



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE JUNE 5, 2019 REGULAR MEETING

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

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

Supervisors Excused: Janet Aubin

Associate Supervisors Present: Erik Kingfisher

Staff Present: Al Cairns and Tracy Kier

Also Present: Kirk Sehlmeier, NRCS; Erin Gutierrez, NRCS; Greg Brotherton, JC BOCC; Ruth Piconne, DOE; and Blaise Sullivan, Jefferson Landtrust

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 May 8, 2019 regular meeting were signed by Chair Latham as presented and approved under the Consent Agenda.

Commissioner Greg Brotherton – Jefferson County Board of Commissioners: Commissioner Brotherton introduced himself and stated that the purpose of his visit was to discuss regulatory reform. He stressed the need for proactive feedback up-front, and briefly reviewed the Comprehensive Plan. Commissioner Brotherton informed the Board of the regulatory reform Task Force and, after describing the Task Force process, recommended that a representative of the District participate on the Task Force. He then answered questions from the Board discussing, in part, how regulatory reform may affect the Critical Areas Ordinance process. In closing, Commissioner Brotherton expressed his interest in partnering with the District, and encouraged the Board to contact him with any questions in the future. The Board thanked Commissioner Brotherton for his time and information. The Board agreed to add Jefferson County Regulatory Reform Task Force as an item under New Business for further discussion.

Treasurer's Report, Disbursements, and Electronic Payments for May, 2019: Office Manager Tracy Kier presented, and reviewed with the Board, the Treasurer's Report, Disbursement #s 3968 through #3987, electronic payments, and supportive documentation for May, 2019. Net salaries for May, 2019 totaled \$9,080.34; general expenses totaled \$54,590.67. Total expenditures for the month of May, 2019 amounted to \$63,671.01. The current balance in the District's Truck Reserve Fund was \$18,403.13, which included \$140.36 allocated by the District in May, 2019. After review and discussion, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3968 through #3987 (including salaries and general expenses), and electronic payments for May, 2019 in the total amount of \$63,671.01. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

To meet those terms set forth by the WSCC, Ms. Kier requested that the Board consider issuing two mid-month checks in June to cover fiscal year-end purchases awarded under the WSCC FY19 Implementation grant for field equipment and office equipment in the combined amount of \$7,000.00, the payment and receipt of which must occur on or before June 30, 2019. After discussion, ***Lige Christian made a motion to approve the issuance of two mid-month checks for the purchase of field equipment and office equipment awarded under the WSCC FY19 Implementation grant in the amounts of \$5,000.00 and \$2,000.00, respectively. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** To update the Kitsap Bank checking account and money market account, ***Julie Boggs made a motion to remove former Supervisor Glen Huntingford from, and add newly elected Supervisor Laurie Hannan to, the District's Kitsap Bank checking account and money market account. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.*** Ms. Kier reminded the Board of the upcoming WADE conference – June 10, 2019 through June 12, 2019. ***Lige Christian made a motion to reimburse staff and Supervisors for mileage and ferry fare to attend the***

WADE conference June 10, 2019 through June 12, 2019. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.

The Board then reviewed the costs associated with the recent recognition ceremony for former Supervisors Roger Short and Glen Huntingford. Ms. Kier shared information received from the WSCC on allowable purchases and reimbursements relating to staff and Supervisor recognition. After discussion, **Julie Boggs made a motion to reimburse Supervisor Al Latham for the purchase of two recognition plaques, one each for former Supervisors Roger Short and Glen Huntingford, in the total amount of \$100.00. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.** The Board requested that staff prepare a draft policy relating to the purchase of recognition items, and present the same to the Board for their review and consideration once completed.

Manager's Report: District Manager Al Cairns distributed to, and reviewed with, the Board his Manager's Report outlining District activities for the month of May, 2019. He reported, in part, on those meetings attended during the month, and on upcoming funding opportunities and potential projects. Associate Supervisor Erik Kingfisher shared information about the history and purpose of the drainage district, and the potential for improved drainage and salmon habitat. Mr. Cairns provided a report on the status of the HPA process, Adaptive Beaver Management Permit update, and District projects. Kirk Sehlmeier, Resource Conservationist for NRCS, explained the new forest management plan approved for cost share. Discussion followed.

OLD BUSINESS

- A. Updated FY2020 Budget:** Mr. Cairns informed the Board of recent updates to the District's FY2020 budget, including the addition of WSCC Conservation Technical Assistance (CTA) funding in the amount of \$11,111.00 to increase landowner participation in efforts to improve salmon habitat, and the availability of engineering funds in the amount of \$10,000.00. The results of these additions reduces the District's projected deficit to \$2,018.00. With these changes in mind, Mr. Cairns recommended the Board consider filling the vacant Conservation Planner/Resource Specialist position.
- B. Staffing:** After a review of the revised FY2020 budget, **Lige Christian made a motion to proceed with the hiring process of a ¾-time Conservation Planner/Resource Specialist at the median salary level. The motion was seconded by Julie Boggs. Discussion followed after which the motion was approved by a unanimous vote.** Staff will develop draft job description recommendations for the Boards review.
- C. Service Area – City of Port Townsend:** This item was addressed earlier under the Manager's Report.
- D. 2019 JCCD Election:** The District's 2019 Election results were certified by the WSCC in May, 2019. Incoming Supervisor Laurie Hannan was welcomed to the Board.
- E. Naylor Creek Project Contract Amendment – RCO FFFPP Project No. 16-2574R:** With Mr. Cairns' assistance, the Board reviewed the RCO FFFPP Project No. 16-2574R Amendment #2. After review, **Julie Boggs made a motion to approve the RCO FFFPP Project No. 16-2574R Amendment #2; 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 Governor's Executive Order 05-05 Complied Statement – Project No. 2018.600:** Mr. Cairns informed the Board that the cultural resource review process had been completed on WSCC Natural Resource Investments Project No. 2018.600, and, as a result, the WSCC Governor's Executive Order 05-05 Complied Statement for Project No. 2018.600 was signed based on the Board's prior approval, and submitted to WSCC.

NEW BUSINESS

- A. WSCC Master Contract No. 20-02:** The Board reviewed the WSCC Master Contract for FY2020 – 2021. After discussion and review, **Julie Boggs made a motion to approve the WSCC Master Contract No. 20-02; 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.**
- B. WSCC Natural Resource Investments Contract for Cost Share Funds – Project No. 2018.300:** Mr. Cairns announced that the WSCC Natural Resource Investments Project No. 2018.300 had been completed, and highlighted the practice implemented. After review and discussion, **Lige Christian made a motion to approve the completion of, and Contract for Cost Share Funds for, WSCC Natural Resource Investments Project No. 2018.300; 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.** To

prevent the delay in reimbursing the landowner, **Laurie Hannan made a motion to issue a mid-month check to the landowner of WSCC Natural Resource Investments Project No. 2018.300 in an amount not to exceed the eligible amount of reimbursement, after those funds have been received by the District. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**

- C. Soil Analysis Program:** Mr. Cairns reviewed the current staffing demands required to administer the District's soil analysis program, and shared ideas for reducing demands and improving services. Discussion followed. Mr. Cairns will develop his recommendations for program changes, and present those to the Board for their consideration at their October, 2019 regular meeting.
- D. Jefferson County Regulatory Reform Task Force:** Mr. Cairns and the Board discussed strategies for participating on the Jefferson County Regulatory Reform Task Force. After discussion, **Lige Christian made a motion for the District to participate in the Jefferson County Regulatory Reform Task Force with District Manager Al Cairns being the primary participant and any one of the Supervisors being the alternate participant. 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:** This item was addressed earlier under the Manager's Report.
- B. Legislative Update:** There was no new report.

Ruth Piconne, Nonpoint Specialist for the Department of Ecology, distributed to, and reviewed with, the Board information about funding for water quality projects addressing sources of nonpoint pollution including, but not necessarily limited to, project development and the application process. She also provided information about online resources for ecology funding opportunities. Discussion followed.

CORRESPONDENCE

There was no correspondence for the Board's review.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board.
- ✓ The Minutes of the May 8, 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 #s 3968 through #3987 (including salaries and general expenses), and electronic payments for May, 2019 in the total amount of \$63,671.01.
- ✓ The Board passed a motion approving the issuance of two mid-month checks for the purchase of field equipment and office equipment awarded under the WSCC FY19 Implementation grant in the amounts of \$5,000.00 and \$2,000.00, respectively.
- ✓ The Board passed a motion removing former Supervisor Glen Huntingford from, and adding newly elected Supervisor Laurie Hannan to, the District's Kitsap Bank checking account and money market account.
- ✓ The Board passed a motion reimbursing staff and Supervisors for mileage and ferry fare to attend the WADE conference June 10, 2019 through June 12, 2019.
- ✓ The Board passed a motion reimbursing Supervisor Al Latham for the purchase of two recognition plaques, one each for former Supervisors Roger Short and Glen Huntingford, in the total amount of \$100.00.
- ✓ The Board passed a motion to proceed with the hiring process of a ¾-time Conservation Planner/Resource Specialist at the median salary level.
- ✓ The Board passed a motion approving the RCO FFFPP Project No. 16-2574R Amendment #2; AND FURTHER, granting Chair Latham the authority to sign the Amendment on behalf of the Board.
- ✓ The Board passed a motion approving the WSCC Master Contract No. 20-02; AND FURTHER, granting Chair Latham the authority to sign the Contract on behalf of the Board.
- ✓ The Board passed a motion approving the completion of, and Contract for Cost Share Funds for, WSCC Natural Resource Investments Project No. 2018.300; AND FURTHER, granting Chair Latham the authority

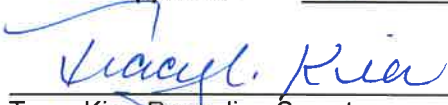
to sign the Contract on behalf of the Board.

- ✓ The Board passed a motion to issue a mid-month check to the landowner of WSCC Natural Resource Investments Project No. 2018.300 in an amount not to exceed the eligible amount of reimbursement, after those funds have been received by the District.
- ✓ The Board passed a motion for the District to participate in the Jefferson County Regulatory Reform Task Force with District Manager Al Cairns being the primary participant and any one of the Supervisors being the alternate participant.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, July 3, 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 5:52 p.m.

Minutes approved this 3rd day of July, 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	