



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

MINUTES OF THE JANUARY 6, 2021 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:39 p.m., GoToMeeting at 1-877-309-2073, Code No. 287-253-941

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

Supervisors Excused: Laurie Hannan

Associate Supervisors Present: Erik Kingfisher

Staff Present: Glenn Gately and Tracy Kier

Also Present: Kirk Sehlmeier, NRCS; Jean Fike, WSCC; Tom Salzer, WACD; Alan Chapman, WACD; Sierra Young; Jane Keppinger, and Joe Holtrop

Meeting Format: Due to the COVID-19 pandemic, the Board held their regular meeting remotely via GoToMeeting (phone number and code above noted), with public comment available through the District's email address at info@jeffersoncd.org, as noted on the Agenda and posted in advance on the District's website and office building. Each of those in attendance announced themselves for the record. Chair Latham welcomed those guests attending the meeting. Throughout the meeting, Office Manager Tracy Kier monitored the info@jeffersoncd.org for public comment. There was no public comment made during the meeting via info@jeffersoncd.org.

Due to time limitations on the District's teleconference link for the Executive Session, Ms. Kier requested the Board consider modifying the Agenda to address New Business Item A. JCCD Recruiting and Hiring Process and Executive Session, if needed, before the Consent Agenda, to which the Board agreed.

JCCD Recruiting and Hiring Process: Chair Latham suggested the Board consider forming a committee, consisting of two Supervisors and Associate Supervisor Erik Kingfisher, to review the application packets received by the District for the open District Manager and open Conservation Planner/Resource Specialist positions to narrow interviewing to three applicants per position. Discussion followed, during which ***Supervisor Lige Christian made a motion to form a committee of two Board Supervisors and Associate Supervisor Erik Kingfisher to review the application packets received by the District for the District Manager and Conservation Planner/Resource Specialist positions and to select three applicants per position for interviewing consideration by the Board as soon as possible. The motion was seconded by Supervisor Julie Boggs. Discussion followed wherein Supervisors expressed their interest in being more involved in the interviewee selection process. As a result, Supervisor Christian and Supervisor Boggs agreed to withdrawal their motion and second, respectively.***

By way of further discussion, the Board agreed to allow additional time for all Board Supervisors to review the application packets received, and to conduct a special meeting to allow all Board Supervisors an opportunity to provide input on the interviewing process. With that in mind, ***Supervisor Christian made a motion to conduct a Special Meeting of the Board during the week of January 11, 2021 for the purpose of discussing, and potentially take action on, the District's hiring process for an open District Manager position and an open Conservation Planner/Resource Specialist position. The motion was seconded by Supervisor Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.*** Supervisor Aubin agreed to query the Supervisors' availability for the week of January 11, 2021 and select the most available date to conduct the special meeting. The Board agreed there was no need to go into Executive Session.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. Ms. Kier requested the Minutes of the December 2, 2020 regular meeting be removed from the Consent Agenda pending review. Hearing no other requests, ***Supervisor Boggs made a motion to approve the Consent Agenda as modified. The motion was***

seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote. The Minutes of the November 18, 2020 special meeting were approved as presented under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for December, 2020: Ms. Kier reviewed with the Board the December, 2020 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4330 through 4348, electronic payments, deposits, Balance Sheet information, Accounts Receivable Aging Summary information, Profit & Loss information, and Leave Liability information. She informed the Board that Supervisor Aubin and Chair Latham were in the office earlier that day, during which time they inspected December's checks, payments, and supportive documentation, and certified the payment of December's disbursements and electronic payments. Net salaries for December, 2020 totaled \$9,100.00, general expenses totaled \$15,136.77, and total expenses amounted to \$24,236.77. Deposits made in December, 2020 amounted to \$53,189.94. The current balance in the District's Truck Reserve Fund was \$19,904.98 which included interest earned in November, 2020 and the minimum contribution of \$100.00 for December, 2020. Ms. Kier noted the FY20-21 WSCC NRI Chimacum Creek project reimbursement and FY20-21 WSCC CREP maintenance reimbursement issued under Check #'s 4336 and 4340, respectively. She also noted, and reviewed with the Board, Check #4346 issued to former Conservation Planner Sharon Yeh representing final payout of salaries, annual leave at 100%, sick leave at 25%, and undistributed Simple IRA contributions. After review **Supervisor Boggs made a motion to release the final payout issued under Check #4346 to former Conservation Planner Sharon Yeh in the amount of \$3,999.00. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote. Supervisor Boggs then made a motion to approve the Treasurer's Report, Disbursement #s 4330 through 4348 (including salaries and general expenses), and electronic payments for December, 2020 in the total amount of \$24,236.77. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.**

Ms. Kier then informed the Board of projected budget impacts as a result of Employment Security, Labor & Industries, and Health Care Authority increases for 2021. She informed the Board that the District had received a full refund from the WACD Plant Materials Center for the District's deposit on 2021 plants in the amount of \$2,932.25. She expressed her appreciation of WACD Plant Materials Center staff for their efforts in redistributing the plants ordered by the District resulting in a full refund. Ms. Kier then reported on the District's continued need to upgrade and/or replace outdated computer equipment in the District office, and the need to purchase two laptops for teleworking during the COVID-19 pandemic, as approved by the Board in the spring of 2020. She also explained the need for an additional printer/scanner/copier for use during teleworking and to eventually replace the District's aging Brother printer. Discussion followed, after which the Board agreed to replace the outdated computer equipment currently used by the District's Fisheries Biologist/Water Quality Specialist, purchase laptops or similar devices for the District Manager and Conservation Planner/Resource Specialist for teleworking and working in the field, purchase a printer/scanner/copier for use during teleworking, and replace the Office Manager's outdated computer currently used for teleworking. Ms. Kier will research the District's options in this regard and report back to the Board at their next regular meeting. In closing, Ms. Kier directed the Board's attention to the recent budget information received from WSCC, and the valuable information contained in WSCC's monthly publication entitled "District Digest".

Monthly Activity Report: The Board reviewed activities conducted in December, 2020. Fisheries Biologist/Water Quality Specialist Glenn Gately explained his recent activities in transitioning gas monitoring to landfill staff, his recent landfill ground water report, and a recent presentation given by Mr. Gately at the request of WSCC to assist conservation districts in water quality monitoring strategies. Based on questions from the Board, a discussion followed, focusing on temperature monitoring data, development of a QAPP for conducting microbial source tracking in the Chimacum Creek watershed, and the comparison of E. coli and fecal coliform.

OLD BUSINESS

A. 2021 JCCD Election and Appointment: There was nothing new to report on the District's 2021 election and appointment process.

NEW BUSINESS

A. JCCD Recruiting and Hiring Process: This item was addressed earlier in the meeting directly before the Consent Agenda.

EXECUTIVE SESSION – RCW 42.30.110(1)(g)

The Board did not conduct an Executive Session during the meeting.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Jean Fike, Regional Manager for WSCC, reviewed recent operational allocations by the WSCC and potential budget cuts for the upcoming biennium. Kirk Sehlmeier, Resource Conservationist for NRCS reported on the progress of planning and contract development for four forestry-related applications. 2022 priorities will be addressed in late spring or early summer. Mr. Sehlmeier stated that he is available for field visits should the District need his assistance.
- B. Legislative Update:** Tom Salzer, Executive Director for WACD, provided a report on the upcoming legislative session, the progress of WACD's draft annual work plan, the 2020 WACD conference wrap-up, and the development of the 2021 WACD conference. Alan Chapman, Northwest Washington Area Director for WACD, did not have any other comments to add.

CORRESPONDENCE

- A. DOE Monthly Nonpoint Report – January, 2021:** The DOE monthly nonpoint report for December, 2020 was presented to the Board for their review for information purposes only.

Ms. Kier asked the Board about their 2021 regular meeting schedule. The Board agreed to continue holding their monthly regular meetings on the first Wednesday of each month at 3:30 p.m. Due to the COVID-19 pandemic, the Board may hold their meetings remotely via teleconference. Information about the Board's meetings can be found on the District's website at www.jeffersoncd.org.

Chair Latham asked if there were any other business to discuss or transact, and if there were any questions from those in attendance. The Board agreed there was no other business to discuss or transact, and there were no questions from those in attendance.

Ms. Kier noted there were no public comments made during the meeting via info@jeffersoncd.org.

REVIEW OF OFFICIAL ACTIONS

- ✓ **The Board passed a motion to conduct a Special Meeting of the Board during the week of January 11, 2021 for the purpose of discussing, and potentially take action on, the District's hiring process for an open District Manager position and an open Conservation Planner/Resource Specialist position.**
- ✓ **The Consent Agenda was approved by the Board as modified.**
- ✓ **The Minutes of the November 18, 2020 special meeting were approved as presented under the Consent Agenda.**
- ✓ **The Board passed a motion releasing the final payout issued under Check #4346 to former Conservation Planner Sharon Yeh in the amount of \$3,999.00.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s 4330 through 4348 (including salaries and general expenses), and electronic payments for December, 2020 in the total amount of \$24,236.77.**

Time, Date, and Place of Next Meeting: The Board will attempt to conduct a special meeting during the week of January 11, 2021 as above-noted. Due to the COVID-19 pandemic, the Board may hold this special meeting remotely via teleconference. In this event, information regarding virtual meeting access will be listed on the Agenda, and posted in advance on the District office building located at 205C W Patison Street in Port Hadlock, Washington, and on the District's website at www.jeffersoncd.org.

The next regular meeting of the Board will be held on February 3, 2021 at 3:30 p.m. Due to the COVID-19 pandemic, the Board may hold their February 3, 2021 regular meeting remotely via teleconference. In this event, information regarding virtual meeting access will be listed on the Board's February 3, 2021 Agenda, and posted in advance on the District office

building located at 205C W Patison Street in Port Hadlock, Washington, and on the District's website at www.jeffesoncd.org.

Meeting Adjourned: There being no further business to discuss or transact, *Supervisor Boggs made a motion to adjourn the meeting. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote, and the meeting was adjourned at 4:43 p.m.*

Minutes approved this 3rd day of February, 2021.


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	