



**JEFFERSON COUNTY CONSERVATION DISTRICT**

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

**MINUTES OF THE NOVEMBER 7, 2018 REGULAR MEETING**

**Call to Order:** By Chair Al Latham at 3:36 p.m., 205 W Patison Street, Port Hadlock, Washington

**Supervisors Present:** Janet Aubin, Julie Boggs, Glen Huntingford, and Al Latham

**Supervisors Excused:** Lige Christian

**Associate Supervisors Present:** Erik Kingfisher

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

**Also Present:** Alison Halpern, WSCC; Kirk Sehlmeier, NRCS; Melody Schneider, State Auditor's Office (SAO); Carol Ehlinger, SAO; and Micah Rose, SAO

By consensus, the Board agreed to move the State Auditor's presentation (Agenda Item #3) ahead of the Consent Agenda.

**Melody Schneider – Assistant State Auditor, State Auditor's Office:** Assistant State Auditor Melody Schneider thanked District staff for their preparation and assistance, and Board Supervisors for their participation, during the audit process. She explained that the independent audit covered two years from the period of January 1, 2016 through December 31, 2017, and was conducted in an effort to provide essential accountability and transparency of District operations. The audit involved the examination of the District's use of public resources, compliance with state laws and regulations, compliance with policies and procedures, and internal controls. Ms. Schneider informed the Board that, in those areas examined during the audit, District operations complied with applicable state laws, regulations, and its own policies and procedures, and provided adequate controls over the safeguarding of public resources. The District's next on-site audit is scheduled to be conducted in September of 2021, and will cover the accountability of public resources for 2018, 2019, and 2020.

**Consent Agenda:** Chair Latham asked if anyone wished to remove any items from the Consent Agenda. Office Manager Tracy Kier requested that the Minutes of the October 3, 2018 regular meeting be removed from the Consent Agenda to allow for review by the Board of Supervisors. Hearing no other requests, the Consent Agenda was approved by consensus of the Board as modified.

**Associate Supervisor – Erik Kingfisher:** The Board welcomed Erik Kingfisher as a new Associate Supervisor for the District. Mr. Kingfisher expressed his interest in supporting the mission of the District and the values the District represents.

**Treasurer's Report, Disbursements, and Electronic Payments for October, 2018:** The Treasurer's Report, Disbursement #s 3845 through #3863, electronic payments, and supportive documentation for October, 2018 were reviewed. Net salaries for October, 2018 totaled \$7,896.49; general expenses totaled \$66,916.11. Total expenditures for the month of October, 2018 amounted to \$74,812.60. Ms. Kier noted for the record Check #3846 to Big R Bridge in the amount of \$46,617.90 issued on October 15, 2018 to meet RCO advance requirements for FFFPP Project No. 16-2574R. Ms. Kier also noted a 4.35% increase in the District's annual insurance payment to Enduris. After review and discussion, **Janet Aubin made a motion to approve the Treasurer's Report, Disbursement #s 3845 through #3863 (including mid-month Check #3846, salaries, and general expenses), and electronic payments for October, 2018 in the total**

**amount of \$74,812.60. The motion was seconded by Julie Boggs. 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 \$17,689.58, which included interest earned in September and October, 2018, and \$117.72 allocated by the District in October, 2018. She noted for the Board's reference that \$530.30 - representing allocated JCCD Truck Reserve Funds for the months of May, 2018 through September, 2018 - was transferred from the District's checking account to the District's money market account on October 16, 2018 by Chair Latham, per the Board's approval on October 3, 2018. She then advised the Board that a checking account deposit error in the amount of \$2,396.00 was made by Kitsap Bank on September 20, 2018. According to the Kitsap Bank Port Hadlock Branch Manager, their error has been detected, and the correction will be reflected on the District's checking account bank statement dated October 31, 2018. Ms. Kier and the Board's Auditor, Lige Christian, will confirm the correction after the District receives the October, 2018 bank statement.

**Manager's Report:** Office Manager Al Cairns distributed to, and reviewed with, the Board a copy of his Manager's Report outlining District activities for the month of October, 2018. During his review he reported, in part, on the District's submittal of a Department of Ecology Centennial Clean Water Grant and a Department of Ecology Stream Flow Restoration Grant. WSCC Regional Manager Alison Halpern explained the WSCC 2019-21 budget requests, including a specific request for conservation technical assistance funding. Mr. Cairns stressed the need to identify, and prepare for, FY2020 projects. He then announced that he would be attending the WSCC Implementation Workgroup meeting in Ellensburg on November 15, 2018. Mr. Cairns informed the Board of recent issues with the District networking system. These issues have been assessed and will cost the District approximately \$800.00, plus labor, to repair. He then followed with a review of the District's current and proposed projects, and announced that the fence removal and site preparation for CREP Project No. 11007A had been completed. After a review of Project No. 11007A details and costs, **Glen Huntingford made a motion to approve the completion of the fence removal and site preparation of WSCC CREP Project No. 11007A; AND FURTHER, to approve the WSCC CREP PIP Promissory Note & Security Agreement Amendment #2 for CREP Project No. 11007A, increasing the PIP amount by \$6,914.00; AND FURTHER, to grant Chair Al Latham the authority to sign Amendment #2 on behalf of the Board, after it has been signed by the Landowner. The motion was seconded by Janet Aubin. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote.** Mr. Cairns ended with a review of technical assistance provided throughout the month of October. A discussion about Chimacum Creek maintenance and flooding issues, and HPA needs, requirements, and processes followed.

#### **OLD BUSINESS**

- A. Rates and Charges Process:** Mr. Cairns reminded the Board, and informed those in attendance, that the Jefferson County Board of County Commissioners will be holding a public hearing on Monday, November 26, 2018 at 10:45 a.m. in the Commissioners' Chambers of the Jefferson County Courthouse to take public comment on the proposed system of rates and charges for the District. A copy of the Board of County Commissioners' Notice of Public Hearing was distributed to the Board in their Agenda packets.
- B. JCCD Resolution No. 2018-021 – Rates and Charges System Appeals Process:** This item has been tabled by the Board until further notice.
- C. Ecology Funding:** This item was addressed earlier in the meeting under the Manager's Report.
- D. WACD Annual Dues:** Mr. Cairns informed the Board that he notified WACD of the Board's decision to table payment of 2018 membership dues. WACD is exploring the possibility of establishing an emergency fund to assist those Districts unable to pay for membership dues.
- E. 2019 JCCD Election/Appointment:** Ms. Kier reminded the Board that there is one, full-term elected Board Supervisor position open in 2019, and no full-term appointed Board Supervisor position open in 2019. She then distributed to the Board a copy of recent changes to the WSCC Election and Appointment Procedures Manual, describing recruitment procedures for Board Supervisor positions, and explaining the difference between recruiting and campaigning. After review and discussion, **Glen Huntingford made a motion to appoint Office Manager Tracy Kier as the District's Election Supervisor for the 2019 election. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.** By consensus, the Board agreed to place on the Agenda for their regular meeting on December 5, 2018, the consideration of a Resolution

setting the date, time, and place for the District's 2019 poll-site election. Ms. Kier will proceed with notifying the public of the Board's intention to consider an election Resolution on December 5, 2018.

**NEW BUSINESS**

**A. Biochar Workshop:** Mr. Cairns announced that there will be a biochar workshop at Finn River Farm and Cidery on Saturday, December 8, 2018, from 10:00 a.m. to 3:00 p.m.

**COMMITTEE REPORTS**

**A. Conservation Commission and Non-Commission Grants:** Ms. Halpern provided additional information on the Commission's budget decision package for 2019-21. She announced the pending replacement of WSCC Executive Director Mark Clark, and reminded the Board of the upcoming WACD annual meeting. Kirk Sehlmeier introduced himself as the new Northwest Area Resource Conservationist for NRCS, offered his assistance to the District, and briefly reviewed the status of the EQIP program.

**B. Legislative Update:** No new report.

**CORRESPONDENCE**

**A. October 22, 2018 Letter to JCCD Board of Supervisors from David Schumacher, Director of the Office of Financial Management:** The Board received, and reviewed, correspondence received from David Schumacher, Director of the Office of Financial Management, thanking the Board for their letter to Governor Inslee in support of WSCC's 2019-21 capital and operational budget requests.

**REVIEW OF OFFICIAL ACTIONS**

- ✓ A modified Consent Agenda was approved by consensus of the Board.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3845 through #3863 (including mid-month Check #3846, salaries, and general expenses), and electronic payments for October, 2018 in the total amount of \$74,812.60.
- ✓ The Board passed a motion approving the completion of the fence removal and site preparation of WSCC CREP Project No. 11007A; AND FURTHER, approving the WSCC CREP PIP Promissory Note & Security Agreement Amendment #2 for CREP Project No. 11007A, increasing the PIP amount by \$6,914.00; AND FURTHER, granting Chair Al Latham the authority to sign Amendment #2 on behalf of the Board, after it has been signed by the Landowner.
- ✓ The Board passed a motion appointing Office Manager Tracy Kier as the District's Election Supervisor for the 2019 election.

**Time, Date, and Place of Next Meeting:** The Board's next regular meeting is scheduled for Wednesday, December 5, 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 5:50 p.m.

Minutes approved this 5<sup>th</sup> day of December, 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
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)

**Minutes  
November 7, 2018 Regular Meeting  
Jefferson County Conservation District**

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	