



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

**MINUTES OF THE JULY 7, 2021 REGULAR MEETING**

**Call to Order:** By Chair Al Latham at 3:34 p.m., GoToMeeting at 1-866-899-4679, Code No. 922-778-367  
**Supervisors Present:** Janet Aubin (until 4:50 p.m.), Julie Boggs, Lige Christian, Laurie Hannan, and Al Latham  
**Supervisors Excused:** None  
**Associate Supervisors Present:** Erik Kingfisher  
**Staff Present:** Glenn Gately, Joe Holtrop, Sierra Young, and Tracy Kier  
**Also Present:** Jean Fike, WSCC; and Alan Chapman, WACD

**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](mailto:info@jeffersoncd.org), as noted on the Agenda and posted in advance on the District's website and office building. Acting as the meeting facilitator, Chair Latham welcomed everyone to the meeting. Throughout the meeting, Office Manager Tracy Kier monitored the [info@jeffersoncd.org](mailto:info@jeffersoncd.org) for public comment. There was no public comment made during the meeting via [info@jeffersoncd.org](mailto:info@jeffersoncd.org).

**Consent Agenda:** Chair Latham asked if anyone wished to modify the Consent Agenda. Hearing no requests, **Supervisor Julie Boggs made a motion to approve the Consent Agenda as presented. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.** The Minutes of the June 2, 2021 regular meeting and June 24, 2021 special meeting were approved as presented in the Consent Agenda.

**Corrected Treasurer's Report for May, 2021 and Treasurer's Report, Disbursements, and Electronic Payments for June, 2021:** Ms. Kier presented to, and reviewed with, the Board the corrected May, 2021 Treasurer's Report, adjusting May, 2021 deposits to \$96,767.42 and adjusting May, 2021 JCCD Truck Reserve Fund contributions to \$201.60. Ms. Kier then presented to, and reviewed with, the Board the June, 2021 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4420 through 4446, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Ms. Kier informed the Board that Supervisor Lige Christian and Supervisor Laurie Hannan were in the office earlier that day during which time they inspected June's checks, payments, and supportive documentation, and certified the payment of June's disbursements and electronic payments. Net salaries for June, 2021 totaled \$8,459.76, general expenses totaled \$29,718.26, and total expenses amounted to \$38,178.02. Deposits made in June, 2021 amounted to \$32,968.83. The current balance in the District's Truck Reserve Fund was \$20,608.61, which included the minimum monthly contribution of \$100.00 for June, 2021. **Supervisor Hannan made a motion to approve the corrected Treasurer's Report for May, 2021 and the Treasurer's Report, Disbursement #s 4420 through 4446 (including salaries and general expenses), and electronic payments for June, 2021 in the total amount of \$38,178.02. The motion was seconded by Supervisor Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.**

Ms. Kier informed the Board that it was time to update the District's credit cards with new employee information. A discussion regarding the process followed. Due to the length of time involved in updating the credit cards, and the immediate need to purchase additional equipment to meet new staffing capacity, the Board agreed to authorize District Manager Joe Holtrop to use the District's higher limit credit card, previously issued to former District Manager Al Cairns, to purchase new computer equipment and related software/accessories. The Board acknowledged their previous authorization to purchase a small printer/copier which will be ordered in the near future. The Board also agreed to allow the continued use of the lower limit credit card, previously issued to former Conservation Planner Sharon Yeh, for the automatic, monthly payment of the GoToMeeting/LogMeIn toll-free number charge until that credit card can be updated. Ms. Kier will proceed with the paperwork to update the credit cards.

Ms. Kier noted that the 2021 general Funding Agreement between the District and Jefferson County had been signed by the Board at their June 2, 2021 regular meeting. As a matter of procedure, and for the record, **Supervisor Boggs made a motion to approve, and ratify the Board's signature of, the 2021 Funding Agreement between the District and Jefferson County. The motion was seconded by Supervisor Hannan. There being in discussion, the motion was approved by a unanimous vote.**

**Manager's Report:** Mr. Holtrop assisted the Board in their review of District activities for the month of July, 2021. He then briefed the Board on staff's recent research and discussions regarding updated COVID-19 protocols. The Board agreed with staff's recommendation to open the District office to visitors by appointment only, with visitors being required to wear masks to help protect themselves and staff against continued health risks. Mr. Holtrop proceeded with a report on the WSCC 2021-2023 biennium process for shellfish funding and potential projects, with additional information provided by Jean Fike, Regional Manager for WSCC. Ms. Kier informed the Board that the annual Joint Legislative Audit and Review Committee report regarding requests for public records was submitted within the deadline.

#### **OLD BUSINESS**

- A. Microsoft Office 365 Conversion:** Based on the amount of work involved in the conversion process, Mr. Holtrop recommended the District temporarily postpone converting to Microsoft Office 365.
- B. Chimacum Creek Maintenance Letter:** Chair Latham stated that the draft letter regarding maintenance on Chimacum Creek was not ready, and would be presented to the Board when it is completed. A discussion about the permit requirements, process, and deadline followed.

#### **NEW BUSINESS**

- A. BI20-21 WSCC Natural Resources Investments Contract for Cost Share Funds – Project No. 2019.500:** Mr. Holtrop reported on the completion of Project No. 2019.500. After discussion, **Supervisor Boggs made a motion to approve the completion of BI20-21 WSCC Natural Resources Investments Project No. 2019.500; AND FURTHER, to grant Chair Al Latham the authority to sign the Contract for Cost Share Funds on behalf of the Board. The motion was seconded by Supervisor Aubin. There being no discussion, the motion was approved by a unanimous vote.**
- B. Interlocal Agreement – Clallam Conservation District:** Mr. Holtrop explained the most recent changes to the Interlocal Agreement proposed by Clallam Conservation District. After review, **Supervisor Boggs made a motion to approve the Interlocal Agreement between Clallam Conservation District and Jefferson County Conservation District; AND FURTHER, to grant Chair Al Latham the authority to sign the Agreement on behalf of the District. The motion was seconded by Supervisor Aubin. There being no discussion, the motion was approved by a unanimous vote.**
- C. BI20-21 WSCC Grant Close-Out:** Ms. Kier informed the Board that all BI20-21 and FY21 WSCC grants are ready for close-out. No additional Returned Funds forms will be required at the time of close-out.
- D. FY22 WSCC Grant Funding and Addendums:** Ms. Kier directed the Board's attention to the June 22, 2021 memorandum from WSCC, and explained the BI21-23 CREP and FY22 Implementation awards, authorization to incur expenses, and process for submitting associated Addendums. Mr. Holtrop followed with a review of the District's proposed grant usage and Addendum language. Discussion followed after which **Supervisor Hannan made a motion to approve the BI21-23 WSCC CREP Addendum and FY22 WSCC Implementation Addendum. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.**
- E. JCCD Resolution No. 2021-031 – BI21-23 Cost Share Assistance and Cooperator Labor Rate:** The Board reviewed JCCD Resolution No. 2021-031 establishing the BI21-23 cost share rate and cooperator labor rate. A discussion regarding minimum wage followed. **Supervisor Christian then made a motion to approve JCCD Resolution No. 2021-031 establishing the BI21-23 cost share rate at 75% and the cooperator labor rate at \$22.00 per hour; AND FURTHER, to grant Chair Latham the authority to sign the Resolution on behalf of the Board. The motion was seconded by Supervisor Aubin. There being no discussion, the motion was approved by a unanimous vote.**
- F. BI21-23 WSCC Authorized Signatures Form:** Ms. Kier presented the BI21-23 WSCC Authorized Signatures Form to the Board for their consideration. The Board agreed by consensus to authorize Chair Al Latham and Vice-Chair Julie Boggs to sign the WSCC Master Contract and WSCC contracts on behalf of the District, and to authorize all five Supervisors to sign the District Manager's time sheet and travel vouchers. All five Supervisors and Office Manager

Tracy Kier were authorized to sign and submit online forms for travel vouchers, addendums, invoice vouchers, grant documents, time sheets, and grant close-out forms on behalf of the District. All five Supervisors and District Manager Joe Holtrop were authorized to sign Cost Share Applications/Agreements and/or submit online Partial Payment Request forms to certify application approval, project implementation checked, and projection completion on behalf of the District.

- G. 2021 WACD Dues:** The Board reviewed the June 22, 2021 memorandum and invoice for 2021 dues from Executive Director Tom Salzer, with explanation and additional information from Alan Chapman, Northwest Washington Area Director for WACD. Discussion followed focusing on the assessment of dues statewide and the benefits of membership. ***Supervisor Christian made a motion to table the payment of the 2021 WACD dues pending additional information from WACD. The motion was seconded by Supervisor Boggs. Discussion followed. After additional information and clarification from Mr. Chapman, Supervisor Christian agreed to amend his previous motion and, instead, moved to table the payment of the 2021 WACD dues pending further discussion by the Board. The amended motion was seconded by Supervisor Boggs. Discussion followed, after which the motion failed with Supervisor Christian voting in-favor of the motion and Supervisor Hannan, Supervisor Aubin, and Supervisor Boggs voting in-opposition of the motion.*** Additional discussion regarding the payment of the 2021 WACD dues followed, after which ***Supervisor Aubin made a motion to pay the 2021 WACD dues in the amount of \$3,488.89. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*** Supervisor Christian explained his concerns about all conservation districts paying the same amount of annual dues and the capacity of larger districts vs. smaller districts to vote at the WACD annual conference and, subsequently, influence the focus of WACD efforts. A discussion about alternative dues assessment formulas and alternative voting options followed. Mr. Chapman stated that he would represent the District's concerns to the WACD Board.

#### **COMMITTEE REPORTS**

- A. Conservation Commission and Non-Commission Grants:** Ms. Fike reviewed fiscal year and biennium changes to WSCC funding and program guidelines, focusing in part on Natural Resources Investments, Shellfish, Cultural Resources, and Livestock. She then noted recent changes to the COVID-19 guidelines, and a discussion regarding hybrid in-person/remote meetings followed. The Board agreed to offer both in-person and remote accessibility to its future Board meetings, until further notice from the Governor and/or Jefferson County Department of Health.
- B. Legislative Update:** No discussion.

#### **CORRESPONDENCE**

- A. Enduris – Rate Forecast for Policy Year 2022:** Ms. Kier directed the Board's attention to the June 25, 2021 Rate Forecast for Policy Year 2022 received from Enduris, explained the prior policy renewal process, and recommended the Board or their designee(s) conduct a review of the District's policy to ensure coverage meets the District's needs. Ms. Fike stated there are no guidelines by the WSCC and offered to review this further. Supervisor Hannan also offered to review the District's current policy.
- B. DOE Monthly Nonpoint Report – July, 2021:** The Department of Ecology Southwest Region Nonpoint Activity Update report for July, 2021 was presented to the Board for their review for information purposes. No action was taken.

Ms. Kier noted there were no public comments made during the meeting via [info@jeffersoncd.org](mailto:info@jeffersoncd.org).

#### **REVIEW OF OFFICIAL ACTIONS**


- ✓ **The Consent Agenda was approved by the Board as presented.**
- ✓ **The Minutes of the June 2, 2021 regular meeting and June 24, 2021 special meeting were approved as presented.**
- ✓ **The Board passed a motion approving the corrected May, 2021 Treasurer's Report.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s 4420 through 4446 (including salaries and general expenses), and electronic payments for June, 2021 in the total amount of \$38,178.02.**
- ✓ **The Board passed a motion approving, and ratifying the Board's signature of, the 2021 Funding Agreement between the District and Jefferson County.**

- ✓ The Board passed a motion approving the completion of BI20-21 WSCC Natural Resources Investments Project No. 2019.500; AND FURTHER, granting Chair Al Latham the authority to sign the Contract for Cost Share Funds on behalf of the Board.
- ✓ The Board passed a motion approving the Interlocal Agreement between Clallam Conservation District and Jefferson County Conservation District; AND FURTHER, granting Chair Al Latham the authority to sign the Agreement on behalf of the District.
- ✓ The Board passed a motion approving the BI21-23 WSCC CREP Addendum and FY22 WSCC Implementation Addendum.
- ✓ The Board passed a motion approving JCCD Resolution No. 2021-031 establishing the BI21-23 cost share rate at 75% and the cooperator labor rate at \$22.00 per hour; AND FURTHER, granting Chair Latham the authority to sign the Resolution on behalf of the Board.
- ✓ The Board passed a motion to pay the 2021 WACD dues in the amount of \$3,488.89.

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board will be held on August 4, 2021 at 3:30 p.m. The Board will offer in-person and remote access attendance options to their August 4, 2021 regular meeting. Information regarding in-person and remote access attendance options will be listed on the Board's August 4, 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.jeffersoncd.org](http://www.jeffersoncd.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 Hannan. There being no discussion, the motion was approved by a unanimous vote, and the meeting was adjourned at 5:18 p.m.*

Minutes approved this 4<sup>th</sup> day of August, 2021.

  
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Tracy Kier, Recording Secretary

  
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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	