



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

MINUTES OF THE SEPTEMBER 18, 2019 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:39 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 (via telephone conference call), Sharon Yeh, and Tracy Kier

Also Present: Kirk Sehlmeier, NRCS and Jean Fike, WSCC

Consent Agenda: Chair Latham asked if anyone wished to remove any items from the Consent Agenda. Supervisor Lige Christian requested that the draft Minutes of the Board's August 7, 2019 regular meeting, August 21, 2019 special meeting, and August 22, 2019 special meeting be pulled from the Consent Agenda for additional review. Hearing no other requests, the Consent Agenda was approved as modified by consensus of the Board.

Treasurer's Report, Disbursements, and Electronic Payments for August, 2019: Office Manager Tracy Kier presented, and reviewed with the Board, the Treasurer's Report, Disbursement #s 4028 through 4032, Disbursement #s 4034 through 4045, electronic payments, and supportive documentation for August, 2019. Net salaries for August, 2019 totaled \$10,394.07; general expenses totaled \$21,095.84. Total expenditures for the month of August, 2019 amounted to \$31,489.91. Deposits made in August, 2019 amounted to \$47,360.65. The Board noted, and inspected for the record, Check #4029, which had been voided and replaced with Check #4031. For the record, Ms. Kier noted that Check #4033 was missing from the August, 2019 Treasurer's Report because it was issued in September. Check #4033 will appear out-of-sequence in the September, 2019 Treasurer's Report. She also noted that the District's receipt book beginning with #174251 ended with #174400 on August 28, 2019. The District's next receipt book began with #182801 on August 28, 2019. Ms. Kier informed the Board that the \$269.40 of fraudulent charges made on the District's purchasing card had been reversed by the bank, as evidenced on the August 25, 2019 statement. She then reported that the current balance in the District's Truck Reserve Fund was \$18,848.36, which included interest earned in August, 2019, and \$204.16 allocated by the District in August, 2019. In addition, and per the Board's prior approval, \$547.52 was transferred from the District's checking account to the District's money market account as JCCD Truck Reserve Funds for the months of March, 2019 through July, 2019. After review and discussion, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 4028 through 4032, Disbursement #s 4034 through 4045 (including salaries and general expenses), and electronic payments for August, 2019 in the total amount of \$31,489.91. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Kier followed with a brief explanation for the \$470.00 increase in WACD annual dues. ***Lige Christian made a motion to table discussion of, and action on, the 2019 WACD annual dues invoice until the Board's next regular meeting in October, 2019. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.***

Manager's Report: District Manager Al Cairns reviewed his Manager's Report with the Board, outlining District activities for the month of August, 2019. During his review, he reported on the progress of the Jefferson County Regulatory Reform Task Force, and his efforts in providing assistance. Supervisor Julie Boggs asked about assistance available to address the flooding on Chimacum Creek. Mr. Cairns explained the parameters of the District's five-year, programmatic HPA for working in the creek. Associate Supervisor Erik Kingfisher provided historical information on the Drainage District, the

process for reactivating the Drainage District, and how it may help with long-term solutions. Mr. Cairns ended with a brief report on the District's projects.

OLD BUSINESS

- A. Service Area – City of Port Townsend:** Mr. Cairns informed the Board that the City of Port Townsend's Petition for Inclusion of Additional Territory within the Jefferson County Conservation District had been forwarded to the WSCC for consideration at their next regular meeting.
- B. Plant Sale:** With the recent increase in District capacity, Mr. Cairns announced that staff intends to reinstate the District's annual plant sale for the 2019-2020 season. Plants have been ordered and staff will continue to explore ways to increase sales and decrease costs.
- C. Yeoman's Plow and Workshop:** As reported by Mr. Cairns, the District recently took delivery of the Yeoman's plow and is in the process of assembling it. Discussion following, focusing on the use of the plow and upcoming workshops.
- D. NW Area WACD Meeting:** Staff reminded the Board of the upcoming NW Area WACD meeting, being sponsored by Snohomish Conservation District on October 8, 2019. Those Supervisors interested in attending will notify Ms. Kier for assistance with registration. Jean Fike, Regional Manager for WSCC, announced that the new WACD Executive Director is Tom Salzer.

NEW BUSINESS

- A. Livestock Technical Assistance Funding Request:** Mr. Cairns explained the FY20-21 Livestock funding application and allocation process, and briefly outlined the program scope, schedule, and budget submitted to WSCC. He was pleased to announce that the District was awarded \$53,220.00 by WSCC for FY20-21 livestock conservation planning and technical assistance, which would cover a portion of the program scope submitted by the District. He is hopeful that the funding received will cover the scope of work submitted for one of the District's watersheds. Staff will look for ways to reduce costs to help funding go farther.
- B. WSCC FY20-21 Livestock Addendum:** Mr. Cairns then reviewed with the Board the District's FY20-21 Livestock Addendum to WSCC in the amount of \$53,220.00, incorporating a description of the outcomes proposed for the funds awarded. After discussion, ***Janet Aubin made a motion to approve the WSCC FY20-21 Livestock Addendum in the amount of \$53,220.00 for submittal to WSCC. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- C. JCCD Office Lease:** Staff presented to the Board a new, 24-month office Lease Agreement with Shold Business Park effective November 1, 2019. After an initial discussion, ***Laurie Hannan made a motion to direct staff to review the Lease Agreement and, if there are no changes from the previous Lease Agreement, to sign the new Lease Agreement on behalf of the Board. The motion was seconded by Janet Aubin. Discussion followed, during which time the Board and staff briefly reviewed the Lease Agreement for changes, noting an inflation clause on page 8, under Item 35. Due to concerns expressed during the discussion, Supervisor Hannan agreed to withdraw her motion, and Supervisor Aubin agreed to withdraw her second of the motion.*** Staff will finish reviewing the proposed Lease Agreement, discuss the deletion of the inflation clause (Item 35) with Shold Business Park's property manager, and report back to the Board at their next regular meeting.
- D. Governor's Executive Order 05-05 Complied Statements re Cultural Resource Survey:** The Board reviewed the WSCC Governor's Executive Order 05-05 Complied Statement regarding the cultural resource review for FY20-21 WSCC Natural Resource Investments Project No. 2019.100. After review, ***Lige Christian made a motion to approve the WSCC Governor's Executive Order 05-05 Complied Statement for FY20-21 WSCC Natural Resource Investments Project No. 2019.100; AND FURTHER, to grant Chair Al Latham the authority to sign the Statement on behalf of the Board. The motion was seconded by Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.***
- E. 2020 JCCD Election and Appointment Process:** With the assistance of Ms. Kier, the Board reviewed the District's election and appointment process. ***Lige Christian made a motion to appoint Tracy Kier as the District's Election Supervisor for the 2020 JCCD Election and Appointment process. The motion was seconded by Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.*** The Board then agreed to consider

a Resolution at their November 6, 2019 regular meeting setting the date, time, and place for the District's 2020 election. Ms. Kier will proceed with notifying the public.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Ms. Fike informed the Board that Stu Trefry, WSCC Southwest Regional Manager/Conservation District Development and Capacity Coordinator, is in the process of developing a deeper curriculum base for Supervisor training. She encouraged the Supervisors to forward their ideas for Supervisor training subjects and delivery methods to Mr. Trefry. Kirk Sehlmeier, Resource Conservationist for NRCS, announced that he is currently the Acting District Conservationist, and assured the Board and staff that he is still available to the District if needed.
- B. Legislative Update:** There was no new report.

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 approving the Treasurer's Report, Disbursement #s 4028 through 4032, Disbursement #s 4034 through 4045 (including salaries and general expenses), and electronic payments for August, 2019 in the total amount of \$31,489.91.
- ✓ The Board passed a motion tabling discussion of, and action on, the 2019 WACD annual dues invoice until the Board's next regular meeting in October, 2019.
- ✓ The Board passed a motion approving the WSCC FY20-21 Livestock Addendum in the amount of \$53,220.00 for submittal to WSCC.
- ✓ The Board passed a motion approving the WSCC Governor's Executive Order 05-05 Complied Statement for FY20-21 WSCC Natural Resource Investments Project No. 2019.100; AND FURTHER, granting Chair Al Latham the authority to sign the Statement on behalf of the Board.
- ✓ The Board passed a motion appointing Tracy Kier as the District's Election Supervisor for the 2020 JCCD Election and Appointment process.

Time, Date, and Place of Next Meeting: The Board's next regular meeting is scheduled for Wednesday, October 2, 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 5:13 p.m.

Minutes approved this 2nd day of October, 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

Minutes
September 18, 2019 Regular Meeting
Jefferson County Conservation District

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	