



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

MINUTES OF THE MARCH 2, 2022 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:33 p.m., GoToMeeting at 1-877-309-2073, Access Code 612-406-157

Supervisors Present: Julie Boggs, Laurie Hannan, and Al Latham

Supervisors Excused: Lige Christian

Supervisor Vacancies: One Appointed Board Supervisor Position Vacant

Associate Supervisors Present: Erik Kingfisher

Staff Present: Glenn Gately, Joe Holtrop, Sierra Young, and Tracy Kier

Also Present: Alexandria Wensil, State Auditor's Office; Amy Strzalka, State Auditor's Office; 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 612-406-157, 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.

Agenda Modification: Staff requested that the Board consider modifying the Agenda to include BI21-23 WSCC Shellfish Project No. 2021.09. The Board agreed to add this item immediately following Item A. under New Business.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. Office Manager Tracy Kier requested that the February 2, 2022 regular meeting Minutes be removed from the Consent Agenda pending completion. Hearing no other requests, the Board approved the Consent Agenda by consensus, as modified.

Alex Wensil – Assistant State Auditor – 2018-2020 Accountability Audit: Chair Latham facilitated introductions between the Board, staff, and Alex Wensil, Assistant State Auditor/Audit Lead and Amy Strzalka, Audit Manager for the State Auditor's Office. Ms. Strzalka began the presentation with an overview of the Office of the Washington State Auditor's vision, mission, and goals. The purpose of their presentation to the Board was to share the results of their recent accountability audit for the period of January 1, 2018 through December 31, 2020, present the draft audit report, and provide an opportunity for the Board to ask questions. Ms. Wensil highlighted the audit process, placing specific emphasis on, but not limited to, the functions of payroll, financial condition, general disbursements, and electronic funds transfers. She also explained, as noted in the draft audit report, that within the areas of their examination, there were no errors and the District complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources. She expressed her appreciation of District staff's cooperation and efforts throughout the audit which helped her complete the audit quickly. Ms. Strzalka congratulated the District on a clean audit, advised that the final audit report will be published in the coming week, and stated that the next accountability audit will be conducted in the fall of 2024 for the period of January 1, 2021 through December 31, 2023. Discussion followed, during which time Ms. Kier thanked Ms. Wensil for the professional and considerate way in which she conducted the audit, and for the valuable information and resources provided throughout the audit.

Treasurer's Report, Disbursements, and Electronic Payments for February, 2022: Office Manager Tracy Kier presented to, and reviewed with, the Board the February, 2022 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4591 through 4611, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for February, 2022 totaled \$14,114.22, general expenses totaled \$27,943.24, and total expenses amounted to \$42,057.46. Deposits made in February, 2022 amounted to \$27,482.58. The current balance in the District's truck reserve fund was \$21,389.88, which included \$104.13 as contributions for the month of February, 2022. Ms. Kier noted that Check #4592 had been voided due to a printing error. The original, voided

check was available for inspection by the Board. After review and discussion, **Supervisor Laurie Hannan made a motion to approve the Treasurer's Report, Disbursement #s 4591 through 4611 (including salaries and general expenses), and electronic payments for February, 2022 in the total amount of \$42,057.46. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**

Ms. Kier noted that the District had not yet received the current invoice from Health Care Authority for the District's monthly health insurance and the current Visa statement for credit card purchases in January, 2022 and February, 2022. She requested that the Board consider issuing a mid-month check to Health Care Authority and to Visa once the invoice/statement has been received by the District. **Supervisor Boggs made a motion to issue a mid-month check for the District's monthly health care insurance to Health Care Authority once the District has received the invoice and issue a mid-month check for the District's credit card purchases in January, 2022/February, 2022 once the District has received the statement. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**

Staff Report: The monthly District Staff Report was presented to the Board for their review. Chair Latham recognized Conservation Planner Sierra Young for her outstanding job on the District's annual native plant sale. District Manager Joe Holtrop noted the acceptance of a soil health proposal submitted by Ms. Young as part of the WSDA Washington Soil Health Initiative. He then informed the Board of Underwood Conservation District's interest in the District's Yeoman's plow, and provided a report on a potential project with Jefferson County and the Department of Ecology which could involve the District's assistance with water quality monitoring in the Chimacum Creek watershed. Associate Supervisor Erik Kingfisher complimented Mr. Holtrop on his recent presentation on the role of drainage districts at the Office of Farmland Preservation meeting. Discussion followed. Mr. Holtrop then advised the Board of his upcoming vacation schedule. Ms. Young followed with a review of the Soil Health Initiative program awarded to the District, and reported on the success of the native plant sale. Ms. Kier stated that she is working with staff at the WSCC to coordinate the advertising and application schedule for the District's appointed Board Supervisor position left vacant by the resignation of Supervisor Janet Aubin. The application period will be open for a minimum of 28 days and the deadline to submit applications to the WSCC will be 4:00 p.m. on April 20, 2022. Fisheries Biologist/Water Quality Specialist Glenn Gately reported on the progress of microbial source tracking efforts and E.coli levels. He has completed the groundwater landfill report and the annual methane report. Discussion followed.

OLD BUSINESS

- A. 2022 Election:** Ms. Kier informed the Board that ballots had been mailed to those voters who requested a ballot on or before 4:00 p.m. on February 15, 2022. She reminded those in attendance that 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 will proceed with securing the polling officers and reporting to the WSCC. The WSCC will review the District's election for certification in May, 2022.
- B. 2018 – 2020 State Auditor's Audit:** Ms. Kier highlighted the valuable information and resources provided by the State Auditor during the audit process. She reviewed with the Board those guidelines suggested by the Auditor for covering added project costs on WSCC CREP/FSA Contract No. 2016-11007. Discussion followed.
- C. 2022 Jefferson County General Funding Agreement:** Mr. Holtrop reported on the status of his recent recommendations for language changes in the 2022 Jefferson County General Funding Agreement regarding aerial spraying and insurance language provided by Enduris. After discussion, **Supervisor Boggs made a motion to authorize District Manager Joe Holtrop to sign the 2022 Jefferson County General Funding Agreement on behalf of the Board once his recommended changes are incorporated into the Agreement. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**
- D. 2022 Employee Evaluations:** Chair Latham announced that the Board would be going into Executive Session, pursuant to RCW 42.30.110(g), for the purpose of reviewing the performance of one or more public employees. The Executive Session will last until 5:45 p.m., unless extended by public announcement of the Board Chair or Acting Chair. No actions will be taken by the Board during the Executive Session. The Board may, or may not, elect to take action after the Executive Session. The Board went into Executive Session at 4:45 p.m. and reconvened the public meeting at 5:45 p.m. No action was taken.
- E. 2022 Cost of Living Adjustment:** **Supervisor Hannan made a motion to approve a 7.6% Cost of Living Adjustment for all District employees effective March 1, 2022; AND FURTHER, to waive the one-year employment requirement associated with Cost of Living Adjustments for Sierra Young and Joe Holtrop. The**

motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.

NEW BUSINESS

- A. BI21-23 WSCC Natural Resource Investments Project No. 2021.07:** Ms. Young reviewed with the Board the Contract for Cost Share Funds for Project No. 2021.07, signed by the Participant. She highlighted the practice measures proposed and associated costs. After discussion, *Supervisor Boggs made a motion to approve the Contract for Cost Share Funds for BI21-23 WSCC Natural Resource Investments Project No. 2021.07; AND FURTHER, to grant Chair Latham the authority to sign the Contract on behalf of the Board. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*
- B. BI21-23 WSCC Shellfish Project No. 2021.09:** Ms. Young reviewed with the Board the Contract for Cost Share Funds for Project No. 2021.09, signed by the Participant. She highlighted the practice measures and associated costs. After discussion, *Supervisor Boggs made a motion to approve the Contract for Cost Share Funds for BI21-23 WSCC Shellfish Project No. 2021.09; AND FURTHER, to grant Chair Latham the authority to sign the Contract on behalf of the Board. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*
- C. 2021 Annual State Auditor's Office Reporting – Schedule 22:** The Board agreed to designate Supervisor Hannan to review the State Auditor's Office Schedule 22 with Ms. Kier and Mr. Holtrop on behalf of the Board.
- D. 2022 Employee Merit-Based Raises:** The Board agreed to table this item until the Board's next regular meeting in April, 2022.
- E. JCCD General Operating Reserve Policy:** With the assistance of Ms. Kier, the Board reviewed the District's policy regarding general operating reserves. A discussion regarding District revenues, expenses, and account balances followed, after which *Supervisor Hannan made a motion to designate \$110,000.00 of funds currently in the District's Kitsap Bank checking account as General Operating Reserves; AND FURTHER, to grant Chair Latham the authority to establish a new money market account with Kitsap Bank for the District's General Operating Reserve funds with signatory authorization for Supervisor Al Latham, Supervisor Julie Boggs, Supervisor Laurie Hannan, and Supervisor Lige Christian; AND FURTHER, to grant Chair Latham the authority to transfer \$110,000.00 from the District's Kitsap Bank checking account to the District's General Operating Reserve money market account at Kitsap Bank once it has been established according to this motion. The motion was seconded by Supervisor Boggs. After additional discussion, the motion was approved by a unanimous vote.*
- F. JCCD Policies and Procedures Manual Update:** Mr. Holtrop led a discussion on the process of updating the District's policies and procedures. He recommended the Board designate one or two Supervisors to work on each section of the manual update. Ms. Kier recommended that each policy include a notation of those references and/or sources used in creating each policy.
- G. Annual Review of RCW 89.08(210) Powers & Duties of Supervisors and RCW 89.08(220) Corporate Status and Powers of District:** RCW 89.08 Section 210 and RCW 89.08 Section 220 were presented to the Board for their annual review.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** No new report.
- B. Legislative Update:** Alan Chapman, Northwest Washington Area Director for WACD, reported on recent WACD discussions regarding diversity, equity, and inclusion, and regarding unity with legislators. He also reported on discussions in the legislature about the riparian bill and the status of the elections bill. Mr. Chapman noted that the Board should be receiving information on the 2022 annual WACD conference, and he encouraged the Board to provide feedback.

CORRESPONDENCE

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

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

The Board discussed options for conducting future Board meetings in a hybrid in-person/remote access format.

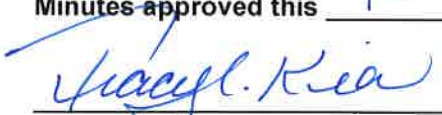
REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board as modified.
- ✓ The Board passed a motion approving the Treasurer’s Report, Disbursement #s4591 through 4611 (including salaries and general expenses), and electronic payments for February, 2022 in the total amount of \$42,057.46.
- ✓ The Board passed a motion to issue a mid-month check for the District’s monthly health care insurance to Health Care Authority once the District has received the invoice and issue a mid-month check for the District’s credit card purchases in January, 2022/February, 2022 once the District has received the statement.
- ✓ The Board passed a motion authorizing District Manager Joe Holtrop to sign the 2022 Jefferson County General Funding Agreement on behalf of the Board once his recommended changes are incorporated into the Agreement.
- ✓ The Board passed a motion approving a 7.6% Cost of Living Adjustment for all District employees effective March 1, 2022; AND FURTHER, waiving the one-year employment requirement associated with Cost of Living Adjustments for Sierra Young and Joe Holtrop.
- ✓ The Board passed a motion approving the Contract for Cost Share Funds for BI21-23 WSCC Natural Resource Investments Project No. 2021.07; AND FURTHER, granting Chair Latham the authority to sign the Contract on behalf of the Board.
- ✓ The Board passed a motion approving the Contract for Cost Share Funds for BI21-23 WSCC Shellfish Project No. 2021.09; AND FURTHER, granting Chair Latham the authority to sign the Contract on behalf of the Board.
- ✓ The Board passed a motion designating \$110,000.00 of funds currently in the District’s Kitsap Bank checking account as General Operating Reserves; AND FURTHER, granting Chair Latham the authority to establish a new money market account with Kitsap Bank for the District’s General Operating Reserve funds with signatory authorization for Supervisor Al Latham, Supervisor Julie Boggs, Supervisor Laurie Hannan, and Supervisor Lige Christian; AND FURTHER, granting Chair Latham the authority to transfer \$110,000.00 from the District’s Kitsap Bank checking account to the District’s General Operating Reserve money market account at Kitsap Bank once it has been established according to this motion.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on April 6, 2022 at 3:30 p.m. Information regarding in-person and/or remote access attendance options will be listed on the Board’s April 6, 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 Hannan. There being no discussion, the motion was approved by a unanimous vote. The meeting was adjourned at 6:22 p.m.

Minutes approved this 1st day of June, 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
HCDO = 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

Minutes
March 2, 2022 Regular Meeting
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	