



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

MINUTES OF THE JANUARY 5, 2022 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:35 p.m., GoToMeeting at 1-877-309-2073 Code No. 167-632-965
Supervisors Present: Julie Boggs, Lige Christian, and Al Latham
Supervisors Excused: Janet Aubin and Laurie Hannan
Associate Supervisors Present: Erik Kingfisher
Staff Present: Glenn Gately, Joe Holtrop, Sierra Young, and Tracy Kier
Also Present: Justin Urresti, NRCS and Alan Chapman, WACD

Meeting Format: Due to the COVID-19 pandemic, the Board held their regular meeting remotely via GoToMeeting at 1-877-309-2073, Access Code 167-632-965, 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. Acting as the meeting facilitator, Chair Latham welcomed everyone to the meeting. During the meeting, Conservation Planner Sierra Young monitored the info@jeffersoncd.org for public comment.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. To correct a typo on Page 2 of the November 3, 2021 draft Minutes, Supervisor Lige Christian recommended changing the word "Chaim" in the second sentence of Item D. Office Lease Agreement under New Business to the word "Chair". The Board agreed to make this correction. Hearing no other requests, the Board approved the Consent Agenda by consensus, as modified. The Minutes of the November 3, 2021 regular meeting were approved as corrected, and the Minutes of the December 8, 2021 were approved as presented.

Treasurer's Report, Disbursements, and Electronic Payments for December, 2021: Ms. Kier presented to, and reviewed with, the Board the December, 2021 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4552 through 4569, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for December, 2021 totaled \$14,355.64, general expenses totaled \$8,210.25, and total expenses amounted to \$22,565.89. Deposits made in December, 2021 amounted to \$61,167.25. The current balance of the District's truck reserve fund was \$21,185.75, which included the minimum, monthly contribution of \$100.00 for December, 2021. After review and discussion, ***Supervisor Christian made a motion to approve the Treasurer's Report, Disbursement #s 4552 through 4569 (including salaries and general expenses), and electronic payments for December, 2021 in the total amount of \$22,565.89. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** Ms. Kier requested that the Board consider issuing a mid-month check for payment of the District's monthly health care insurance to Health Care Authority once the District has received the monthly invoice. ***Supervisor Christian made a motion to issue a mid-month for the District's monthly health care insurance to Health Care Authority once the District has received the monthly invoice. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Manager's Report: The monthly District Activity Report for December, 2021 was presented to the Board for their review. District Manager Joe Holtrop reported on the progress of potential wetland restoration Project No. 2021.06, noting that the project scope of work had been scaled back due to engineering costs. He also noted that the District's second plant workshop is scheduled for next Wednesday, January 12, 2022. A recording of the workshop will be available in the near

future. Conservation Planner Sierra Young also reported on a potential natural resource investment/shellfish project. She then provided a detailed report on the District's native plant sale, with 60% of the inventory already purchased. A discussion regarding WACD restocking and restocking fees followed. Fisheries Biologist/Water Quality Specialist Glenn Gately lead a discussion on how high air temperature days in 2021 affected water temperatures in Chimacum Creek and East Chimacum Creek. During the discussion, he presented three graphs containing information about hourly temperature profiles with 7-day average daily maximum temperatures and average 7-day maximum daily high temperatures at stations on Chimacum Creek and East Chimacum Creek for July and August, 2021. He explained when and where data was collected, how the averages were calculated, contributing factors, the number of days when water temperatures exceeded the standards, historical data compared to data collected in 2021, and variations over the years. He also noted a downward temperature trend where trees had been planted and where shade existed. Ideas about additional outreach, including the production of a video, were discussed. Associate Supervisor Erik Kingfisher expressed his admiration for Mr. Gately's work and stated that the Jefferson Land Trust would be interested in helping with outreach efforts.

OLD BUSINESS

- A. Chimacum Creek Maintenance Letter:** The Board agreed to remove this item from the Agenda, pending completion.
- B. JCCD 5-Year Plan – 2022 to 2027:** Mr. Holtrop informed the Board that the draft of the District's 5-year Plan had been posted on the District's website and emailed to the District's partners for review and comment. He will be taking comments through January 21, 2022. He hopes to prepare the Plan in final form and forward it to WSCC the week before the Board's regular meeting in February. Once the Plan is in final form, he intends to present it to the Jefferson County Board of County Commissioners.
- C. 2022 Election:** Ms. Kier reminded those in attendance that the date of the mail-in election was set for March 8, 2022 and that there are no appointed positions on the Board expiring in 2022. The Candidate filing deadline is 4:00 p.m. on February 4, 2022; the deadline for requesting ballots is 4:00 p.m. on February 15, 2022; requested ballots will be mailed to requestors during the week of February 21, 2022; and completed ballots can be returned to the District office either by mail, postmarked on or before March 8, 2022, or by delivery to the District's ballot drop-off box located outside the District office on or before 7:00 p.m. on March 8, 2022. She also noted that additional information on District elections can be found on the District's website and on the WSCC website.
- D. 2018-2020 State Auditor's Audit:** Ms. Kier reported on the progress of the District's audit, still in the pre-audit planning phase. Detailed payroll reports for 2018, 2019, and 2020 have been submitted to the Auditor, along with, but not limited to, information, reports, and documentation regarding the District's contracts and agreements, policies and procedures, funding, operations, banking, credit card use, prior audit exit items, electronic payments, disbursements, major projects, and insurance. The Auditor will be scheduling the risk assessment meetings sometime this month.

NEW BUSINESS

- A. BI21-23 WSCC Shellfish Project No. 2021.08:** Ms. Young informed the Board of the recent award notification received from WSCC for shellfish funding of BI21-23 Project No. 2021.08. The District is authorized to incur technical assistance costs on this project effective December 17, 2021, and the project is eligible to incur expenses as of the date the Board approves and signs the Contract for Cost Share Funds. With the assistance of Ms. Young, the Board reviewed the draft WSCC Contract for Cost Share Funds, proposed planned practices, project costs, and pre-project progress. A discussion about the Contract and Addendum approval process followed. The Participant of the project is currently reviewing the Contract, which may be ready for the Board's approval at their next regular meeting in February, 2022.
- B. 2022 Jefferson County General Funding Agreement:** Ms. Kier announced that the 2022 Jefferson County General Funding Agreement will be presented to the Board of County Commissioners this month, and then forwarded to the District for final Board approval. The draft Agreement provides for \$56,248 of general funding from the County to the District to support activities relating, in part, to water quality, salmon recovery, and the District's Annual Work Plan.
- C. Yeomans Plow Loan Draft Agreement:** Mr. Holtrop presented to and reviewed with the Board a draft Loan Agreement for the District's Yeomans plow. Mr. Holtrop explained the terms and key points of the Agreement and noted that it had been reviewed by Enduris. Discussion followed, focusing on the District's liability, storage, and potential surplus of the plow. Supervisor Boggs recommended that the Board approve the Loan Agreement and direct Mr. Holtrop to conduct research into the possibility of surplus the plow. After additional discussion, ***Supervisor Boggs made a motion to approve the Yeoman's Plow Loan Agreement. The motion was***

seconded by Supervisor Christian. Discussion about surplus the plow vs. it's potential and beneficial use to the District followed, after which the motion was approved by a unanimous vote.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Justin Urresti, Resource Conservationist with NRCS, reported on six contracts currently eligible for funding review by February 24, 2022.
- B. Legislative Update:** Alan Chapman, Northwest Washington Area Director for WACD, announced that the next WACD Board meeting is scheduled for January 17, 2022. The WACD Board will focus on WACD's work pan; conference debriefing; business meeting review, including discussion on issues relating to diversity, equity, and inclusion; legislative priorities, and updated revenues. Mr. Chapman explained the district elections bill drafted for the Legislature, and noted that the WACD Board is working with the Department of Ecology on issues relating to water rights.

CORRESPONDENCE

Department of Ecology Southwest Region – January, 2022 Nonpoint Activity Update: The Board reviewed the DOE Nonpoint Activity Update for January, 2022. No action was taken.

There were no public comments submitted to info@jeffersoncd.org during the meeting.

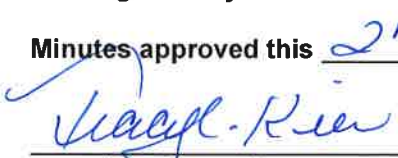
REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board as modified.
- ✓ The Minutes of the November 3, 2021 regular meeting were approved as corrected, and the Minutes of the December 8, 2021 were approved as presented.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4552 through 4569 (including salaries and general expenses), and electronic payments for December, 2021 in the total amount of \$22,565.89.
- ✓ The Board passed a motion issuing a mid-month for the District's monthly health care insurance to Health Care Authority once the District has received the monthly invoice.
- ✓ The Board passed a motion approve the Yeoman's Plow Loan Agreement.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on February 2, 2022 at 3:30 p.m. Information regarding in-person and/or remote access attendance options will be listed on the Board's February 2, 2022 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.

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 meeting was adjourned at 4:56 p.m.*

Minutes approved this 2nd day of February, 2022.



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

**Minutes
January 5, 2022 Regular Meeting
Jefferson County Conservation District**

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	