



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

MINUTES OF THE JULY 3, 2019 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:31 p.m., 205 W Patison Street, Port Hadlock, Washington

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

Supervisors Excused: N/A

Associate Supervisors Present: Erik Kingfisher

Staff Present: Al Cairns and Tracy Kier

Also Present: Jean Fike, WSCC

Agenda Modification: Staff requested that the following items be added to the Agenda:

- JCCD Resolution No. 2019-026 – Kitsap Bank Money Market Account Update, under Treasurer's Report and Disbursements for June, 2019
- JCCD Resolution No. 2019-027 – Kitsap Bank Checking Account Update, under Treasurer's Report and Disbursements for June, 2019
- Task Order Agreement for Cultural Resources Services, under Old Business, Item D
- Interdistrict Agreement for Professional Engineering Services, under New Business, Item J

The Board agreed by consensus to add the above items to the Agenda.

Consent Agenda: Chair Latham asked if anyone wished to remove any items from the Consent Agenda. Lige Christian requested that Conservation Futures be removed from the Consent Agenda. Hearing no other requests, the Consent Agenda was approved by consensus of the Board as modified. The Minutes of the Board's June 5, 2019 regular meeting were signed by Chair Latham as presented and approved under the Consent Agenda.

Conservation Futures: Lige Christian reported on four projects approved by Conservation Futures. Due to less funding than projected, Conservation Futures will be meeting again to adjust/reduce some or all of the approved projects based on funding. With the assistance of Erik Kingfisher, Supervisor Christian explained Conservation Futures programs, funding, and application process.

Treasurer's Report, Disbursements, and Electronic Payments for June, 2019: Office Manager Tracy Kier presented, and reviewed with the Board, the Treasurer's Report, Disbursement #s 3988 through #4005, electronic payments, and supportive documentation for June, 2019. Net salaries for June, 2019 totaled \$8,946.23; general expenses totaled \$21,149.26. Total expenditures for the month of June, 2019 amounted to \$30,095.49. Deposits made in June, 2019 amounted to \$19,886.45. Ms. Kier noted for the record Check #3989 issued to Billboard Tarps in the amount of \$5,000.00 and Check #3990 issued to Whatcom Conservation District in the amount of \$2,872.37, for FY19 WSCC Implementation year-end purchases approved by the Board at their June 5, 2019 regular meeting. She informed the Board that \$872.37 of Check #3990 was issued out of the District's FY19 Overhead fund. Ms. Kier then noted for the record Check #3994 issued to Supervisor Laurie Hannan in the amount of \$214.30, and Check #3995 issued to Supervisor Al Latham in the amount of \$100.00, for reimbursement of expenses approved by the Board at their June 5, 2019 regular meeting. She ended her review of expenditures noting those checks issued in connection with ongoing CREP projects. Discussion followed including, but not necessarily limited to, an explanation of the voucher certification process. Ms. Kier then reported that the current balance in the District's Truck Reserve Fund was \$18,496.32, which included interest earned in May, 2019, and \$92.80 allocated by the District in June, 2019. After additional review and discussion, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3988 through #4005 (including salaries and***

general expenses), and electronic payments for June, 2019 in the total amount of \$30,095.49. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.

The Board then reviewed JCCD Resolution No. 2019-026 and JCCD Resolution No. 2019-027, designating public depository, and authorizing withdrawal, for municipal public monies for the District's money market account and checking account, respectively. The purpose of both resolutions was to remove former Supervisor Glen Huntingford from, and add newly elected Supervisor Laurie Hannan to, the District's checking account and money market account as directed by the Board. After review and discussion, **Julie Boggs made a motion to approve JCCD Resolution No. 2019-026 and JCCD Resolution No. 2019-027 designating public depository, and authorizing withdrawal, for municipal public monies for the District's money market account and checking account, respectively, for the purpose of removing former Supervisor Glen Huntingford from, and adding newly elected Supervisor Laurie Hannan to, the District's 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.**

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 June, 2019. During his review, he and the Board discussed, in part, the content and outcome of his presentation to the City of Port Townsend council members regarding the District's service delivery to city residents. During this discussion, Jean Fike, NW Regional Manager for WSCC, introduced herself and provided a brief summary of her professional background. Mr. Cairns followed with a report on the outcomes of his meetings with Jefferson Landworks, Jefferson County Department of Community Development, and Brian Cochrane, Habitat and Monitoring Coordinator for WSCC. He also provided an update on the District's grant application process with the Department of Ecology and the Conservation Innovation Grant, and an update on the District's permitting application progress. Mr. Cairns ended his report with a review of the District's on-going and proposed projects, highlighting specific projects relating to CREP, RCO FFFPP, Shellfish, Natural Resource Investments, and Livestock, and a review of technical assistance provided by the District during the first half of 2019.

OLD BUSINESS

A. FY2020 Budget Discussion

Livestock TA Distribution Proposal: Mr. Cairns described the new competitive/vetting process proposed for WSCC FY2020 Livestock technical assistance funds. Chair Latham recommended that there be some baseline funding for all Districts for Livestock programs and assistance. Mr. Cairns advised that WSCC FY20-21 CREP funding remains undetermined, except for the month of July, 2019 for which WSCC awarded the District \$5,800.00.

2019 COLA: Based on the Board's direction at their February 6, 2019 regular meeting, Mr. Cairns presented budget information to support the implementation of the remaining 1.2% COLA for District employees for 2019, the total annual cost of which would be \$1,666.68. After review and discussion, **Lige Christian made a motion to implement, as a one-time event, the remaining 1.2% COLA for all District employees for 2019, effective July 1, 2019. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**

2019 Merit Raises: Mr. Cairns recommended that 2019 merit raises for existing employees be considered before establishing a composite rate for the upcoming Conservation Planner/Resource Specialist position. Discussion followed, after which **Lige Christian made a motion directing staff to develop an appropriate 2019 merit raise level proposal for existing District employees; AND FURTHER, directing staff to identify how that proposal would affect the working hours and compensation available for a Conservation Planner/Resource Specialist; AND FURTHER, directing staff to present their findings to the Board for their consideration once completed. The motion was seconded by Julie Boggs. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote. Lige Christian then made a motion directing staff to begin the advertising process for hiring a Conservation Planner/Resource Specialist; AND FURTHER, directing that this motion supersede the Board's June 5, 2019 motion to proceed with the hiring of a ¾-time Conservation Planner/Resource Specialist. The motion was seconded by Janet Aubin. Discussion followed, after which the motion was approved by a unanimous vote.**

Staffing: Mr. Cairns distributed to, and reviewed with, the Board the proposed job description for the Conservation Planner/Resource Specialist position. A discussion regarding advertising methods and diversity inclusion followed. After the discussion, **Laurie Hannan made a motion to amend the proposed Conservation Planner/Resource Specialist job description to include language that encourages diversity and BIPOC applicants. The motion was seconded by Julie Boggs. Discussion followed, after which the motion was approved by a unanimous**

vote. The Board directed Mr. Cairns to research and develop diversity and inclusion language to be included in the Conservation Planner/Resource Specialist job description and position advertisement. **Laurie Hannan made a motion directing District Manager Al Cairns to forward his diversity and inclusion language recommendations for the Conservation Planner/Resource Specialist job description and position advertisement to each of the Board Supervisors, individually, for their input; AND FURTHER, based on Supervisor input, to amend the Conservation Planner/Resource Specialist job description and create the position advertisement according to Board input. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**

Plant Sale: Mr. Cairns expressed his concerns regarding the timing of hiring a Conservation Planner/Resource Specialist and how that may relate to the District's capacity to conduct the next annual native plant sale. With Mr. Cairns' input, the Board discussed, in part, staffing demands, program tasks, electronic input needs, the use of volunteers, and plant ordering deadlines. After discussion, **Lige Christian made a motion to table further discussion and consideration of the 2020 annual native plant sale until the Board's August 7, 2019 regular meeting. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.**

- B. Service Area – City of Port Townsend:** This item was addressed earlier under the Manager's Report.
- C. WSCC Drought Funding Award:** Mr. Cairns announced that the District was awarded \$26,982.00 in WSCC Drought relief funding for the purchase of a subsoil plow and for public outreach relating to the use of the plow.
- D. Task Order Agreement for Cultural Resources Services:** Mr. Cairns distributed to, and reviewed with, the Board a Cultural Resources Contract – Quote Tabulation, and provided an explanation of the purpose and benefits of a task order agreement for cultural resource services. After review and discussion, **Janet Aubin made a motion to approve the Task Order Agreement for Cultural Resources Surveys between Jefferson County Conservation District and Sylvester Lahren, Ph.D.; AND FURTHER, to grant Chair Al Latham the authority to sign the Agreement on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**

NEW BUSINESS

- A. Appointment of Board Positions:** **Julie Boggs made a motion to retain Al Latham as the Board Chair, Julie Boggs as the Board Vice-Chair, and Lige Christian as the Board Auditor. The motion was seconded by Janet Aubin. Discussion followed, after which the motion was approved by a unanimous vote.**
- B. JCCD Resolution No. 2019-025 – Cost Share Rate and Landowner Labor Rates:** The Board reviewed JCCD Resolution No. 2019-025 setting the FY20-21 cost share rate at 75%, and setting the FY20-21 landowner labor rate at \$22.00 per hour. After review and discussion, **Janet Aubin made a motion to approve JCCD Resolution No. 2019-025, setting the FY20-21 cost share rate at 75% and setting the FY20-21 landowner labor rate at \$22.00 per hour; AND FURTHER, to grant Chair Al Latham the authority to sign the Resolution 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. WSCC Contract for Cost Share Funds – Project No. 2018.500:** Ms. Kier announced that WSCC Natural Resource Investments (NRI) Project No. 2018.500 had been completed, and presented the final WSCC Contract for Cost Share Funds to the Board for their consideration. Mr. Cairns explained the measures implemented and costs incurred, and answered questions from the Board. After discussion, **Lige Christian made a motion to accept the completion of WSCC Natural Resource Investments Project No. 2018.500; AND FURTHER; to approve the final WSCC Contract for Cost Share Funds for Project No. 2018.500; AND FURTHER, to grant Chair Al Latham the authority to sign the Contract on behalf of the Board. The motion was seconded by Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.**
- D. WSCC Contract for Cost Share Funds – Project No. 2018.600:** Ms. Kier announced that WSCC Natural Resource Investments Project No. 2018.600 had been completed, and presented the final WSCC Contract for Cost Share Funds to the Board for their consideration. Mr. Cairns explained the measures implemented and costs incurred, and answered questions from the Board. After discussion, **Lige Christian made a motion to accept the completion of WSCC Natural Resource Investments Project No. 2018.600; AND FURTHER, to approve the final WSCC Contract for Cost Share Funds for Project No. 2018.600; AND FURTHER, to grant Chair Al Latham the authority to sign the Contract on behalf of the Board. The motion was seconded by Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.**

To prevent additional delay in landowner reimbursement, Ms. Kier requested that the Board consider issuing two mid-month checks in July, 2019, one to the landowner of WSCC NRI Project No. 2018.500 and one to the landowner of

WSSC NRI Project No. 2018.600, each in an amount not to exceed the eligible, reimbursable amount, and after those funds have been received by the District. After consideration, **Julie Boggs made a motion to issue two mid-month reimbursement checks in July, 2019, one to the landowner of WSSC NRI Project No. 2018.500 and one to the landowner of WSSC NRI Project No. 2018.600, each in an amount not to exceed the eligible, reimbursable amount, and after those funds have been received by the District. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.**

- E. WSSC FY2019 Drought Addendum:** Ms. Kier presented the WSSC FY2019 Drought Addendum to the Board in the amount of \$26,982.00, containing a description of equipment to purchase and outreach activities to conduct, for their review and consideration. After discussion, **Lige Christian made a motion to approve the WSSC FY2019 Drought Addendum for submittal to WSSC by Office Manager Tracy Kier. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**
- F. WSSC FY2019 Grant Close-Outs:** Ms. Kier reviewed with the Board copies of grant close-out forms to be submitted to WSSC detailing final grant amounts, expenditures, and un-expended funds if applicable, for FY18-19 CREP, FY19 Cultural Resource Reviews, FY19 Implementation, FY19 Livestock, FY18-19 Natural Resource Investments, and FY18-19 Shellfish. This was for information purposes only; no action was required of, or taken by, the Board.
- G. WSSC FY2020 Grant Addendums:** With Ms. Kier's assistance, the Board reviewed the WSSC FY2020 Implementation Addendum in the total amount of \$95,600.00, the WSSC FY20-21 Natural Resource Investments Addendum in the amount of \$65,308.88; and the WSSC FY20-21 Shellfish Addendum in the amount of \$29,502.50. After review, **Janet Aubin made a motion to approve the WSSC FY2020 Implementation Addendum, the WSSC FY20-21 Natural Resource Investments Addendum, and the WSSC FY20-21 Shellfish Addendum for submittal to WSSC by Office Manager Tracy Kier. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**
- H. WSSC FY2020 Authorized Signatures Form:** The Board reviewed and signed the WSSC FY2020 Authorized Signatures Form for submittal to WSSC, in addition granting authority to Mr. Cairns to sign Cost Share Application/Agreement and/or submit online Partial Payment Request forms to certify application approval, project implementation checked, and project completion; and in addition granting authority to Ms. Kier to sign and submit online forms for travel vouchers, addendums, invoice vouchers, grant documents, timesheets and grant close-out forms. Mr. Cairns and Ms. Kier also signed the Signatures Form.
- I. JCCD Purchasing Card Policy Amendment:** Mr. Cairns presented, for the Board's consideration, an amendment to the District's Purchasing Card Policy allowing for the maintenance of "... an additional purchasing card in the name of the District Manager for the exclusive use of large purchases that have been pre-approved by the Board of Supervisors ..." with a spending limit of \$10,000.00, and managed/monitored according to the existing Purchasing Card Policy. Mr. Cairns explained the need for additional on-line purchasing ability, generally occurring for larger, year-end, supplemental purchases. After review and discussion, **Janet Aubin made a motion to amend the JCCD Purchasing Card Policy as presented by District Manager Al Cairns. The motion was seconded by Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.**
- J. Interdistrict Agreement for Professional Engineering Services:** Mr. Cairns presented the Interdistrict Agreement for Professional Engineering Services between Mason Conservation District, Jefferson County Conservation District, Kitsap Conservation District, and Thurston Conservation District to the Board for their review. **Janet Aubin made a motion to approve the Interdistrict Agreement for Professional Engineering Services; AND FURTHER, to grant Chair Al Latham the authority to sign the Agreement on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Ms. Fike acknowledged the increased, task-oriented demands brought on by the opening of the new biennium. She thanked and commended the District for up-dating their training requirements and timely submitting the District's Annual Plan of Work and State Auditor's Office annual financial/accountability reports. Ms. Fike advised the Board of the upcoming Commission meeting on July 17 – 18, 2019, and the All-District meeting regarding elections scheduled on August 21, 2019. She reminded staff of the upcoming deadline for submitting the District's Annual Report of Accomplishments, due to WSSC by August 26, 2019, and then followed with any questions from the Board.
- B. Legislative Update:** There was no new report.

CORRESPONDENCE

There was no correspondence for the Board's review.

REVIEW OF OFFICIAL ACTIONS


- ✓ The Agenda was modified by consensus of the Board to include four additional items.
- ✓ The Consent Agenda was approved by consensus of the Board as modified.
- ✓ The Minutes of the June 5, 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 3988 through #4005 (including salaries and general expenses), and electronic payments for June, 2019 in the total amount of \$30,095.49.
- ✓ The Board passed a motion approving JCCD Resolution No. 2019-026 and JCCD Resolution No. 2019-027 designating public depository, and authorizing withdrawal, for municipal public monies for the District's money market account and checking account, respectively, for the purpose of removing former Supervisor Glen Huntingford from, and adding newly elected Supervisor Laurie Hannan to, the District's checking account and money market account.
- ✓ The Board passed a motion implementing, as a one-time event, the remaining 1.2% COLA for all District employees for 2019, effective July 1, 2019.
- ✓ The Board passed a motion directing staff to develop an appropriate 2019 merit raise level proposal for existing District employees; AND FURTHER, directing staff to identify how that proposal would affect the working hours and compensation available for a Conservation Planner/Resource Specialist; AND FURTHER, directing staff to present their findings to the Board for their consideration once completed.
- ✓ The Board passed a motion directing staff to begin the advertising process for hiring a Conservation Planner/Resource Specialist; AND FURTHER, directing that this motion supersede the Board's June 5, 2019 motion to proceed with the hiring of a ¾-time Conservation Planner/Resource Specialist.
- ✓ The Board passed a motion to amend the proposed Conservation Planner/Resource Specialist job description to include language that encourages diversity and BIPOC applicants.
- ✓ The Board passed a motion directing District Manager Al Cairns to forward his diversity and inclusion language recommendations for the Conservation Planner/Resource Specialist job description and position advertisement to each of the Board Supervisors, individually, for their input; AND FURTHER, based on Supervisor input, to amend the Conservation Planner/Resource Specialist job description and create the position advertisement according to Board input.
- ✓ The Board passed a motion tabling further discussion and consideration of the 2020 annual native plant sale until the Board's August 7, 2019 regular meeting.
- ✓ The Board passed a motion approving the Task Order Agreement for Cultural Resources Surveys between Jefferson County Conservation District and Sylvester Lahren, Ph.D.; AND FURTHER, granting Chair Al Latham the authority to sign the Agreement on behalf of the Board.
- ✓ The Board passed a motion retaining Al Latham as the Board Chair, Julie Boggs as the Board Vice-Chair, and Lige Christian as the Board Auditor.
- ✓ The Board passed a motion approving JCCD Resolution No. 2019-025, setting the FY20-21 cost share rate at 75% and setting the FY20-21 landowner labor rate at \$22.00 per hour; AND FURTHER, granting Chair Al Latham the authority to sign the Resolution on behalf of the Board.
- ✓ The Board passed a motion accepting the completion of WSCC Natural Resource Investments Project No. 2018.500; AND FURTHER, approving the final WSCC Contract for Cost Share Funds for Project No. 2018.500; AND FURTHER, granting Chair Al Latham the authority to sign the Contract on behalf of the Board.
- ✓ The Board passed a motion accepting the completion of WSCC Natural Resource Investments Project No. 2018.600; AND FURTHER, approving the final WSCC Contract for Cost Share Funds for Project No. 2018.600; AND FURTHER, granting Chair Al Latham the authority to sign the Contract on behalf of the Board.
- ✓ The Board passed a motion to issue two mid-month reimbursement checks in July, 2019, one to the landowner of WSCC NRI Project No. 2018.500 and one to the landowner of WSCC NRI Project No. 2018.600, each in an amount not to exceed the eligible, reimbursable amount, and after those funds have been received by the District.
- ✓ The Board passed a motion approving the WSCC FY2019 Drought Addendum for submittal to WSCC by Office Manager Tracy Kier.

- ✓ The Board passed a motion approving the WSCC FY2020 Implementation Addendum, the WSCC FY20-21 Natural Resource Investments Addendum, and the WSCC FY20-21 Shellfish Addendum for submittal to WSCC by Office Manager Tracy Kier.
- ✓ The Board passed a motion amending the JCCD Purchasing Card Policy as presented by District Manager Al Cairns.
- ✓ The Board passed a motion approving the Interdistrict Agreement for Professional Engineering Services; AND FURTHER, granting Chair Al Latham the authority to sign the Agreement on behalf of the Board.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, August 7, 2019, at 7:00 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 6:50 p.m.

Minutes approved this 7th day of August, 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
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	