



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

MINUTES OF THE NOVEMBER 18, 2020 SPECIAL MEETING

Call to Order: By Chair Al Latham at 3:43 p.m., GoToMeeting at 1-866-899-4679, Code No. 860-161-285

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

Supervisors Excused: None

Associate Supervisors Present: Erik Kingfisher

Staff Present: Glenn Gately, Sharon Yeh, and Tracy Kier

Also Present: Jean Fike, WSCC; Alan Chapman, WACD; and Sierra Young

Meeting Format: Due to the COVID-19 pandemic, the Board held their Special 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 in advance on the District's website and office building. Each of those in attendance announced themselves for the record. Chair Latham welcomed those guests attending the meeting. Throughout the meeting, Office Manager Tracy Kier monitored the info@jeffersoncd.org for public comment. There was no public comment made during the meeting via info@jeffersoncd.org.

Purpose of the Special Meeting: Chair Latham announced that the purpose of the Special Meeting was to discuss, and potentially take action on, issues relating to the District's staffing needs, funding capacity and budgeting, recruitment and hiring, and service priorities. No other business will be discussed or transacted in this meeting.

On behalf of District staff, Office Manager Tracy Kier explained that the information presented was prepared to assist the Board in evaluating the District's service priorities and staffing needs, and developing strategies for recruiting, hiring, and retaining personnel to implement the direction set by the Board within the District's current and projected funding capacity.

Funding Capacity and Budget: Ms. Kier reviewed with the Board projected revenue reflecting conservative numbers based, in part, on 2020 and FY2021 allocations, a potential 3% increase in JC General Funding as advised by Jefferson County staff, potential reductions in future WSCC Implementation funding as advised by WSCC staff, and one fully funded cost share project. During the review, the Board acknowledged receipt of Conservation Planner/Resource Specialist Sharon Yeh's letter of resignation dated November 12, 2020, effective December 31, 2020.

Ms. Kier then reviewed with the Board projected expenses with four staffing scenarios for the Board's consideration. For the record, she clarified that the District Manager and Conservation Planner/Resource Specialist base rates used in the scenarios were estimates, used only to illustrate budget capacity, and were not used as an express or implied commitment by the District or by the Board of future hourly base rates. Staff stated that the District seemed to have operated most effectively and efficiently in the recent past with a 1.0 FTE District Manager and a 1.5 FTE Conservation Planner/Resource Specialist(s); and, ideally, would recommend the Board consider moving toward that staffing goal. In the meantime, and as a pathway toward that goal, staff recommended the Board consider the staffing scenario of at least a .75 FTE District Manager and a 1.0 FTE Conservation Planner/Resource Specialist.

Service Priorities: Ms. Kier referred to the summaries of the District FY2021 Annual Work Plan and 5-Year Plan, identifying the function, mission, vision, values, priorities, and goals previously established by the Board. She explained that these plans were prepared in summary form to assist the Board in their review of the District's current direction while considering staffing capacity needs. Ms. Yeh then led a discussion on the District's current service/program priorities and service/program considerations for the future. Ms. Yeh stressed the value of matching future funding requests to the District's established service/program priorities. Staff recommended that the Board consider reviewing the District's

priorities and goals as they establish a staffing and recruiting plan to help align capacity with priorities, and improve the District's ability to accomplish its goals, meet legal requirements, implement best practices, and recruit and retain personnel. Discussion on potential, future service/program considerations included, but was not necessarily limited to, energy conservation efficiency, renewable energy, viable agriculture and programming, climate change and adaptation strategies, backyards and habitat, shoreline management, and website presence improvement.

With the assistance of staff, the Board reviewed the District's current contractual obligations and upcoming deadlines. Ms. Yeh provided information relating to CREP and cost share projects, and outreach forestry commitments. Fisheries Biologist/Water Quality Specialist Glenn Gately provided information relating to water quality monitoring activities with Jefferson County Environment Health and the Department of Ecology, microbial source tracking activities with the Environment Protection Agency, pollution identification and correction activities with the Hood Canal Coordinating Council, and landfill monitoring activities with Jefferson County. Ms. Kier provided information on the District's contractual obligations with Jefferson County; WSCC for implementation, conservation technical assistance, and livestock deliverables; and requirements and deadlines set by WSCC and the State Auditor's Office.

Staffing: Staff recommended that the Board consider establishing a staffing plan capable, in part, of implementing District plans and priorities, delivering District programs and services, and pursuing District financial stability. Staff encouraged the development of job descriptions with clear roles and manageable responsibilities within those staffing hours set by the Board. A discussion regarding the District Manager and Conservation Planner/Resource Specialist job descriptions followed, with input on job qualification fundamentals; attributes with an emphasis on soft-skills, technical assistance knowledge, website development, management skills, and income generating and grant writing skills; and the use of expert resources and collaboration with other agencies as needed. Additional discussion followed, focusing on the need for policy and procedure development to reduce risk and liability, and to guide, in part, District programs, services, activities, communications, planning, and personnel, financial, and asset management. The Board also discussed the potential use of outside resources, funding mechanisms and strategies, and new employee mentoring options.

Recruiting and Hiring: Staff recommended that the Board consider establishing a recruiting plan that meets the District's legal requirements and is accessible and viable to a diverse group of candidates for the open District Manager and Conservation Planner/Resource Specialist positions. Staff also recommended that the Board consider establishing a starting salary range for each position, dependent on qualifications, so applicants can consider in advance whether the position(s) will meet their financial needs. Discussion followed, focusing, in part, on the job descriptions, FTE capacity needs, and advertising strategies for both positions; potential, future use of interns; and pandemic considerations, including the need for flexibility in staffing hours during the pandemic. During the discussion, WSCC Regional Manager Jean Fike and WACD Northwest Washington Area Director Alan Chapman offered their assistance with the District's process as well.

By way of discussion, the Board requested that staff prepare the following items for review and consideration by the Board at their regular meeting in December, 2020:

1. A list of staff's comments and/or recommendations regarding the priorities contained in the District's current Annual Work Plan and 5-Year Plan;
2. A list of the District's current obligations and deadlines, especially those relating to the District Manager and Conservation Planner/Resource Specialist positions;
3. A draft of the District Manager and Conservation Planner/Resource Specialist job descriptions with edits based on the Board's input, and with an estimate of the time it takes for each position to perform their responsibilities;
4. A list of discussion points to be considered in the development of a recruiting plan and hiring plan; and
5. A list of potential projects ready for funding consideration and those projects to consider in the future.

Review of Official Actions: Except for adjournment, there were no official actions taken by the Board during the meeting.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on December 2, 2020 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. Due to the COVID-19 pandemic, the Board may hold their December 2, 2020 regular meeting remotely via teleconference. In this event, information regarding virtual meeting access will be listed on the Board's December 2, 2020 Agenda, and posted in

advance 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: Ms. Kier noted there was no public comment submitted during the meeting via info@jeffersoncd.org. There being no further business to discuss or transact, **Supervisor Christian made a motion to adjourn the meeting. The motion was seconded by Supervisor Aubin. There being no discussion, the motion was approved by a unanimous vote, and the meeting was adjourned at 5:09 p.m.**

Minutes approved this 6th day of January, 2021.



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	