



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE FEBRUARY 6, 2019 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:30 p.m., 205 W Patison Street, Port Hadlock, Washington

Supervisors Present: Julie Boggs, Lige Christian, and Al Latham

Supervisors Excused: Janet Aubin and 5th Board Supervisor Position Vacant

Associate Supervisors Present: Erik Kingfisher

Staff Present: Al Cairns and Tracy Kier

Also Present: Kirk Sehmeyer, NRCS

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 January 2, 2019 regular meeting be removed to allow for review. Hearing no further requests, the Consent Agenda was approved by consensus of the Board as modified. ***Lige Christian made a motion to place the Minutes of the January 2, 2019 regular meeting on the Board's March 6, 2019 Agenda for further consideration. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Construction Bid Opening – RCO FFFPP Project No. 16-2574R: District Manager Al Cairns provided a brief review of RCO FFFPP Project No. 16-2574R, and the construction bidding process. Lige Christian confirmed that four, sealed bids had been received within the bidding deadline. Lige Christian opened, and Mr. Cairns logged, each bid, noting that the District had received one bid from Diggin' It! in the amount of \$111,229.05, one bid from Hanson Excavation, LLC in the amount of \$79,406.50, one bid from PNW Civil, Inc. in the amount of \$126,483.60, and one bid from Seton Construction in the amount of \$180,761.35. It was noted for the record that no representatives of Diggin' It! had attended the pre-bid site meeting, nor had any representatives of Diggin' It! requested a pre-bid site meeting. Discussion followed, after which ***Lige Christian made a motion to award the construction bid for RCO FFFPP Project No. 16-2574R to Hanson Excavation, LLC in the amount of \$79,406.50, contingent on the favorable outcome of references to be checked by the District Manager Al Cairns; AND FURTHER, in the event Hanson Excavation, LLC references are not favorable, to grant District Manager Al Cairns and Chair Latham the authority to determine the next steps in the bid acceptance process. The motion was seconded by Julie Boggs. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote.***

Treasurer's Report, Disbursements, and Electronic Payments for January, 2019: The Treasurer's Report, Disbursement #s 3899 through #3914, electronic payments, and supportive documentation for January, 2019 were reviewed. Net salaries for January, 2019 totaled \$7,952.38; general expenses totaled \$13,990.88. Total expenditures for the month of January, 2019 amounted to \$21,943.26. For the record, Ms. Kier noted that mid-month check #'s 3900 (Visa), 3901 (Sound Publishing, Inc.), and 3902 (Pacific Office Equipment) were issued according to the Board's January 2, 2019 approval. The Board noted for the record that check #3903 for CREP Project No. 2018-11007A had been issued in the amount previously approved by the Board, according to each Supervisor's separate and unanimous approval on January 23, 2019. The Board Supervisors agreed to release this check before their next regular meeting to avoid any further delay of reimbursement to the landowner of the project. After review and discussion, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3899 through #3914 (including salaries and general expenses), and electronic payments for January, 2019 in the total amount of \$21,943.26. 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 \$18,065.28, which included interest earned in December, 2018, and \$106.82 allocated by the District in January, 2019. Ms. Kier also mentioned that the

District had received a membership renewal request from the National Association of Conservation Districts (NACD). After a brief review, ***Lige Christian made a motion to table further discussion and consideration of NACD's renewal request, pending additional research by the District Manager. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Manager's Report: District Manager Al Cairns distributed to, and reviewed with, the Board a copy of his Manager's Report outlining District activities for the month of January, 2019. During his review he reported, in part, that both Department of Ecology grant proposals recently submitted by him qualified, but are not being funded at this time. He then distributed to, and reviewed with, the Board information on a potential biochar project with NRCS involving a study to remove ruminant generated E-coli in stormwater. This information will be submitted to WSCC as well for potential funding. Mr. Cairns informed the Board that he had recently learned of increased sales and efficiency in Clallam Conservation District's annual plant sale with the use of on-line sales. The Board agreed to allow Mr. Cairns to research the possibility of using a similar system for the District's next plant sale. Mr. Cairns ended with an update on the District's programs, and current and potential projects relating to CREP, RCO FFFPP, Shellfish, Natural Resource Investments, Livestock, farm planning, soil testing, technical assistance, and fisheries and water quality.

OLD BUSINESS

- A. **2018 Employee Evaluations:** Mr. Cairns informed the Board that he and the staff members are ready to conduct annual employee evaluations. He and Chair Latham will conduct those evaluations in the near future, per the Board's direction. Julie Boggs and Lige Christian confirmed that they will conduct the District Manager's annual evaluation as well. The Board agreed to conduct an Executive Session, according to RCW 42.30.110(1)(g), at their next regular meeting in March, 2019, for the purpose of reviewing the District's employees' annual evaluations.
- B. **WSCC Implementation Fund:** Mr. Cairns provided an update on the latest proposals for appropriation of Implementation funds currently under review by the WSCC, depending on the outcome of the upcoming budget.
- C. **Department of Ecology Grant Requests:** This item was addressed earlier under the Manager's Report.
- D. **2019 JCCD Election:** Ms. Kier announced that the District had received one Candidate Information form and one Nominating Petition form for the District's open, elected position within the candidate filing deadline. She reminded those in attendance that the poll-site Election would be held on Wednesday, March 6, 2019, at the District office from 3:00 p.m. to 7:00 p.m. Due to the Election, ***Lige Christian made a motion to change the time of the Board's regular meeting on March 6, 2019 to 7:00 p.m. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** Staff will proceed with notifying the public as required.
- E. **WSCC Mid-Term Board of Supervisor Appointment:** Chair Latham informed the Board that he had received word from the WSCC that he had been selected in January, 2019 to fill the open, mid-term appointed position on the JCCD Board. He would, therefore, be resigning from his elected position effective immediately. His elected position is open for election in March, 2019.
- F. **City of Port Townsend Annexation:** Mr. Cairns provided an update on the potential annexation of the City of Port Townsend into the Conservation District including, but not necessarily limited to, strategies under consideration and communications with the Mayor of the City of Port Townsend.
- G. **Merit Pay Policy:** Mr. Cairns reported on the status of his research into conservation district employee compensation rate comparables. He is waiting for additional information, and will report back to the Board when his information is complete.
- H. **Staffing:** With the assistance of Mr. Cairns, the Board discussed the strategies and priorities for considering the replacement of the vacant JCCD Conservation Planner and Farm Planner positions.

NEW BUSINESS

- A. **JCCD Board of Supervisor Regular Meeting Format:** Mr. Cairns requested feedback from the Board on the current format and length of their regular meetings. Discussion followed. No action was taken.
- B. **Pending WSCC Natural Resource Investments Project Contract:** With the assistance of Mr. Cairns, the Board reviewed the WSCC Contract for Cost Share Funds for Natural Resource Investments Project No. 2018.600. After review and discussion, ***Lige Christian made a motion to approve the WSCC Contract for Cost Share Funds for Natural Resource Investments Project No. 2018.600; AND FURTHER, to grant Chair Latham the authority to***

sign the Contract on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.

- C. Kelp Farming Project:** Mr. Cairns presented information to the Board on a WSDA Specialty Crop Block Grant Proposal in association with the Snohomish Conservation District and the San Juan Conservation District, for a feasibility study of kelp farming in the Puget Sound. After discussion, *Lige Christian made a motion to direct District Manager Al Cairns to pursue the possibility of the kelp farming feasibility study project either alone, with San Juan Conservation District, or with any other interested conservation districts. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- D. Annual Cost of Living Adjustment (COLA) Review:** Per District policy, and at the Board's request, staff presented the 2018 Consumer Price Index information for their review in considering an annual cost of living adjustment (COLA) for District staff. Discussion followed, during which Lige Christian proposed a minimum of a 4.0% COLA for all District staff. After additional review, *Lige Christian made a motion to approve a 4.0% COLA for all District staff, with a minimum of a 2.8% COLA effective March 1, 2019, and the remainder of the 4.0% COLA (1.2%) to be implemented when the Board determines the District has adequate funding. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.* The Board requested that staff prepare budget impact information for consideration at their next regular meeting.
- E. 2019 Staff Vacation Schedule:** The Board discussed the potential vacation schedule requested by Ms. Kier and recommended by Mr. Cairns. To allow for this request and recommendation, *Lige Christian made a motion to approve the vacation schedule proposed for Ms. Kier in concept for late summer and/or early fall 2019; AND FURTHER, to change the Board's regular meeting schedule in the event it is needed to accommodate the vacation schedule. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.* Ms. Kier will report back to the Board as soon as she has secured her vacation arrangements.
- F. 2019 WSCC Conservation Accountability & Performance Program (CAPP) Guidelines:** Ms. Kier distributed to, and provided a brief history of, the WSCC CAPP Guidelines, f/k/a the WSCC Good Governance program. A discussion on requirements and performance guidelines followed.
- G. 2018 State Auditor's Office Financial Reporting Requirements – Schedule 22:** Ms. Kier then distributed to the Board a copy of the 2018 State Auditor's Office Schedule 22 – Audit Assessment Questionnaire, due on or before May 30, 2019. *Lige Christian made a motion to appoint himself and Al Latham to complete the 2018 State Auditor's Office Schedule 22 on behalf of the Board, with the District Manager and Office Manager, and report their results to the Board after its completion. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- H. Annual Review of RCW 89.09(210) Powers & Duties of Supervisors and RCW 89.09(220) Corporate Status and Powers of Duties:** Due to time constraints, this item was tabled until the Board's next regular meeting in March, 2019.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Due to time constraints, this item was tabled until the Board's next regular meeting in March, 2019.
- B. Legislative Update:** Due to time constraints, this item was tabled until the Board's next regular meeting in March, 2019.

CORRESPONDENCE

There was no correspondence for the Board's review.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved as modified by consensus of the Board.
- ✓ The Board passed a motion placing the Minutes of the January 2, 2019 regular meeting on the Board's March 6, 2019 Agenda for further consideration.
- ✓ The Board passed a motion awarding the construction bid for RCO FFFPP Project No. 16-2574R to Hanson Excavation, LLC in the amount of \$79,406.50, contingent on the favorable outcome of references to be checked by the District Manager Al Cairns; AND FURTHER, in the event Hanson Excavation, LLC

references are not favorable, granting District Manager Al Cairns and Chair Latham the authority to determine the next steps in the bid acceptance process.

- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3899 through #3914 (including salaries and general expenses), and electronic payments for January, 2019 in the total amount of \$21,943.26.
- ✓ The Board passed a motion tabling further discussion and consideration of NACD's renewal request, pending additional research by the District Manager.
- ✓ The Board passed a motion changing the time of the Board's regular meeting on March 6, 2019 to 7:00 p.m.
- ✓ The Board passed a motion approving the WSCC Contract for Cost Share Funds for Natural Resource Investments Project No. 2018.600; AND FURTHER, granting Chair Latham the authority to sign the Contract on behalf of the Board.
- ✓ The Board passed a motion directing District Manager Al Cairns to pursue the possibility of the kelp farming feasibility study project either alone, with San Juan Conservation District, or with any other interested conservation districts.
- ✓ The Board passed a motion approving a 4.0% COLA for all District staff, with a minimum of a 2.8% COLA effective March 1, 2019, and the remainder of the 4.0% COLA (1.2%) to be implemented when the Board determines the District has adequate funding.
- ✓ The Board passed a motion approving the vacation schedule proposed for Ms. Kier in concept for late summer and/or early fall 2019; AND FURTHER, to change the Board's regular meeting schedule in the event it is needed to accommodate the vacation schedule.
- ✓ The Board passed a motion appointing Lige Christian and Al Latham to complete the 2018 State Auditor's Office Schedule 22 on behalf of the Board, with the District Manager and Office Manager, and report their results to the Board after its completion.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, March 6, 2019, at 7:00 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 5:17 p.m.

Minutes approved this 6 day of MARCH, 2019.


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

Minutes
February 6, 2019 Regular Meeting
Jefferson County Conservation District

WSSC = 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	