



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE APRIL 10, 2019 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:42 p.m., 205 W Patison Street, Port Hadlock, Washington

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

Supervisors Excused: 5th Board Supervisor Position Vacant

Associate Supervisors Present: Erik Kingfisher

Staff Present: Al Cairns and Tracy Kier

Also Present: Kirk Sehlmeier, NRCS and Laurie Hannan

Agenda Modification: Staff requested that the Board consider modifying the Agenda to include the WSCC Contract for Cost Share Funds – Project No. 2017.350 as Item I under New Business. The Board agreed to modify the Agenda to add this item.

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. The Minutes of the Board's March 6, 2019 regular meeting were signed by Chair Latham as presented and approved under the Consent Agenda.

Jefferson County Department of Community Development – Critical Areas Ordinance Update: At the request of Department of Community Development staff, the Board agreed to table this Agenda item until their next regular meeting in May, 2019.

Kirk Sehlmeier, Resource Conservationist for NRCS, reported on the outcomes of the recent Local Working Group meeting. Discussion focused, in part, on the 2020 funding structure, and number of conservation practices and cost share percentage allowed. He also reported on the outcomes of a recent roundtable conducted with the State Conservationist. A discussion on the Regional Conservation Partnership Program followed, with an explanation by Mr. Sehlmeier on project types and funding processes.

Treasurer's Report, Disbursements, and Electronic Payments for March, 2019: The Treasurer's Report, Disbursement #s 3931 through #3949, electronic payments, and supportive documentation for March, 2019 were reviewed. Net salaries for March, 2019 totaled \$9,106.27; general expenses totaled \$13,844.33. Total expenditures for the month of March, 2019 amounted to \$22,950.60. After review and discussion, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3931 through #3949 (including salaries and general expenses), and electronic payments for March, 2019 in the total amount of \$22,950.60. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Office Manager Tracy Kier reported that the current balance in the District's Truck Reserve Fund is \$18,186.42, which included interest earned in February, 2019 and March, 2019, and \$91.64 allocated by the District in March, 2019. She also reported that, per the Board's prior approval, \$521.11 had been transferred from the District's checking account to the District's money market account as JCCD Truck Reserve Funds allocated in October, 2018 through February, 2019.

Ms. Kier informed the Board that she had begun the annual State Auditor's Office (SAO) financial reporting process, and

that she, the two Supervisors designated by the Board, and the District Manager would be meeting in the near future to complete the SAO Schedule 22 – Audit Assessment Questionnaire.

Manager's Report: Mr. Cairns distributed to, and reviewed with, the Board a copy of his Manager's Report outlining District activities for the month of March, 2019. He began his review with a progress report on recent permitting efforts. A discussion on lead agencies, SEPA, and permitting costs followed. Mr. Cairns then provided a report on the District's current projects including, but not necessarily limited to, CREP, RCO FFFPP, Shellfish, Natural Resource Investments, Livestock, and farm planning, ending with a review of those projects in development. Mr. Sehlmeier added information about a recent wetland conservation easement on Delanty Lake. Mr. Cairns ended his review with a report on technical assistance provided during the first quarter, 2019, and water quality activities conducted in March.

OLD BUSINESS

- A. **2019 JCCD Election:** Ms. Kier noted that WSCC staff will be certifying the 2019 election results in mid-May, 2019. *Lige Christian made a motion to allow Supervisor elect Laurie Hannan to attend the June, 2019 WADE conference on behalf of the Board, pending WSCC's certification of the election results. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- B. **City of Port Townsend Annexation:** Mr. Cairns directed the Board's attention to the March 22, 2019 letter from Katie Quesada, Code Compliance Officer for the City of Port Townsend, to Gerald E. Anthony and Kelly MA Anthony, referenced below under Correspondence. After a review of the letter, he and the Board discussed the progress of conversations with the City of Port Townsend regarding the District's service boundary area, and services to City of Port Townsend residents. After discussion, *Lige Christian made a motion to direct District Manager Al Cairns to pursue a workshop with the City of Port Townsend Council to explore possible District service area boundary adjustments. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.*
- C. **Merit Pay Policy:** Based on Mr. Cairns' recommendation, the Board agreed to remove this item from the Agenda pending additional information regarding future funding.
- D. **Staffing:** Mr. Cairns shared his thoughts about analyzing how the District delivers its services, what services are the most valuable, and to what degree this relates to the District's FY2020 Annual Plan of Work and future funding projections. A discussion followed on the development of the FY2020 Annual Plan of Work. Mr. Cairns will prepare a draft Plan based on the Board's input, and present it to the Board for their consideration at their next regular meeting in May, 2019. Based on Supervisors and staff scheduling needs, *Lige Christian made a motion to change the Board's regular September, 2019 meeting to Wednesday, September 18, 2019 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. 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 change the Board's regular May, 2019 meeting to Wednesday, May 8, 2019 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington; AND FURTHER, to change the Board's regular August, 2019 meeting to Wednesday, August 7, 2019, at 7:00 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.* Staff will proceed with notifying the public as required.
- E. **Jefferson Landworks Agreement:** No new report.
- F. **Annual Review of RCW 89.09(210) Powers & Duties of Supervisors and RCW 89.09(220) Corporate Status and Powers of District:** The Board acknowledged their review of RCW 89.09(210 & 220). There were no questions or discussion.

NEW BUSINESS

- A. **Contract Amendment #1 Between Jefferson County Conservation District and Jefferson County Public Health:** With the assistance of Mr. Cairns and Ms. Kier, the Board reviewed the Contract Amendment #1 between the District and Jefferson County Public Health. After discussion, *Julie Boggs made a motion to approve the Contract Amendment #1 Between Jefferson County Conservation District and Jefferson County Public Health; AND FURTHER, to grant Chair Latham the authority to sign the Contract 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.*
- B. Contract for Cultural Resources – WSCC Natural Resource Investments Project No. 2018.600:** Mr. Cairns explained the cultural resource review process required for Project No. 2018.600. After reviewing the solicitation process and quote tabulations, *Lige Christian made a motion to grant District Manager Al Cairns the authority to enter into a Contract with Sylvester L. Lahren, Jr., Ph.D. for cultural resource review services for Project No. 2018.600. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- C. Contract for Washington Conservation Corps Labor:** With the assistance of Mr. Cairns, the Board reviewed the proposed Agreement between the District and the State of Washington, Department of Ecology for services to be performed by the Washington Conservation Corps. Discussion followed, after which *Lige Christian made a motion to approve the Agreement (No. WCC-1863) Between the State of Washington, Department of Ecology and Jefferson County Conservation District; AND FURTHER, to grant Chair Latham the authority to sign the Agreement on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- D. Farm Service Agency Boundary Re-Draw:** Mr. Cairns reported on recent correspondence received from the Farm Service Agency (FSA) proposing boundary changes for two Local Administrative Areas. Mr. Sehlmeier provided additional information during the report. After reviewing the proposed adjustments, Mr. Cairns recommended that the District request the current boundaries remain unaltered and current representation remain unchanged. With his recommendation in mind, he presented a draft response addressed to FSA for the Board's consideration. By way of review and discussion, the Board agreed to recommend that Jefferson County and Clallam County not be combined into one Local Administrative Area, that the Jefferson County and Clallam County Local Administrative Areas retain its two representatives (one in Jefferson County and one in Clallam County), and that FSA consider changing the current boundary line between Jefferson County and Clallam County from an east/west line to a north/south line. Based on these recommendations, *Lige Christian made a motion to direct District Manager Al Cairns to send the draft response addressed to FSA as presented, with an additional paragraph requesting that FSA consider changing the current boundary line dividing Jefferson County and Clallam County from an east/west line to a north/south line. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.*
- E. WSCC FY2020 Annual Plan of Work:** This item was addressed earlier under Old Business – Staffing.
- F. Open Government Training Update:** The Board and staff agreed to hold an Open Government Training session on Wednesday, May 8, 2019 at 2:30 p.m. at the District Office to update those requirements set forth in the WSCC Conservation Accountability and Performance Program (CAPP).
- G. WSCC Conservation Accountability and Performance Program – Annual Review of Standard #1:** The Board reviewed the 15 Compliance with Laws and Requirements items set forth in Standard #1 of the WSCC CAPP. The Board and the WSCC conducted their preliminary, annual assessment of the District, and noted the District's compliance with all laws and requirements identified, except four items relating to the District's Annual Plan of Work, certification of the District's 2019 Election, Open Government Training, and the State Auditor's Office annual reporting, which will be fulfilled by the end of May, 2019.
- H. 2019 Washington Association of District Employees Conference:** Ms. Kier informed the Board that the District had received two scholarships to attend the annual WADE conference June 10 – 12, 2019. After a brief review of the budget, *Janet Aubin made a motion to allow two Board Supervisors and up to three District staff to attend the WADE conference from June 10 – 12, 2019, depending on availability; AND FURTHER, to reimburse the attending Supervisor(s) and staff for their travel costs associated with their attendance. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- I. WSCC Contract for Cost Share Funds – Project No. 2017.350:** Mr. Cairns announced the completion of WSCC Shellfish Project No. 2017.350. After a review of the five practices implemented and final project costs, *Lige Christian made a motion to approve the completion of WSCC Shellfish Project No. 2017.350; AND FURTHER to grant Chair Latham the authority to sign the final Contract for Cost Share Funds for Project No. 2017.350*

on behalf of the Board. 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:** Mr. Sehlmeier informed the Board that the Port Angeles office of NRCS would be getting an intern for nine weeks, beginning the day after Memorial Day. He encouraged the District to utilize the intern's services.
- B. Legislative Update:** There was no new report.

CORRESPONDENCE

- A. March 22, 2019 Letter from Katie Quesada, Code Compliance Officer, City of Port Townsend, to Gerald E. Anthony and Kelly MA Anthony:** This item was addressed above, under Old Business – City of Port Townsend Annexation.

The Board held a discussion on the recognition plans in honor of former Supervisor Roger Short and Glen Huntingford. The Board agreed to hold the ceremony, pending availability, on Wednesday, May 8, 2019 at 6:00 p.m. at Finnrivier Farm and Cidery. Service plaques will be ready next week. The Board and staff will work together to organize the details and invitations of the event.

REVIEW OF OFFICIAL ACTIONS

- ✓ **The Board agreed by consensus to modify the Agenda to include the WSCC Contract for Cost Share Funds – Project No. 2017.350 as Item I under New Business.**
- ✓ **The Consent Agenda was approved by consensus of the Board.**
- ✓ **The Minutes of the March 6, 2019 regular meeting were signed by the Board Chair as presented and approved under the Consent Agenda.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s3931 through #3949 (including salaries and general expenses), and electronic payments for March, 2019 in the total amount of \$22,950.60.**
- ✓ **The Board passed a motion allowing Supervisor elect Laurie Hannan to attend the June, 2019 WADE conference on behalf of the Board, pending WSCC's certification of the election results.**
- ✓ **The Board passed a motion directing District Manager Al Cairns to pursue a workshop with the City of Port Townsend Council to explore possible District service area boundary adjustments.**
- ✓ **The Board passed a motion changing the Board's regular September, 2019 meeting to Wednesday, September 18, 2019 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington.**
- ✓ **The Board passed a motion changing the Board's regular May, 2019 meeting to Wednesday, May 8, 2019 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington; AND FURTHER, changing the Board's regular August, 2019 meeting to Wednesday, August 7, 2019, at 7:00 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington.**
- ✓ **The Board passed a motion approving the Contract Amendment #1 Between Jefferson County Conservation District and Jefferson County Public Health; AND FURTHER, granting Chair Latham the authority to sign the Contract Amendment on behalf of the Board.**
- ✓ **The Board passed a motion granting District Manager Al Cairns the authority to enter into a Contract with Sylvester L. Lahren, Jr., Ph.D. for cultural resource review services for Project No. 2018.600.**
- ✓ **The Board passed a motion approving the Agreement (No. WCC-1863) Between the State of Washington, Department of Ecology and Jefferson County Conservation District; AND FURTHER, granting Chair Latham the authority to sign the Agreement on behalf of the Board.**
- ✓ **The Board passed a motion directing District Manager Al Cairns to send the draft response addressed to FSA as presented, with an additional paragraph requesting that FSA consider changing the current boundary line dividing Jefferson County and Clallam County from an east/west line to a north/south line.**
- ✓ **The Board passed a motion allowing two Board Supervisors and up to three District staff to attend the WADE conference from June 10 – 12, 2019, depending on availability; AND FURTHER, to reimburse the**

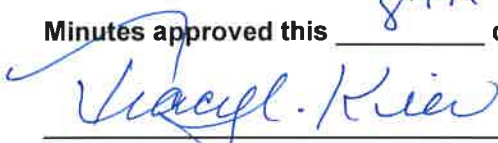
attending Supervisor(s) and staff for their travel costs associated with their attendance.

- ✓ The Board passed a motion approving the completion of WSCC Shellfish Project No. 2017.350; AND FURTHER granting Chair Latham the authority to sign the final Contract for Cost Share Funds for Project No. 2017.350 on behalf of the Board.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, May 8, 2019, 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 6:01 p.m.

Minutes approved this 8th day of May, 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
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	