



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

**MINUTES OF THE SEPTEMBER 5, 2018 REGULAR MEETING**

**Call to Order:** By Chair Al Latham at 3:40 p.m., 205 W Patison Street, Port Hadlock, Washington

**Supervisors Present:** Janet Aubin, Lige Christian, and Al Latham

**Supervisors Excused:** Julie Boggs and Glen Huntingford

**Associate Supervisors Present:** None

**Staff Present:** Al Cairns and Tracy Kier

**Also Present:** Alison Halpern, WSCC; Erik Kingfisher, Jefferson Land Trust; Ruth Piccone, Department of Ecology; and Sarah Spaeth, WSCC.

**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 July 5, 2018 regular meeting Minutes; the July 23, 2018 public hearing Minutes; the July 30, 2018 special meeting Minutes; and the August 1, 2018 regular meeting Minutes as presented and approved under the Consent Agenda.

**Ruth Piccone – Department of Ecology:** Ruth Piccone introduced herself as the Nonpoint Pollution Water Quality Specialist for the Department of Ecology, and invited the Board and staff to contact her at any time regarding water quality questions and concerns. A discussion about DOE, WSCC, and JCCD roles followed, during which time the Board recommended JCCD Fisheries Biologist/Water Quality Specialist Glenn Gately and the Comprehensive Chimacum Report as great resources to Ms. Piccone, especially with regards to historical data. Ms. Piccone stressed her desire to work in partnership with the District and local agencies. Discussion followed focusing, in part, on funding, farm plans, areas of concern, septic systems, and storm water run-off. The Board thanked Ms. Piccone for her time and information.

**Treasurer's Report, Disbursements, and Electronic Payments for August, 2018:** The Treasurer's Report, Disbursement #s 3808 through #3825, electronic payments, and supportive documentation for August, 2018 were reviewed. Net salaries for August, 2018 totaled \$11,008.17; general expenses totaled \$16,140.94. Total expenditures for the month of August, 2018 amounted to \$27,149.11. District Manager Al Cairns distributed to the Board a memorandum from him dated September 5, 2018 wherein he recommended that the Board approve paying exiting employee Jerry Clarke the full balance of his annual leave accrual and twenty-five percent (25%) of the full balance of his sick leave accrual, at the discretion of the Board in accordance with District policy. After discussion, ***Lige Christian made a motion to pay exiting employee Jerry Clarke the full balance of his annual leave accrual and twenty-five percent (25%) of the full balance of his sick leave accrual. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote. Lige Christian then made a motion to approve the Treasurer's Report, Disbursement #s 3808 through #3825 (including salaries and general expenses), and electronic payments for August, 2018 in the total amount of \$27,149.11. The motion was seconded by Janet Aubin. 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 \$17,524.45, which included interest earned in July, 2018, and \$103.01 allocated by the District in August, 2018. Ms. Kier then requested that the Board

consider approving one mid-month check to the Landowner of CREP Project No. 2015-11003A in the amount of \$3,270.00, and one mid-month check to the Landowner of CREP Project No. 2015-11003B in the amount of \$11,990.00 in the event those funds are received by the District before the Board's next regular meeting in October, 2018. After discussion, ***Lige Christian made a motion to approve a mid-month check to the Landowner of CREP Project No. 2015-11003A in the amount of \$3,270.00, and one mid-month check to the Landowner of CREP Project No. 2015-11003B in the amount of \$11,990.00 if, and only after, those funds have been received by the District before the Board's next regular meeting in October, 2018. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Kier informed the Board that the original JCCD Resolution No. 2018-020 – System of Rates and Charges – modified, approved, and signed by the Board on July 30, 2018 - had been either misplaced or forwarded to Jefferson County. As such, she requested that the Board consider signing a duplicate original for archival in the District's master Resolution file. ***Lige Christian made a motion to authorize the JCCD Board of Supervisors to sign a duplicate original of JCCD Resolution No. 2018-020 – System of Rates and Charges – modified, approved, and signed by the Board on July 30, 2018 – for archival in the District's master Resolution file. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.***

**Manager's Report:** Mr. Cairns distributed to the Board a copy of his Manager's Report outlining District activities for the month of August, 2018. He proceeded with a brief report on the District's HPA progress; a potential, upcoming training opportunity with Jefferson County Public Works and Snohomish Conservation District on adaptive beaver management techniques; the history of, and the District's role in, providing public notification of aerial spraying; and the status of the CAO process. He ended his report with an update on the District's system of rates and charges development process, and the District's request to Jefferson County to begin the implementation work with County staff.

#### **OLD BUSINESS**

- A. JCCD Purchase Card:** Ms. Kier informed the Board that Kitsap Bank requested that a duplicate original of JCCD Resolution No. 2018-022 – Association Resolution, approved and signed by the Board at their August 1, 2018 regular meeting, be forwarded to them for their records. ***Lige Christian made a motion to authorize Chair Al Latham and Vice-Chair Julie Boggs to sign a duplicate original of JCCD Resolution No. 2018-022 – Association Resolution for delivery to Kitsap Bank. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.*** Ms. Kier also informed the Board that fraudulent charges made by someone outside JCCD were recently discovered on one of the District's purchasing cards. The fraudulent charges have been reported to Kitsap Bank and a claim has been initiated. Ms. Kier noted that the District received the purchasing card recently issued to Mr. Cairns, and the purchasing card issued to exiting employee Jerry Clarke has been closed and destroyed per District policy.
- B. JCCD Resolution No. 2018-021 – Rates and Charges System Appeals Process:** This item has been tabled by the Board until further notice.
- C. JCCD Annual Open House:** Due to limited staffing capacity, the Board agreed to postpone the next JCCD open house until sometime next year.
- D. RCO FFFPP Project Agreement Extension – Project No. 16-2574R:** The Board reviewed the July 25, 2018 letter to Conservation Planner/Resource Specialist Jerry Clarke from Kaleen Cottingham, Director of RCO, enclosing an Amendment to Project Agreement and Amendment Milestone Report on the RCO FFFPP Project No. 16-2574R, extending the project to January 31, 2020.

#### **NEW BUSINESS**

- A. WSCC Contract for Cost Share Funds – Project No. 2018.400:** Mr. Cairns reported on the completion of WSCC Natural Resource Investments Project No. 2018.400. Discussion followed, focusing, in part, on project goals and practices implemented. After discussion, ***Janet Aubin made a motion to approve the completion of WSCC Natural Resource Investments Project No. 2018.400; AND FURTHER, to grant Chair Latham the authority to sign the final WSCC Contract for Cost Share Funds for Project No. 2018.400 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. Recommendation for Leave Payment:** This item was addressed earlier in the meeting under the Treasurer's Report.
- C. Recommendation for Contract Letting:** Mr. Cairns directed the Board's attention to his memorandum to them dated September 5, 2018 regarding a potential Personal Service Contract between the District and the Port of Port Townsend. Mr. Cairns reviewed with the Board the scope of work discussed with the Port. Due to recent changes at the Port, however, he stated that this is no longer a time-sensitive matter. If a proposed Personal Service Contract is drafted, he will present that to the Board for their review and consideration. Discussion followed. No action was taken.

#### **COMMITTEE REPORTS**

- A. Conservation Commission and Non-Commission Grants:** WSCC Regional Manager Alison Halpern informed the Board that she and newly appointed Supervisor Janet Aubin reviewed Supervisor orientation information before the meeting. Ms. Halpern and WSCC Commissioner Sarah Spaeth reported on WSCC's recent special meeting during which decision packages for operating and capital budgets were approved and ranked, and the need for long-term, reliable funding for conservation districts was discussed. Ms. Halpern stressed the importance of conservation districts documenting quantifiable deliverables and qualitative success stories. She then reminded the Board of the upcoming NW Area WACD meeting on October 3, 2018. Ms. Halpern mentioned a recent DOE water quality grant workshop she attended, and offered to share workshop information with, and provide assistance to, Mr. Cairns. She also offered assistance with the District's system of rates and charges process, if needed. Ms. Halpern will be contacting Mr. Cairns in the near future to schedule implementation monitoring on selected Shellfish and Natural Resource Investment projects.
- B. Legislative Update:** Ms. Spaeth led a discussion on the legislature's interest and involvement with conservation districts and the budget process. She complimented WSCC staff on the job they do in advocating for conservation districts.

#### **CORRESPONDENCE**

There was no correspondence for the Board's review.

#### **REVIEW OF OFFICIAL ACTIONS**

- ✓ **The Consent Agenda was approved by consensus of the Board, and Chair Latham signed the July 5, 2018 regular meeting Minutes; the July 23, 2018 public hearing Minutes; the July 30, 2018 special meeting Minutes; and August 1, 2018 regular meeting Minutes as presented and approved under the Consent Agenda.**
- ✓ **The Board passed a motion to pay exiting employee Jerry Clarke the full balance of his annual leave accrual and twenty-five percent (25%) of the full balance of his sick leave accrual.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s 3808 through #3825 (including salaries and general expenses), and electronic payments for August, 2018 in the total amount of \$27,149.11.**
- ✓ **The Board passed a motion approving a mid-month check to the Landowner of CREP Project No. 2015-11003A in the amount of \$3,270.00, and one mid-month check to the Landowner of CREP Project No. 2015-11003B in the amount of \$11,990.00 if, and only after, those funds have been received by the District before the Board's next regular meeting in October, 2018.**
- ✓ **The Board passed a motion to sign a duplicate original of JCCD Resolution No. 2018-020 – System of Rates and Charges – modified, approved, and signed by the Board on July 30, 2018 – for archival in the District's master Resolution file.**
- ✓ **The Board passed a motion authorizing Chair Al Latham and Vice-Chair Julie Boggs to sign a duplicate original of JCCD Resolution No. 2018-022 – Association Resolution for delivery to Kitsap Bank.**
- ✓ **The Board passed a motion approving the completion of WSCC Natural Resource Investments Project No.**

**2018.400; AND FURTHER, granting Chair Latham the authority to sign the final WSCC Contract for Cost Share Funds for Project No. 2018.400 on behalf of the Board.**

**Time, Date, and Place of Next Meeting:** The Board will meet again at their next regular meeting scheduled for Wednesday, October 3, 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 5:35 p.m.

Minutes approved this 3<sup>rd</sup> day of October, 2018.

  
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Tracy Kier, Recording Secretary

  
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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
HCDOF = 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	