



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

MINUTES OF THE FEBRUARY 7, 2018 REGULAR MEETING

Call to Order: By Vice-Chair Al Latham at 3:36 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs, Lige Christian (via video conference, until 4:00 p.m.), Al Latham, and Roger Short
Supervisors Excused: Glen Huntingford
Associate Supervisors Present: None
Staff Present: Al Cairns and Tracy Kier
Also Present: None

Agenda Modification: Staff requested that RCO FFFPP Project No. 16-25774 – Project Agreement be added to the Agenda as Item G under New Business. *Julie Boggs made a motion to add RCO FFFPP Project No. 16-25774 – Project Agreement as Item G under New Business. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.*

Consent Agenda: Vice-Chair Latham asked if anyone wished to remove any items from the Consent Agenda. Staff requested that the Minutes of the January 3, 2018 regular meeting be removed from the Consent Agenda to allow for additional time to complete. Hearing no other requests, the Consent Agenda was approved by consensus of the Board, with the removal of the Minutes of the January 3, 2018 regular meeting.

Treasurer's Report, Disbursements, and Electronic Payments for December, 2017: The Treasurer's Report, Disbursement #s 3629 through #3656, electronic payments, and supportive documentation for January, 2018 were reviewed. Net salaries for January, 2018 totaled \$10,367.01; general expenses totaled \$11,477.13. Total expenditures for the month of January, 2018 amounted to \$21,844.14. For the record, Office Manager Tracy Kier noted Check #3635 in the amount of \$250.00 made payable to JCCD, and explained that this check was issued as "non-expense" funds to stock two cash boxes for the District's annual native plant sale on March 3, 2018. These funds will be deposited in full into the District's checking account as "non-revenue" funds immediately following the native plant sale. Ms. Kier also noted for the record that Check #'s 3651, 3652, 3653, 3654, and 3655 were voided due to a date entry error. In addition, and per the Board's approval on January 3, 2018, \$915.40 was transferred from the District's checking account to the District's money market account on January 22, 2018, as designated funds for the JCCD Truck Reserve Fund. After review and discussion, *Julie Boggs made a motion to approve the Treasurer's Report, Disbursement #s 3629 through #3656 (including salaries and general expenses), and electronic payments for January, 2018 in the total amount of \$21,844.14. The motion was seconded by Roger Short. 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 \$16,592.06, which included interest earned in December, 2017 and January, 2018, and \$103.55 allocated by the District in January, 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 January, 2018. He began his review with a discussion on the meetings attended during the month and potential partnership/project opportunities. He followed with a brief report on the District's current projects, monthly inquiries, landowner assistance, and staff capacity training. Ms. Kier summarized office/financial management activities conducted throughout the month. Mr. Cairns ended with a report on WACD activity during the prior quarter. A discussion of the District's annual native plant sale followed, during which *Roger Short made a motion to reimburse Julie Boggs for her travel expenses, including ferry fare and mileage, relating to the pick-up of the District's plants in Bow, Washington, and delivery to the Jefferson County Fairgrounds for the District's annual*

native plant sale. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.

OLD BUSINESS

- A. 2018 Election:** Ms. Kier informed the Board that the Candidate Filing Deadline for the District's open, elected seat had passed that day, February 7, 2018, at 4:00 p.m., and the only Candidate filing an Information Form and Nominating Petition before the deadline was the District's incumbent, Lige Christian. After discussion, ***Julie Boggs made a motion to re-elect the District's incumbent Lige Christian to the District's open, elected seat; and cancel the 2018 Election scheduled for March 7, 2018. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.*** Ms. Kier will proceed with notifying the public as required. She then reminded those in attendance that the application deadline for the District's open, appointed seat is March 31, 2018.
- B. Policy Update**
- I. Draft Employee Benefits Policy Amendment:** Mr. Cairns reviewed with the Board potential changes to the District's personnel policy relating to health care benefits. He will present a draft of his recommended changes to the Board for their consideration once it is ready.
 - II. Draft Employee Sick Leave Benefits Policy Amendment:** Mr. Cairns informed the Board that the District's currently policy exceeds the State's requirements with regards to employee sick leave benefits.
- C. Labor & Industries Consultation Service for Accident Prevention Program:** No new report.
- D. CAO Update:** This item was discussed earlier in the Agenda under the Manager's Report.

NEW BUSINESS

- A. 2019 Jefferson County Funding Agreement:** The Board reviewed the 2018 Funding Agreement between the District and Jefferson County in the amount of \$49,975.00. After review, ***Roger Short made a motion to approve the 2018 Jefferson County and Jefferson County Conservation District Funding Agreement; AND FURTHER, to grant Vice-Chair Al Latham the authority to sign the Agreement on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- B. WSCC FY18 CREP Addendum:** The Board reviewed the WSCC FY18 CREP Addendum in the amount of \$98,203.00. After review, ***Julie Boggs made a motion to approve the WSCC FY18 CREP Addendum in the amount of \$98,203.00; AND FURTHER, to grant Vice-Chair Al Latham the authority to sign the Addendum on behalf of the Board. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.***
- C. WSCC FY18 Shellfish Addendum:** The Board reviewed the WSCC FY18 Shellfish Addendum in the amount of \$20,000.00. After review, ***Julie Boggs made a motion to approve the WSCC FY18 Shellfish Addendum in the amount of \$20,000.00; AND FURTHER, to grant Vice-Chair Al Latham the authority to sign the Addendum on behalf of the Board. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.***
- D. WSCC FY18 Natural Resource Investments Addendum:** The Board reviewed the WSCC FY18 Natural Resource Investments Addendum in the amount of \$39,250.00. After review, ***Julie Boggs made a motion to approve the WSCC FY18 Natural Resource Investments Addendum in the amount of \$39,250.00; AND FURTHER, to grant Vice-Chair Al Latham the authority to sign the Addendum on behalf of the Board. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.***
- E. 2018 Salaries Recommendations and Budget Capacity Review:** Mr. Cairns informed the Board that, per District policy, annual staff evaluations have been conducted, the OFM 2018 forecasted COLA rate has been identified as 2.5%, and the District's current and projected budget has been reviewed. Based on this process, Mr. Cairns reviewed with the Board options and budget impacts relating to District operations and staffing. During the review, Mr. Cairns recommended the Board consider COLA increases for staff, and returning District operating hours and staffing hours to the level established before the recent budget shortfall. He postponed any merit increase recommendations pending further insight on future revenue. After discussion, ***Julie Boggs made a motion to return the District's operating hours to Monday through Thursday and return staffing capacity to those hours established before the budget shortfall effective immediately; AND FURTHER, to provide a COLA salary increase of 2.5% for all employees, including the District Manager, effective March 1, 2018. The motion was seconded by Roger***

Short. Discussion followed after which the motion was approved by a unanimous vote. A brief discussion on the District's reserve fund targets and strategies followed.

- F. July, 2018 regular Board Meeting – Date Change:** With the first Wednesday of July, 2018 falling on the July 4th holiday, *Julie Boggs made a motion to change the Board's July, 2018 regular meeting date to Thursday, July 5, 2018 at 3:30 p.m. at the District Office. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.* Ms. Kier will proceed with notifying the public as required.
- G. RCO FFFPP Project No. 16-25774 – Project Agreement:** The Board reviewed the RCO FFFPP Project No. 16-25774 Project Agreement. After the review, *Roger Short made a motion to approve the RCO FFFPP Project No. 16-25774 Project Agreement; AND FURTHER, to grant Vice-Chair Al Latham the authority to sign the Agreement 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:** No new report.
B. Legislative Update: No new report.

CORRESPONDENCE

There was no correspondence for the Board's review.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Board modified the Agenda to include RCO FFFPP Project No. 16-25774 - Project Agreement as Item G under New Business.
- ✓ The Consent Agenda was approved by consensus of the Board, with the exception of the January 3, 2018 regular meeting Minutes, which were pulled from the Consent Agenda pending completion.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3629 through #3656 (including salaries and general expenses), and electronic payments for January, 2018 in the total amount of \$21,844.14.
- ✓ The Board passed a motion to reimburse Julie Boggs for her travel expenses, including ferry fare and mileage, relating to the pick-up of the District's plants in Bow, Washington, and delivery to the Jefferson County Fairgrounds for the District's annual native plant sale.
- ✓ The Board passed a motion to re-elect the District's incumbent Lige Christian to the District's open, elected seat; and cancel the 2018 Election scheduled for March 7, 2018.
- ✓ The Board passed a motion approving the 2018 Jefferson County and Jefferson County Conservation District Funding Agreement; AND FURTHER, granting Vice-Chair Al Latham the authority to sign the Agreement on behalf of the Board.
- ✓ The Board passed a motion approving the WSCC FY18 CREP Addendum in the amount of \$98,203.00; AND FURTHER, granting Vice-Chair Al Latham the authority to sign the Addendum on behalf of the Board.
- ✓ The Board passed a motion approving the WSCC FY18 Shellfish Addendum in the amount of \$20,000.00; AND FURTHER, granting Vice-Chair Al Latham the authority to sign the Addendum on behalf of the Board.
- ✓ The Board passed a motion approving the WSCC FY18 Natural Resource Investments Addendum in the amount of \$39,250.00; AND FURTHER, granting Vice-Chair Al Latham the authority to sign the Addendum on behalf of the Board.
- ✓ The Board passed a motion to return the District's operating hours to Monday through Thursday and return staffing capacity to those hours established before the budget shortfall effective immediately; AND FURTHER, to provide a COLA salary increase of 2.5% for all employees, including the District Manager, effective March 1, 2018.
- ✓ The Board passed a motion changing the Board's July, 2018 regular meeting date to Thursday, July 5, 2018 at 3:30 p.m. at the District Office.
- ✓ The Board passed a motion approving the RCO FFFPP Project No. 16-25774 Project Agreement; AND

FURTHER, granting Vice-Chair Al Latham the authority to sign the Agreement on behalf of the Board.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, March 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 5:24 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
Aq/GMA = Agriculture/Growth Management Act	CAO – Critical Areas Ordinance
BMPs = Best Management Practices	CRCP = 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	