



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

**MINUTES OF THE JUNE 6, 2018 REGULAR MEETING**

**Call to Order:** By Chair Al Latham at 3:40 p.m., 205 W Patison Street, Port Hadlock, Washington  
**Supervisors Present:** Julie Boggs, Lige Christian (via telephone conference), and Al Latham  
**Supervisors Excused:** Glen Huntingford and 5<sup>th</sup> Board Position Vacant  
**Associate Supervisors Present:** None  
**Staff Present:** Al Cairns and Tracy Kier  
**Also Present:** Janet Aubin and Erik Kingfisher

**Agenda Modification:** Due to time constraints, the Board agreed to address those Agenda items requiring immediate attention first, and then address those remaining Agenda items as time allowed. Based on the request of District Manager Al Cairns, the Board also agreed to add PSCD Caucus Meeting – Host Costs as item J under New Business.

**Consent Agenda:** Chair Latham 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 Latham signed the May 2, 2018 regular meeting Minutes as presented and approved under the Consent Agenda.

**Treasurer's Report, Disbursements, and Electronic Payments for May, 2018:** The Treasurer's Report, Disbursement #s 3733 through #3755, electronic payments, and supportive documentation for May, 2018 were reviewed. Net salaries for May, 2018 totaled \$11,643.76; general expenses totaled \$16,917.20. Total expenditures for the month of May, 2018 amounted to \$28,560.96. After review and discussion, the Board agreed to sign Check #'s 3733 through 3755 for immediate release, and postpone final approval of the May, 2018 Treasurer's Report until the Board's next regular meeting in July, 2018.

Office Manager Tracy Kier informed the Board that fraudulent charges made by outside sources on two of the District's purchasing cards had been recently detected. The cards have been blocked, and the fraudulent charges have been reported to Kitsap Bank. Ms. Kier then notified the Board that the District's 2016-2017 regular audit by the State Auditor's Office will be conducted sometime in the fall of 2018. The estimated cost of the audit is \$4,750.00, plus costs. Based on the Board's request at their May, 2018 regular meeting, Ms. Kier provided information from the Board's December 6, 2017 regular meeting Minutes showing that the Board passed a motion "... to approve the use of reserve funds to meet District operations effective November 1, 2017, and to continue the use of reserve funds to meet District operations as needed through June 30, 2018". Lige Christian and Ms. Kier will review more of the Board's prior Minutes to identify if a percentage of funds was agreed to by the Board for the use of reserve funds.

**Manager's Report:** The Board tabled this item until their next regular meeting in July, 2018.

**OLD BUSINESS**

- A. 2018 Election:** The Board tabled this item until their next regular meeting in July, 2018.
- B. FCS Group Update:** The Board tabled this item until their next regular meeting in July, 2018.
- C. Policy Update:**
  - 1. Draft Associate Supervisor Policy:** The Board tabled this item until their next regular meeting in July, 2018.
- D. 2018 Salaries Recommendations and Budget Capacity Review:** The Board tabled this item until their next regular meeting in July, 2018.
- E. Plant Sale Analysis and Recommendations:** The Board tabled this item until their next regular meeting in July,

2018.

- F. **WSCC CREP PIP Promissory Note & Security Agreement – Project No. 11007A:** As a follow-up to the Board's motion at their regular meeting in May, 2018, Ms. Kier reported that the initial WSCC CREP PIP Promissory Note & Security Agreement for Project No. 11007A was signed by the Board Chair on May 24, 2018, after the principal amount (within five percent ± of the final invoice) and payment date was inserted, and after the Promissory Note & Security Agreement was signed by the Borrower.
- G. **JCCD Purchasing Card:** Ms. Kier informed the Board that she is working with Kitsap Bank representatives to update the District's purchasing card account. She will be providing copies of the Board's Minutes to the Bank, and will be presenting Bank documents to the Board at their regular meeting once they are received.
- H. **OSS Update:** The Board tabled this item until their next regular meeting in July, 2018.

#### **NEW BUSINESS**

- A. **JCCD Resolution No. 2018-019 - Small Public Works Roster/ Vendor Roster:** The Board tabled this item until their next regular meeting in July, 2018.
- B. **WSCC Contract for Cost Share Funds – Project No. 2018.400:** The Board reviewed the WSCC Contract for Cost Share Funds for Project No. 2018.400. After discussion, *Julie Boggs made a motion to approve the WSCC Contract for Cost Share Funds for Project No. 2018.400; AND FURTHER to grant Chair Latham the authority to sign the Contract on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.*
- C. **Intergovernmental Request & Agreement – Mason Conservation District:** The Board tabled this item until their next regular meeting in July, 2018.
- D. **WSCC Governor's Executive Order 05-05 Complied Statements:** The Board reviewed the WSCC Governor's Executive Order 05-05 Complied Statements for Project Nos. 2018.200, 2018.300, 2018.400, and 2018.500. After discussion, *Lige Christian made a motion to approve the WSCC Governor's Executive Order 05-05 Complied Statement for Project No. 2018.200; AND FURTHER, to grant Chair Latham the authority to sign the Statement on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote. Julie Boggs then made a motion to approve the WSCC Governor's Executive Order 05-05 Complied Statement for Project No. 2018.300; AND FURTHER, to grant Chair Latham the authority to sign the Statement on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote. Julie Boggs then made a motion to approve the WSCC Governor's Executive Order 05-05 Complied Statement for Project No. 2018.400; AND FURTHER, to grant Chair Latham the authority to sign the Statement on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote. Julie Boggs then made a motion to approve the WSCC Governor's Executive Order 05-05 Complied Statement for Project No. 2018.500; AND FURTHER, to grant Chair Latham the authority to sign the Statement on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.*
- E. **WSCC CREP PIP Promissory Note & Security Agreement – Amendment No. 1 – Project No. 11007A:** The Board reviewed Amendment No. 1 to the WSCC CREP PIP Promissory Note & Security Agreement for Project No. 11007A. After discussion, *Julie Boggs made a motion to approve the WSCC CREP PIP Promissory Note & Security Agreement Amendment No. 1 for Project No. 11007A; AND FURTHER, to grant Chair Latham the authority to sign the Amendment on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.*
- F. **WSCC Updated Authorized Signatures Form:** The Board tabled this item until their next regular meeting in July, 2018.
- G. **2017 State Auditor's Annual Report/Audit Assessment Submittal:** The Board tabled this item until their next regular meeting in July, 2018.
- H. **NRCS/CTD Training – Soil Health and Sustainability for Field Staff:** Mr. Cairns informed the Board of an upcoming, three-day training opportunity in Soil Health Sustainability for Field Staff being held in Olympia in July. The only cost for the training would be travel, meals, and lodging. After discussion, *Julie Boggs made a motion to approve Mr. Cairns' attendance to the Soil Health and Sustainability for Field Staff training in Olympia in July, 2018; AND FURTHER, for the District to pay for the travel, meals, and lodging costs associated with the training. The motion was seconded by Lige Christian. There being no discussion, the motion was approved*

*by a unanimous vote.*

- I. **JCCD District Manager Annual Evaluation:** The Board reviewed the District's performance evaluation policy. After discussion, the Board agreed to designate Lige Christian and Julie Boggs to facilitate the District Manager's annual evaluation and report on staff members' annual evaluations. Additional discussion followed, after which ***Lige Christian made a motion directing Ms. Kier to provide a copy to them of the District's self-evaluation form, directing Mr. Cairns to complete the District's self-evaluation form, directing Lige Christian and Julie Boggs to schedule an opportunity for each District staff member to provide confidential feedback to them regarding the District Manager's leadership performance during the past year, directing Lige Christian and Julie Boggs to schedule the District Manager's annual evaluation, and to put an executive session on the Board's regular meeting Agenda for July, 2018 for the purpose of reviewing the performance of a public employee. The motion was seconded by Julie Boggs. There being no further discussion, the motion was approved by a unanimous vote.***
- J. **PSCD Caucus Meeting – Host Costs:** Mr. Cairns announced that the District would be hosting the July 23, 2018 PSCD Caucus meeting from 9:00 a.m. to 2:00 p.m. at Finnrivier Farm & Cidery. He then explained that he solicited five bids/quotes to cater the lunch, and determined the cost would be approximately \$500.00. The WSCC will cover the cost of the facility rental. After discussion, ***Julie Boggs made a motion to pay Farms Reach for the catering costs, at the estimated amount of \$500.00, for the July 23, 2018 PSCD Caucus meeting at Finnrivier Farm & Cidery. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.*** A discussion on the meeting topics and possible tours followed.

#### 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

- ✓ **By way of consensus, the Board modified the Agenda to address those Agenda items requiring immediate attention first, and then address those remaining Agenda items as time allowed. The also agreed to add PSCD Caucus Meeting – Host Costs as item J under New Business.**
- ✓ **The Consent Agenda was approved by consensus of the Board, and the Minutes of the May 2, 2018 regular meeting were signed by Chair Latham as presented and approved under the Consent Agenda.**
- ✓ **The Board passed a motion approving the WSCC Contract for Cost Share Funds for Project No. 2018.400; AND FURTHER, granting Chair Latham the authority to sign the Contract on behalf of the Board.**
- ✓ **The Board passed a motion approving the WSCC Governor's Executive Order 05-05 Complied Statement for Project No. 2018.200; AND FURTHER, granting Chair Latham the authority to sign the Statement on behalf of the Board.**
- ✓ **The Board passed a motion approving the WSCC Governor's Executive Order 05-05 Complied Statement for Project No. 2018.300; AND FURTHER, granting Chair Latham the authority to sign the Statement on behalf of the Board.**
- ✓ **The Board passed a motion approving the WSCC Governor's Executive Order 05-05 Complied Statement for Project No. 2018.400; AND FURTHER, granting Chair Latham the authority to sign the Statement on behalf of the Board.**
- ✓ **The Board passed a motion approving the WSCC Governor's Executive Order 05-05 Complied Statement for Project No. 2018.500; AND FURTHER, granting Chair Latham the authority to sign the Statement on behalf of the Board.**
- ✓ **The Board passed a motion approving the WSCC CREP PIP Promissory Note & Security Agreement Amendment No. 1 for Project No. 11007A; AND FURTHER, granting Chair Latham the authority to sign the Amendment on behalf of the Board.**
- ✓ **The Board passed a motion approving Mr. Cairns' attendance to the Soil Health and Sustainability for Field Staff training in Olympia in July, 2018; AND FURTHER, for the District to pay for the travel, meals, and lodging costs associated with the training.**
- ✓ **The Board passed a motion directing Ms. Kier to provide a copy to them of the District's self-evaluation form, directing Mr. Cairns to complete the District's self-evaluation form, directing Lige Christian and**

**Julie Boggs to schedule an opportunity for each District staff member to provide confidential feedback to them regarding the District Manager's leadership performance during the past year, directing Lige Christian and Julie Boggs to schedule the District Manager's annual evaluation, and to put an executive session on the Board's regular meeting Agenda for July, 2018 for the purpose of reviewing the performance of a public employee.**

- ✓ **The Board passed a motion to pay Farms Reach for the catering costs, at the estimated amount of \$500.00, for the July 23, 2018 PSCD Caucus meeting at Finnriver Farm & Cidery.**

**Time, Date, and Place of Next Meeting:** Due to the July 4<sup>th</sup> holiday falling on the first Wednesday of July, the next regular meeting of the Board is scheduled for Thursday, July 5, 2018 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. Ms. Kier will publish and post the required Notice of Meeting Date Change for the July, 2018 meeting.

Ms. Kier reminded the Board that staff would be attending the WADE conference from Monday, June 11, 2018 through Wednesday, June 13, 2018. Farm Conservation Planner Craig Schrader will staff the District Office during the conference.

**Meeting Adjourned: There being no further business to discuss or transact, the meeting was adjourned at 4:32 p.m.**

Minutes approved this 5<sup>th</sup> day of July, 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
HCDDOP = 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	