



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

MINUTES OF THE OCTOBER 4, 2017 REGULAR MEETING

Call to Order: By Chair Glen Huntingford at 3:37 p.m., 205 W Patison Street, Port Hadlock, Washington

Supervisors Present: Julie Boggs, Lige Christian, Glen Huntingford, and Al Latham

Supervisors Excused: Roger Short

Associate Supervisors Present: None

Staff Present: Al Cairns, Jerry Clarke (arrived at 4:38 p.m.), and Tracy Kier

Also Present: Shana Joy, WSCC (via telephone conference call)

Agenda Modification: Staff requested that the Agenda be modified to include Construction Contract Amendment #2 – RCO FFFPP Project No. 15-1470R as Item I under New Business. ***Lige Christian made a motion to modify the Agenda to include Construction Contract Amendment #2 – RCO FFFPP Project No. 15-1470R as Item I under New Business. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.***

Consent Agenda: Chair Huntingford 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. Chair Huntingford signed the September 6, 2017 regular meeting Minutes as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for September, 2017: The Treasurer's Report, Disbursement #s 3532 through #3553, electronic payments, and supportive documentation for September, 2017 were reviewed. Net salaries for September, 2017 totaled \$9,898.36; general expenses totaled \$66,798.23. Total expenditures for the month of September, 2017 amounted to \$76,696.59. The Board noted for the record the transfer of \$594.39 from the District's checking account to the District's money market account for the truck reserve funds, as approved by the Board at their regular meeting on September 6, 2017. After review and discussion, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3532 through #3553 (including salaries and general expenses), and electronic payments for September, 2017 in the total amount of \$76,696.59. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.***

Office Manager Tracy Kier requested permission from the Board for two Supervisors to sign three mid-month CREP reimbursement checks in the amounts of \$680.00 (Contract #11000), \$2,779.50 (Contract #11003B), and \$1,144.50 (Contract #11003A) if, and only after, those funds are received by the District before the Board's next regular meeting on November 1, 2017. After consideration, ***Lige Christian made a motion to allow two Board Supervisors to sign three mid-month CREP reimbursement checks in the amounts of \$680.00 (Contract #11000), \$2,779.50 (Contract #11003B), and \$1,144.50 (Contract #11003A) if, and only after, those funds are received by the District before the Board's next regular meeting on November 1, 2017. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Kier reported that the current balance in the District's Truck Reserve Fund is \$16,020.34, which included interest earned in August, 2017, and \$262.69 allocated by the District in September, 2017.

Manager's Report: District Manager Al Cairns distributed to, and reviewed with, the Board a report outlining general updates and activities for the month of September, 2017. During his review, Mr. Cairns highlighted budget-related activities including, but not limited to, efforts to explore shared tasks with NRCS, proposed expansion of Task 3 under the JCEH Strait Priority Areas Project, potential services relating to the Critical Areas Ordinance update, potential services to JCEH relating to on-site septic systems, and a proposed professional services agreement with the Port of Port Townsend. An update of the District's CREP and RCO FFFPP projects followed. Progress on the FFFPP project is going well. Mr. Cairns complimented Conservation Planner/Resource Specialist Jerry Clarke's efforts on this project. Shellfish and Non-

Shellfish water quality projects continue to remain on-hold due to the State's capital budget impasse. A summary of the District's technical/landowner assistance, farm planning, and water quality activities for September followed. Mr. Cairns noted that Fishery Biologist/Water Quality Specialist Glenn Gately has done a great job security sample sites and communicating with landowners. Ms. Kier provided a brief report on office/financial management activities for the month. Mr. Cairns reviewed education/outreach activities, including a recent presentation regarding alternatives to on-site septic systems at the American Planning Association. Staff will be participating in a panel discussion on food waste recovery at Fort Worden on October 11, 2017, and will be making a presentation at WSU Extension's Stream Watcher's Tour on October 19, 2017. Supervisor Julie Boggs complimented staff on the District's recent Open House at Finnriver Cidery.

OLD BUSINESS

- A. NRCS Programs Evaluation:** This item was discussed earlier in the Agenda under the Manager's Report. Mr. Cairns complimented Farm Conservation Planner Craig Schrader on his efforts compiling the NRCS programs information.
- B. Policy Update:**
- i. **District Manager Delegation of Authority – Dated 09-06-2017:** The Board reviewed the draft policy dated September 6, 2017 entitled District Manager Delegation of Authority. After discussion, *Lige Christian made a motion to approve the draft policy entitled District Manager Delegation of Authority dated September 6, 2017, with the provision that the District's reserve funds will be reported in the monthly Treasurer's Report. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
 - ii. **Procurement Policy – Draft Dated 09-06-2017:** The Board reviewed the draft policy dated September 6, 2017 entitled Procurement. After discussion, *Al Latham made a motion to approve the draft policy entitled Procurement dated September 6, 2017. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.*
 - iii. **Labor Rates Policy - Draft Dated 09-06-2017:** The Board reviewed the draft policy dated September 6, 2017 entitled Labor Rates. Discussion followed, after which *Lige Christian made a motion to approve the draft policy entitled Labor Rates dated September 6, 2017. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.*
- C. WSCC Conservation Accountability and Performance Program (CAPP):** Mr. Cairns explained to the Board and Shana Joy of WSCC the staff's process of, and goals for, evaluating the District according to WSCC's CAPP program. Mr. Cairns then shared the staff's evaluation comments and results with the Board and Ms. Joy, and how they will use the same as a tool to make improvements. Ms. Joy complimented Mr. Cairns on the great job of using the CAPP to reflect on the District's performance, and explained how the WSCC will use the CAPP to, in part, identify training needs and guide assistance provided by WSCC Regional Managers. Mr. Cairns complimented and thanked District staff for their input and efforts in the evaluation process.
- D. FCS Group Draft Agreement:** Mr. Cairns and Ms. Kier informed the Board that, during the recent District Manager transition, a misunderstanding of authority occurred with regards to the signing of the Contract Agreement with FCS Group. The Contract Agreement was signed by Mr. Cairns on behalf of the District on July 27, 2017. To clarify the understanding and intentions of the Board, the Board and staff reviewed their previous discussions relating to the use of FCS Group to assist with the development of a system of rates and charges. During their review, the Board acknowledged that it had been their intention to enter into an Agreement with FCS Group for these services, and that the Contract Agreement signed by Mr. Cairns incorporates their intentions and meets with their approval. As such, and to affirm the Contract signed by Mr. Cairns, *Al Latham made a motion to approve, and ratify the District Manager's signature of, the Contract Agreement between FCS Group, Inc. and the District, effective July 26, 2017. The motion was seconded by Lige Christian. Discussion followed, after which the motion was approved by a unanimous vote.* The Board noted that a more defined delegation of authority from the Board to the District Manager was adopted by policy earlier in the meeting, which will help to minimize confusion in the future.
- E. Jefferson County Public Works Agreement:** Mr. Cairns informed the Board that the Letter of Agreement adjusting the rate of pay for landfill water and gas monitoring services was signed by Jefferson County Department of Public Works, effective September 1, 2017. The Letter of Agreement also provides for an automatic hourly rate adjustment effective January 1st of each year.
- F. Critical Areas Ordinance Update:** This item was discussed earlier under the Manager's Report.
- G. JCCD Office Lease:** The Board reviewed the Lease Agreement for the District's office space, commencing October 3, 2017 and expiring October 30, 2019. Mr. Cairns noted the terms outlined in Section 34, indicating that the monthly lease payment may increase up to twenty dollars (\$20.00) per month in the event of a tax, bond, and/or levy increase

affecting the real property of the office space. After discussion, **Lige Christian made a motion to approve the Lease Agreement for the District's office space located at 205 W Patison Street in Port Hadlock, Washington, effective October 3, 2017; to grant Chair Glen Huntingford the authority to sign the Agreement on behalf of the Board; AND FURTHER, to direct staff to begin surveying office space costs and availability six months prior to the Lease Agreement expiration date for use by the Board during their consideration of the next lease renewal. The motion was seconded by Julie Boggs. After discussion, the motion was approved by a unanimous vote.**

- H. **American Planning Association Annual Conference:** This item was discussed earlier under the Manager's Report.

NEW BUSINESS

- A. **Interlocal Agreement – Whatcom Conservation District:** The Board reviewed the Interlocal Agreement between JCCD and Whatcom Conservation District for the use of shared personnel services. Mr. Cairns explained that, based on his discussion with Whatcom Conservation District Executive Director George Boggs, JCCD would not be required to provide a two hundred dollar (\$200.00) retainer upon approval of this Agreement, since JCCD does not have any pending need for shared personnel services at this time. JCCD would provide the retainer at such time as it anticipates sharing personnel services with Whatcom Conservation District. Discussion followed after which **Al Latham made a motion to approve the Interlocal Agreement between Jefferson County Conservation District and the Whatcom Conservation District; AND FURTHER, to grant Chair Glen Huntingford the authority to sign the Agreement on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**
- B. **Project Scope and Fee Agreement for Archaeological Monitoring – Project #15-1470:** Mr. Cairns informed the Board that, similar to the FCS Group Contract Agreement discussed earlier in the Agenda, the Project Scope and Fee Agreement for Archaeological Monitoring for RCO FFFPP Project No. 15-1470 was signed by him in August, 2017. The Board and staff reviewed their previous discussions with regards to the project, assisted by Mr. Clarke, and reviewed the monitoring Agreement. The Board confirmed the monitoring Agreement met with their understanding of the process of the project; and, as such, **Julie Boggs made a motion to approve, and ratify the District Manager's signature of, the Project Scope and Fee Agreement for Archaeological Monitoring by Cultural Resource Consultants, effective August 21, 2017. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.**
- C. **WSCC FY18 Livestock Addendum:** With the assistance of Mr. Cairns and Ms. Kier, the Board reviewed the WSCC FY18 Livestock Addendum in the amount of \$13,000.00. Discussion included, in part, a review of the task priority ranking, staffing distribution, and collection of overhead. After discussion, **Al Latham made a motion to approve the WSCC FY18 Livestock Addendum in the amount of \$13,000.00. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**
- D. **Jefferson County/DOE Strait Priority Areas Project Amendment:** Mr. Cairns informed the Board that he has not yet received a response from Jefferson County Environmental Health on the District's proposal to expand the scope of work on Task 3 of the Professional Services Agreement between JCEH and JCCD on the Strait Priority Areas Project. Discussion followed.
- E. **2018 Election/Appointment Process:** With the assistance of Ms. Kier, the Board briefly reviewed the 2018 election process for upcoming, open elected and open appointed Board Supervisor seats. After review, **Lige Christian made a motion to appoint Tracy Kier as the District's 2018 Election Supervisor. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.** The Board then agreed to consider a Resolution at their next regular meeting on November 1, 2017, to set the date, time, and place for the District's 2018 election. Ms. Kier will proceed with the required public notifications.
- F. **WACD Dues:** Mr. Cairns briefed the Board on his recent discussion with WACD President Tom Miller. After discussion, **Lige Christian made a motion to table further discussion of WACD until the Board's next regular meeting on November 1, 2017. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**
- G. **Labor & Industries Consultation Service for Accident Prevention Program:** To assist the District in developing an accident prevention policy and program, Mr. Cairns recommended exploring the use of the Department of Labor & Industries consultation service, provided at no cost to the District. Discussion followed, after which **Lige Christian made a motion to authorize the District Manager to pursue the consultation services of the Department of Labor & Industries for the development of an accident prevention program for the District. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**

- H. **WSCC FY18 CREP Addendum:** With the assistance of Mr. Clarke, the Board reviewed the WSCC FY18 CREP Addendum in the amount of \$17,862.00. After review, ***Al Latham made a motion to approve the WSCC FY18 CREP Addendum in the amount of \$17,862.00. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***
- I. **Construction Contract Amendment #2 – RCO Project No. 15-1470:** Mr. Clarke provided an update on the progress of RCO FFFPP Project No. 15-1470, which is approximately ninety percent (90%) complete. With Mr. Clarke's assistance, the Board reviewed the Construction Contract Amendment #2, extending the Contract expiration date to October 27, 2017. After discussion, ***Lige Christian made a motion to approve the Construction Contract Amendment #2 for RCO Project No. 15-1470; AND FURTHER, to grant Chair Glen Huntingford the authority to sign the Amendment on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

COMMITTEE REPORTS

- A. **Conservation Commission and Non-Commission Grants:** Ms. Joy noted the District's election process for 2018 was underway, and provided an update on supplemental, capital budget requests. She then explained the progress of WSCC's CPDS update, and recommended that staff continue to input proposed projects for future consideration.
- B. **Legislative Update:** No new report.

CORRESPONDENCE

- A. **Electronic Communications from Jefferson County Commissioner Kathleen Kler to State Senator Sheldon dated September 13, 2017:** Mr. Cairns distributed to, and reviewed with, the Board Commissioner Kler's communications to Senator Sheldon regarding the Hirst decision and the State's budget.
- B. **Electronic Communications between JCCD District Manager Al Cairns and Jefferson County Administrator Philip Morley dated September 20, 2017:** Mr. Cairns distributed to, and reviewed with, the Board his communications to County Administrator Morley regarding the reduction of JCCD staffing and the consolidation of office hours due to the State's capital budget impasse.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Board passed a motion modifying the Agenda to include Construction Contract Amendment #2 – RCO FFFPP Project No. 15-1470R as Item I under New Business.
- ✓ The Consent Agenda was approved by consensus of the Board, and the Minutes of the September 6, 2017 regular meeting were approved as presented under the Consent Agenda.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3532 through #3553 (including salaries and general expenses), and electronic payments for September, 2017 in the total amount of \$76,696.59.
- ✓ The Board passed a motion allowing two Board Supervisors to sign three mid-month CREP reimbursement checks in the amounts of \$680.00 (Contract #11000), \$2,779.50 (Contract #11003B), and \$1,144.50 (Contract #11003A) if, and only after, those funds are received by the District before the Board's next regular meeting on November 1, 2017.
- ✓ The Board passed a motion approving the draft policy entitled District Manager Delegation of Authority dated September 6, 2017, with the provision that the District's reserve funds will be reported in the monthly Treasurer's Report.
- ✓ The Board passed a motion approving the draft policy entitled Procurement dated September 6, 2017.
- ✓ The Board passed a motion approving the draft policy entitled Labor Rates dated September 6, 2017.
- ✓ The Board passed a motion approving, and ratifying the District Manager's signature of, the Contract Agreement between FCS Group, Inc. and the District, effective July 26, 2017.
- ✓ The Board passed a motion approving the Lease Agreement for the District's office space located at 205 W Patison Street in Port Hadlock, Washington, effective October 3, 2017; granting Chair Glen Huntingford the authority to sign the Agreement on behalf of the Board; AND FURTHER, directing staff to begin surveying office space costs and availability six months prior to the Lease Agreement expiration date for use by the Board during their consideration of the next lease renewal.
- ✓ The Board passed a motion approving the Interlocal Agreement between Jefferson County Conservation District and the Whatcom Conservation District; AND FURTHER, granting Chair Glen Huntingford the authority to sign the Agreement on behalf of the Board.

- ✓ The Board passed a motion approving, and ratifying the District Manager's signature of, the Project Scope and Fee Agreement for Archaeological Monitoring by Cultural Resource Consultants, effective August 21, 2017.
- ✓ The Board passed a motion approving the WSCC FY18 Livestock Addendum in the amount of \$13,000.00.
- ✓ The Board passed a motion appointing Tracy Kier as the District's 2018 Election Supervisor.
- ✓ The Board passed a motion tabling further discussion of WACD until the Board's next regular meeting on November 1, 2017.
- ✓ The Board passed a motion authorizing the District Manager to pursue the consultation services of the Department of Labor & Industries for the development of an accident prevention program for the District.
- ✓ The Board passed a motion approving the WSCC FY18 CREP Addendum in the amount of \$17,862.00.
- ✓ The Board passed a motion approving the Construction Contract Amendment #2 for RCO Project No. 15-1470; AND FURTHER, granting Chair Glen Huntingford the authority to sign the Amendment on behalf of the Board.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, November 1, 2017 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 6:02 p.m.

Minutes approved this 1st day of November, 2017.


Tracy Kier, Recording Secretary


Glen Huntingford, 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	