



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

MINUTES OF THE JANUARY 3, 2018 REGULAR MEETING

Call to Order: By Vice-Chair Al Latham at 3:35 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs, Lige Christian (via video conference), Glen Huntingford (at 3:55 p.m.), Al Latham, and Roger Short
Supervisors Excused: N/A
Associate Supervisors Present: None
Staff Present: Al Cairns and Tracy Kier
Also Present: Shana Joy, WSCC (via video conference)

Consent Agenda: Vice-Chair Latham asked if anyone wished to remove any items from the Consent Agenda. Staff requested that the Minutes of the December 6, 2017 regular meeting be removed from the Consent Agenda to allow for review by the Board. Hearing no other requests, the Consent Agenda was approved by consensus of the Board, with the removal of the Minutes of the December 6, 2017 regular meeting.

The Board reviewed the Minutes of the December 6, 2017 regular meeting. ***Lige Christian made a motion to approve the Minutes of the December 6, 2017 regular meeting as presented. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.*** Vice-Chair Al Latham signed the Minutes as presented and approved by the Board.

Treasurer's Report, Disbursements, and Electronic Payments for December, 2017: The Treasurer's Report, Disbursement #s 3611 through #3628, electronic payments, and supportive documentation for December, 2017 were reviewed. Net salaries for December, 2017 totaled \$7,380.59; general expenses totaled \$13,183.07. Total expenditures for the month of December, 2017 amounted to \$20,563.66. After review and discussion, ***Roger Short made a motion to approve the Treasurer's Report, Disbursement #s 3611 through #3628 (including salaries and general expenses), and electronic payments for December, 2017 in the total amount of \$20,563.66. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Office Manager Tracy Kier reported that the current balance in the District's Truck Reserve Fund is \$16,487.84, which included interest earned in November, 2017, and \$81.32 allocated by the District in December, 2017. Ms. Kier informed the Board that there was still \$834.08, plus \$81.32 for December, 2017 allocations, ready to be transferred from the District's checking account to the District's money market account. ***Roger Short made a motion to allow one of the Board Supervisors to transfer, on behalf of the District, \$915.40 from the District's checking account to the District's money market account as designated funds for the JCCD Truck Reserve Fund. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***

The Board requested that staff research the State of Washington's recent changes regarding sick leave, and report back

to the Board their findings, and any recommended policy amendments if required, at the Board's next regular meeting in February, 2018.

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 December, 2017. During the review, Mr. Cairns highlighted the outcomes of meetings attended during the month, the status of the State's Legislature, and an update on potential services and projects. He ended his report with a brief review of the District's current projects; landowner assistance provided throughout the month; and fish, water quality, educational/outreach, and training and professional development activities conducted in December, 2017. Ms. Kier summarized the office/financial management activities for December.

OLD BUSINESS

- A. 2018 Election:** Ms. Kier reminded those in attendance that the candidate filing deadline for the Board's open, elected seat is February 7, 2018 at 4:00 p.m. In addition, the application deadline for the Board's open, appointed seat is March 31, 2018.
- B. Policy Update:**
 - I. Draft Employee Benefits Policy Amendment:** The Board reviewed proposed changes to the District's personnel policy regarding the proration of health insurance benefits for less than half-time, permanent employees. During the discussion, Lige Christian recommended inserting additional language to further define the calculations, for review by the Board at their next regular meeting.
- C. Labor & Industries Consultation Service for Accident Prevention Program:** Mr. Cairns informed the Board that he recently met with the L&I consultant regarding an Accident Prevention Program for the District. He is in the process of drafting the program, and will present his recommendations to the Board once they are ready.

NEW BUSINESS

- A. Recognition of Supervisors Years-of-Service:** Shana Joy of WSCC and the Board recognized, and expressed their appreciation to, Supervisors Julie Boggs and Lige Christian for their fifteen years-of-service to the Jefferson County Conservation District.
- B. State Conservation Commission Meeting – January 18, 2018, Chehalis, Washington:** Mr. Cairns reminded the Board of the WSCC meeting in Chehalis on January 18, 2018.
- C. USDA/NRCS Conservation Innovation Grant:** This item was covered earlier under the Manager's Report.
- D. CAO Update:** With the assistance of Mr. Cairns, Vice-Chair Latham provided an update on the County's Critical Area Ordinance progress focusing, in part, on areas relating to agricultural. Discussion followed.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Ms. Joy reiterated items discussed earlier in the Agenda relating to pending funding requests, the WSCC's upcoming meeting in Chehalis, the State's new sick leave requirements, and the District's 2018 election process. A brief discussion on the Volunteer Stewardship Program followed.
- B. Legislative Update:** This item was discussed earlier under the Manager's 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, with the exception of the December 6, 2017 Minutes which were pulled from the Consent Agenda for Board review.**
- ✓ **The Board passed a motion approving the Minutes of the December 6, 2017 regular meeting as presented.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s 3611 through #3628 (including salaries and general expenses), and electronic payments for December, 2017 in the total amount of \$20,563.66.**
- ✓ **The Board passed a motion allowing one of the Board Supervisors to transfer, on behalf of the District,**

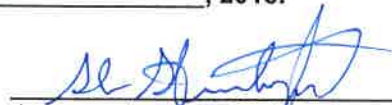
\$915.40 from the District's checking account to the District's money market account as designated funds for the JCCD Truck Reserve Fund.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, February 7, 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 5:12 p.m.

Minutes approved this 7th day of March, 2018.


 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	