equipment. After review and discussion, and supportive documentation having been reviewed, *Supervisor*

Christian made a motion to approve the Treasurer's Report, Disbursement #s 4210 through 4223, (including salaries and general expenses), and electronic payments for June, 2020 in the total amount of \$26,006.22; AND FURTHER, to authorize two Board Supervisors to sign mid-month checks to pay for those customary expenditures for which the District has not yet received invoices. 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 June, 2020. During his review, Mr. Cairns reported, in part, on the status of landowner work remaining after the completion of the District's RCO FFFPP project, potential HPA assistance for rising lake levels on Lake Leland owing to reed canary grass blockage and beaver activity, a potential Livestock project under review at West Uncus Road, a microbial source tracking (MST) monitoring proposal in the Chimacum watershed, and the District's collaboration with Jefferson County Environmental Health to apply for a Centennial grant from the DOE to monitor E. coli in the Chimacum watershed. Mr. Cairns commended JCCD Fisheries Biologist/Water Quality Specialist Glenn Gately for his collaborative work with Jefferson County Environmental Health. Discussion followed.

OLD BUSINESS

- A. Chimacum Creek Flow Restoration Project:** This item was transferred to the Consent Agenda by action of the Board.
- B. 2019 Employee Evaluations:** Supervisors Julie Boggs and Laurie Hannan will be finalizing the District Manager's evaluation into written form. The Board and staff will be redesigning the District's self-evaluation format to include Supervisor and staff notes and signatures.

NEW BUSINESS

- A. FY20-21 WSCC NRI Contracts for Cost Share Funds:** Mr. Cairns reported on, and reviewed with the Board, the Contracts for Cost Share Funds received for the upcoming WSCC Natural Resource Investment projects, and the process for sequencing, organizing, and conducting the projects on-the-ground. Discussion followed, during which time the Board approved, by consensus, of the Contracts as signed by Chair Latham and District Manager Al Cairns.
- B. FY20 WSCC Grant Close-Out:** Ms. Kier informed the Board that all Implementation funds awarded by the WSCC for the fiscal year 2020 were utilized on or before the grant deadline of June 30, 2020. She and the Board expressed their appreciation to the WSCC for the benefits realized by the District community in providing technical assistance, landowner assistance, public outreach, and those other services identified in the grant. She will be submitting the Grant Close-Out Form to the WSCC.
- C. FY21 WSCC Implementation Grant Allocation and Addendum:** With the assistance of Mr. Cairns and Ms. Kier, the Board reviewed the Implementation funding allocation from the WSCC for the fiscal year 2021, and the draft Addendum identifying the District's proposed use of these funds. After discussion, **Supervisor Christian made a motion to approve the FY21 WSCC Implementation Grant Addendum for submittal to WSCC as presented. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.** Ms. Kier will submit the Addendum to the WSCC as approved by the Board.
- D. FY21 WSCC Authorized Signature Form:** Although there were no changes to the current WSCC Authorized Signatures Form at this time, the Board agreed to submit an updated form for the fiscal year 2021. Ms. Kier will coordinate the Board's and designated staff members' signatures, and submit the form to the WSCC.
- E. 2020 WACD Dues:** Mr. Cairns directed the Board's attention to the June 15, 2020 WACD letter informing District Managers of WACD bylaw changes setting annual dues at an equal amount for every conservation district in the state. These actions resulted in a 25% (\$768.89) increase in FY20-21 dues for JCCD, compared to FY19-20. Mr. Cairns acknowledged, and expressed his appreciation of, the amount of work conducted by the WACD dues committee to analyze and develop an equitable dues structure between conservation districts. He expressed his concerns, however, about a flat rate, dues assessment where conservation districts with greater financial capacity to participate in WACD and attend and vote at WACD annual meetings are experiencing a decrease in dues, while conservation districts with lesser financial capacity to participate in WACD and attend and vote at WACD annual meetings are experiencing an increase in dues. Discussed followed, during which time Alan Chapman, Northwest Washington Area Director for WACD, provided additional input stating, in part, that the bylaw changes regarding equal dues assessments were approved at the annual WACD meeting in 2019. After further discussion, **Supervisor Christian made a motion to postpone the Board's decision on paying FY20-21 WACD dues until such time as the Board can further assess the issue of dues assessments with WACD. The motion was seconded by**

Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Jean Fike, Regional Manager for WSCC, reported on the WSCC's recent efforts to reduce the WSCC FY21 operations budget by 15%, as requested by the state, without impacting the state's conservation districts. She also stated that the WSCC is putting together a request for capital, operating, and engineering funding systems, a draft of which will be forwarded to the districts. Mr. Chapman announced that the WACD Board is in the process of developing a strategic plan, a draft of which will be circulated possibly by the end of this year. He will send a link to the Board of WACD Executive Director Tom Salzer's WADE presentation during which he discusses WACD's strategic planning process. Mr. Chapman then announced that he is soliciting comments from the Northwest Washington Area conservation districts on priorities to share with the WACD Board, and annual meeting content ideas to share with the WACD Board. He then explained the WACD budget, and stated that the current policy on dues is in-place until changed at an annual meeting. Ms. Reynolds and Ms. Baxter provided an update on their operating capacity and protocols in-place due to COVID-19. Mr. Cairns invited them to contact him for assistance should any issues arise.
- B. Legislative Update:** Any information and discussion relating to legislative updates was provided earlier in the Agenda.

CORRESPONDENCE

There was no correspondence for the Board's review or consideration.


REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved as modified by the Board.
- ✓ The Board agreed by consensus to modify the Agenda to allow DOE representatives Alena Reynolds and Anne Baxter to address the Board before the Treasurer's Report.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4210 through 4223 (including salaries and general expenses), and electronic payments for June, 2020 in the total amount of \$26,006.22; AND FURTHER, authorizing two Board Supervisors to sign mid-month checks to pay for those customary expenditures for which the District has not yet received invoices.
- ✓ The Board passed a motion approving the FY21 WSCC Implementation Grant Addendum for submittal to WSCC as presented.
- ✓ The Board passed a motion postponing the Board's decision on paying FY20-21 WACD dues until such time as the Board can further assess the issue of dues assessments with WACD.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, August 5, 2020 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. Due to COVID-19 risks, the Board may elect to hold their August, 2020 regular meeting remotely via teleconference. In this event, information regarding virtual meeting access will be listed on the Board's August 5, 2020 Agenda, and posted on the District Office building located at 205 W Patison Street in Port Hadlock, Washington, and on the District's website at www.jeffersoncd.org.

Meeting Adjourned: There being no further business to discuss or transact, Supervisor Christian made a motion to adjourn the meeting. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote. The meeting was adjourned at 4:48 p.m.

Minutes approved this 5th day of August, 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

Minutes
July 1, 2020 Regular Meeting
Jefferson County Conservation District

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	