



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE MAY 2, 2018 REGULAR MEETING

Call to Order: By Chair Glen Huntingford at 3:47 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 and Tracy Kier

Also Present: Laurie Niewolny, Nonpoint & TMDL Specialist, Department of Ecology; Janet Aubin; and Laurie Hannan

Agenda Modification: Based on staff's request, the Board agreed to modify the Agenda to include guest speaker Laurie Niewolny from the Department of Ecology as Agenda Item #3, directly following the Consent Agenda.

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 April 4, 2018 regular meeting Minutes as presented and approved under the Consent Agenda.

Department of Ecology – Laurie Niewolny, Nonpoint & TMDL Specialist: Ms. Niewolny introduced herself to the Board and provided a brief summary of her background and role as the Nonpoint & TMDL Specialist for the Department of Ecology (DOE). Her summary focused on DOE's goal for proactive identification of watershed issues, improved communication with landowners, and increased partnership with the District. She encouraged the District to contact her, and to use DOE as a resource, primarily regarding agricultural issues. Discussion followed, after which the Board thanked Ms. Niewolny for her time and information.

Treasurer's Report, Disbursements, and Electronic Payments for April, 2018: The Treasurer's Report, Disbursement #s 3709 through #3732, electronic payments, and supportive documentation for April, 2018 were reviewed. Net salaries for April, 2018 totaled \$11,398.08; general expenses totaled \$18,825.77. Total expenditures for the month of April, 2018 amounted to \$30,223.85. After review and discussion, ***Al Latham made a motion to approve the Treasurer's Report, Disbursement #s 3709 through #3732 (including salaries and general expenses), and electronic payments for April, 2018 in the total amount of \$30,223.85. The motion was seconded by Lige Christian. 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 \$17,039.08, which included interest earned in March, 2018, and \$296.48 allocated by the District in April, 2018. She then noted that there was \$549.91 of allocated District Truck Reserve Funds in the District's checking account ready for transfer into the District's Money Market Account. In response, ***Lige Christian made a motion to allow one of the Board Supervisors to transfer \$549.91 from the District's checking account to the District's Money Market Account as allocated funds for the District's Truck Reserve Fund. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.*** Al Latham volunteered to make the transfer.

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 April, 2018. Mr. Cairns summarized the outcomes of the recent PSCD Caucus and Chumsortium meetings, and directed the Board's attention to the Brian Abbott Fish Barrier Removal Board 2019-2021

Coordinated Pathway Proposed "Draft Application" Scoring Criteria included in their Agenda packets. Discussion followed, after which Mr. Cairns provided an update on the Priority Straits Agreement Amendment, Main Stem Chimacum Creek Planning, and recent WSCC Policy Meeting. He then briefly reviewed with the Board information on "Road Map" workshops regarding the Growth Management Act being conducted by The William D. Ruckelshaus Center in 2018. Mr. Cairns advised the Board that JCCD Farm Conservation Planner Craig Schrader will be resigning his position with the District sometime by the end of July, 2018, or sooner. He ended his report with a review of the District's projects, technical assistance, and community inquiries.

OLD BUSINESS

- A. 2018 Election:** Ms. Kier noted that the application received by the WSCC for the open, appointed JCCD Board position had been withdrawn by the applicant. As such, and per WSCC's direction, the advertisement for the now vacant, appointed Board position was published and posted, with a minimum twenty-eight (28) day application period. Applications, and supportive materials, for the appointed position are due to the WSCC on or before June 1, 2018.
- B. FCS Group Update:** Mr. Cairns informed the Board that he will be meeting with representatives from the FCS Group on Friday, May 4, 2018 at 12:30 p.m. at the District Office to work on the development of the rates and charges system. He invited the Board to attend.
- C. Policy Update:**
- I. Draft Associate Supervisor Policy:** Mr. Cairns directed the Board's attention to the draft Associate Supervisor Policy presented for their review and future consideration. Discussion followed, during which time Lige Christian asked about the cost sharing limitations of Associate Supervisors, mentioned under Powers and Duties of Associate Supervisors. Mr. Cairns will research this subject and present his findings to the Board at their next regular meeting in June.

Discussion regarding Board positions followed. ***Al Latham made a motion to retain the same Board positions as established in 2017. The motion was seconded by Julie Boggs. Discussion followed.***

Lige Christian then made a motion to appoint Al Latham as the Board Chair. The motion was seconded by Glen Huntingford. After discussion, the motion was approved by a unanimous vote.

Lige Christian made a motion to table the initial motion made by Al Latham. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.

Lige Christian then made a motion to appoint Julie Boggs as the Board Vice-Chair. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.

Al Latham made a motion to retain Lige Christian as the Board Auditor. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.

- D. 2018 Salaries Recommendations and Budget Capacity Review:** This item was addressed below, under Item G Draft WSCC FY2018 Annual Work Plan.
- E. 2018 Native Plant Sale Update:** Ms. Kier presented the Financial Report for the District's 2018 Annual Native Plant Sale, showing \$27,970.66 in gross sales and \$30,020.56 in expenses. The Board explored ideas for increasing the self-sustainability of the plant sale, after which ***Lige Christian made a motion to increase the District's plant sale prices; AND FURTHER, to direct staff to develop a recommendation on how much that increase should be. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.*** Mr. Cairns will share the Board's comments with JCCD Conservation Planner/Resource Specialist Jerry Clarke, will conduct a comparison of other conservation district plant sales, and will present a recommendation to the Board at their next regular meeting in June.
- F. WSCC CREP PIP Promissory Note & Security Agreement – Project No. 11007A:** Mr. Cairns reviewed the PIP Promissory Note for Project No. 11007A with the Board, and requested that the Board consider passing a motion to allow the Board Chair to sign the Promissory Note on behalf of the District once the principal amount and payment date is identified, and once the Promissory Note is signed by the Borrower. After discussion, ***Lige Christian made a motion to delegate the authority to the Board Chair to sign the WSCC CREP PIP Promissory Note & Security Agreement for Project No. 11007A on behalf of the Board once the principal amount (within five percent ± of***

the final invoice) and payment date is inserted into the Promissory Note, and once the Promissory Note is signed by the Borrower. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.

- G. Draft WSCC FY2019 Annual Work Plan:** Mr. Cairns distributed to, and reviewed with, the Board the final draft of the District's FY2019 Annual Work Plan and Budget, and a worksheet identifying labor costs and three salaries/benefits scenarios. During the review, it was determined that there existed a \$41,736.66 deficit in revenue compared to expenses. Discussion followed, focusing, in part, on program/service/staffing levels, the definition and use of reserve funds, the District's checking account/cash available balance, and budget strategies. Mr. Cairns informed the Board that, in order to maintain current staffing levels, the District would need to use reserve funds to get through the end of FY2018. The Board requested that Ms. Kier research the District's prior Minutes to determine how much of the District's reserve funds the Board previously authorized to be used for the FY2018 budget cycle. Ms. Kier will report her findings to the Board at their next regular meeting in June. After additional discussion, ***Lige Christian made a motion to approve the WSCC FY2019 Annual Work Plan and Budget, with the \$41,736.66 deficit; AND FURTHER, to submit the FY2019 Annual Work Plan and Budget to the WSCC for their consideration. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- H. JCCD Purchasing Card:** Ms. Kier will forward a copy of the Board's April 4, 2018 Minutes to Kitsap Bank to facilitate the process of adding Mr. Cairns to, and removing Ms. Zarzeczny from, the purchasing card program. Considering the recent resignation of Mr. Schrader, ***Lige Christian made a motion to remove JCCD employee Craig Schrader from the District's Kitsap Visa account upon the date of his separation from the District. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

NEW BUSINESS

- A. Draft Letter to Kitsap County Conservation District:** Mr. Cairns presented, for the Board's consideration, a draft letter of appreciation to Kitsap County Conservation District for their support in providing work for JCCD District staff during the recent budget shortfall. By consensus, Glen Huntingford signed the letter on behalf of the Board.
- B. WADE – Attendance and Travel:** ***Lige Christian made a motion for the District to pay for staff's travel expenses to attend the WADE conference from June 11 – 13, 2018. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- C. Annual Review of RCW 89.08, Sections 210 and 220:** ***Lige Christian made a motion to direct the Board to review RCW 89.08, Sections 210 and 220, and present any comments and/or questions at the Board's next regular meeting in June, 2018. 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

- A. Letter from Olympic Ridge Estates Community Association:** Mr. Cairns presented to the Board a copy of a letter dated April 6, 2018 from Peter Wagner, President of Olympic Ridge Estates Community Association. In the letter, Mr. Wagner expressed, on behalf of the Association, their appreciation for the courteous and professional guidance provided by JCCD Conservation Planner/Resource Specialist Jerry Clarke during their complex, multi-stage forest thinning project.

REVIEW OF OFFICIAL ACTIONS

- ✓ By way of consensus, the Board modified the Agenda to include guest speaker Laurie Niewolny from the Department of Ecology as Agenda Item #3, directly following the Consent Agenda.
- ✓ The Consent Agenda was approved by consensus of the Board, and the Minutes of the April 4, 2018 regular meeting were signed by Chair Huntingford as presented and approved under the Consent Agenda.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3709 through #3732 (including salaries and general expenses), and electronic payments for April, 2018 in the total amount of

- ✓ **\$30,223.85.**
- ✓ **The Board passed a motion allowing one of the Board Supervisors to transfer \$549.91 from the District's checking account to the District's Money Market Account as allocated funds for the District's Truck Reserve Fund.**
- ✓ **The Board passed a motion appointing Al Latham as the Board Chair.**
- ✓ **The Board passed a motion appointing Julie Boggs as the Board Vice-Chair.**
- ✓ **The Board passed a motion retaining Lige Christian as the Board Auditor.**
- ✓ **The Board passed a motion to increase the District's plant sale prices; AND FURTHER, directing staff to develop a recommendation on how much that increase should be.**
- ✓ **The Board passed a motion delegating the authority to the Board Chair to sign the WSCC CREP PIP Promissory Note & Security Agreement for Project No. 11007A on behalf of the Board once the principal amount (within five percent ± of the final invoice) and payment date is inserted into the Promissory Note, and once the Promissory Note is signed by the Borrower.**
- ✓ **The Board passed a motion approving the WSCC FY2019 Annual Work Plan and Budget, with the \$41,736.66 deficit; AND FURTHER, to submit the FY2019 Annual Work Plan and Budget to the WSCC for their consideration.**
- ✓ **The Board passed a motion removing JCCD employee Craig Schrader from the District's Kitsap Visa account upon the date of his separation from the District.**
- ✓ **The Board passed a motion for the District to pay for staff's travel expenses to attend the WADE conference from June 11 – 13, 2018.**
- ✓ **The Board passed a motion directing the Board to review RCW 89.08, Sections 210 and 220, and present any comments and/or questions at the Board's next regular meeting in June, 2018.**

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, June 6, 2018 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 6:12 p.m.

Minutes approved this 6th day of June, 2018.


 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

Minutes
May 2, 2018 Regular Meeting
Jefferson County Conservation District

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	