



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

MINUTES OF THE MAY 4, 2022 REGULAR MEETING

Call to Order: By Supervisor Julie Boggs at 3:35 p.m., GoToMeeting at 1 877 309 2073, Access Code 131-115-765
Supervisors Present: Julie Boggs, Laurie Hannan, and Lige Christian
Supervisors Excused: Al Latham
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: Alan Chapman, WACD

Meeting Format: Due to the COVID-19 pandemic, the Board held their regular meeting in person at the Jefferson County Library and remotely via GoToMeeting at 1-877-309-2073, Access Code 131-115-765, with public comment available in person and 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, Supervisor Julie Boggs welcomed everyone to the meeting. During the meeting, Office Manager/Financial Specialist Tracy Kier monitored the info@jeffersoncd.org for public comment.

Consent Agenda: Supervisor Boggs asked if anyone wished to modify the Consent Agenda. Office Manager Tracy Kier requested that the March 2, 2022 and April 6, 2022 regular meeting Minutes, as well as the March 22, 2022 and April 14, 2022 special meeting Minutes be removed from the Consent Agenda pending completion. Supervisor Lige Christian also asked for clarification about the Clean Water District prior to consent. District Manager Joe Holtrop noted that the Clean Water District meets quarterly and that saltwater sampling by Jefferson County was discussed at the last meeting. He also gave an update on the grant proposal that Jefferson County and the Conservation District submitted to the Department of Ecology (DOE). Hearing no other requests, the Board approved the Consent Agenda by consensus, as modified.

Public Comment: Tracy Kier noted that per recent changes to the Open Public Meetings Act, there must be a designated public comment period during the meeting. She also requested that public comment be moved from the end of the agenda closer to the start of the meeting, following the Consent Agenda in the future. Discussion followed, after which it was decided by consensus to make that change immediately, but to continue to monitor info@jeffersoncd.org for public comment throughout the meeting.

Treasurer's Report, Disbursements, and Electronic Payments for April, 2022: Office Manager Tracy Kier presented to, and reviewed with, the Board the April, 2022 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4640 through 4655, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for April, 2022 totaled \$14,246.99, general expenses totaled \$14,324.39, and total expenses amounted to \$28,571.38. Deposits made in April, 2022 amounted to \$14,883.35. The current balance in the District's truck reserve fund was \$21,589.88, which included \$100 as contributions for the month of April, 2022. Discussion followed, after which **Supervisor Christian made a motion to increase the minimum monthly contribution to the truck reserve money market account up from the current \$100 to \$400. The motion was seconded by Supervisor Laurie Hannan. There being no further discussion, the motion was approved by a unanimous vote.** Tracy Kier noted that the District had not yet received the current invoice from Health Care Authority for the District's monthly health insurance. She requested that the Board consider issuing a mid-month check to Health Care Authority once the invoice has been received by the District. **Supervisor Christian made a motion to issue a mid-month check for the District's monthly health care insurance to Healthcare Authority once the District has received the invoice. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.** After review and discussion, **Supervisor Hannan made a motion to approve the Treasurer's Report, Disbursement #s 4640 through 4655 (including salaries and general expenses), and electronic payments**

for April, 2022 in the total amount of \$28,571.38. The motion was seconded by Supervisor Christian. There being no further discussion, the motion was approved by a unanimous vote.

Staff Report: The monthly District Staff Report was presented to the Board for their review. Sierra Young reported on a potential restoration project on Andrews Creek, and Joe Holtrop reported on a potential restoration project on Donovan Creek. Young noted that the District's billboard tarps are currently in use and discussion followed about their effectiveness. Holtrop reported on progress with developing a plan for re-activating the Chimacum Drainage Improvement District (DID), clarifying that the role of the District would be advisory and to provide technical assistance, but that the Board of County Commissioners would be responsible for re-activation of the DID. Holtrop has presented to Commissioner Heidi Eisenhour a preliminary list of individuals who might serve as the advisory group to consider reactivation of the DID.

OLD BUSINESS

- A. 2022 Election:** Tracy Kier informed the Board that the 2022 election was completed and that the results are expected to be certified by the Washington State Conservation Commission (WSCC) on 5/19/22.
- B. 2022 Employee Merit-Based Raises:** *Supervisor Christian made a motion to not give employee merit-based raises this year. The motion didn't pass for lack of a second. Supervisor Christian then amended the motion to table the discussion of 2022 employee merit-based raises until the whole Board can be present. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*
- C. JCCD Policies and Procedures Manual Update:** Joe Holtrop explained that he and the sub-committee have started the process of updating the Policies and Procedures Manual, beginning with Section 1. They expect to bring the District Manager Delegation of Authority and the Standards of Conduct policies to the full board to consider next month.
- D. Mid-Term Appointed Board Position Vacancy:** Tracy Kier explained that the deadline to submit an application for mid-term appointment was 4/20/22 and to our knowledge, the WSCC received one application from Supervisor Christian, which is expected to be approved on 5/19/22, at which point the Board will have a vacant elected position.
- E. Office Phone Upgrade and Microsoft 365 Conversion:** Joe Holtrop noted that the District has been planning for about a year to upgrade the office phone system to an internet phone service and to complete the conversion of the current online filing system to Microsoft 365, in which everything would be stored on the cloud rather than on a hard drive in the office. He also explained that the District has applied for end of fiscal year funding from WSCC to cover the phone upgrade and file conversion, along with the purchase of equipment for the JCCD conference room to facilitate hybrid and remote meetings and the purchase of fireproof filing cabinets. After discussion, *Supervisor Hannan made a motion to approve the purchase of Microsoft 365, new phone system, technology equipment for the conference room, and fireproof filing cabinets before 6/30/22. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote. Supervisor Christian made a motion to give permission to staff to use the high-limit credit card to purchase Microsoft 365, new phone system, TV and remote equipment for the conference room, and fireproof filing cabinets. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*

NEW BUSINESS

- A. FY23 Annual Plan of Work and Budget:** Joe Holtrop presented a draft of the FY23 Annual Plan of Work and Budget, which he had prepared with input from staff. The draft budget showed expenses projected to exceed revenue by approximately \$6,000, but it did not include the funding that is expected to come from the County's DOE grant. *Supervisor Christian made a motion to accept the FY23 Annual Plan of Work and Budget as presented. There being no further discussion, the motion was approved by a unanimous vote.*
- B. WSCC Budget Survey:** Joe Holtrop presented draft responses to the WSCC Budget Survey, whose purpose is to help WSCC build the budget for the next biennium. Discussion followed. *Supervisor Hannan made a motion to accept the WSCC Budget Survey as presented and delegated Joe Holtrop to submit the responses to WSCC. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.*
- C. District Manager Delegation of Authority:** It was noted that this is being addressed in the policies and procedures process. It came out of discussion from a sub-committee meeting that the district manager would be better able to

serve the district if that person has increased signing authority. Discussion followed. *Supervisor Christian made a motion to, on form WSCC BI 21-23 Authorized Signatures Form, add Joe Holtrop as an authorized signer for timesheets, grant vouchers, and grant close-out forms (the last two items on the form), in addition to those already authorized individuals. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*

- D. Assistant Office Manager/Financial Specialist Position:** The Board and staff discussed the need to begin the process of recruiting and hiring someone to the position of Assistant Office Manager/Financial Specialist. Supervisor Christian advised that the process proceed in a slow and measured manner to "get it right." After discussion, *Supervisor Hannan made a motion to start the process of getting a new person on board for the Assistant Office Manager/Financial Specialist position. The motion didn't pass for lack of a second. Supervisor Christian amended the motion to start the process of finding an additional person as Assistant Office Manager/Financial Specialist, directing Tracy Kier and Joe Holtrop to develop the job description for the position to present at a subsequent board meeting. Supervisor Hannan accepted the motion as amended. The motion was seconded by Supervisor Christian. There being no further discussion, the motion was approved by a unanimous vote.*

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** No new report.
- B. Legislative Update:** Alan Chapman, Northwest Washington Area Director for WACD, noted that the WACD annual meeting will take place right after Thanksgiving, likely in Wenatchee or Yakima, with capacity for 125 people in-person, along with a virtual attendance option. He reported on recent discussions regarding the WACD strategic and annual plans. He noted the WACD Plant Materials Center (PMC) had record sales and is now planting for next year. He also reported that the WACD investment committee opted for a moderate risk, moderate revenue investment strategy for revenue generated by the PMC. He noted that WACD has issued a survey to provide comments, including on Conservation District elections, riparian buffers, voluntary conservation, biennial budget, and livestock watering rights. WACD will seek joint approval on the Biennial budget request by September.

CORRESPONDENCE

Department of Ecology Southwest Region – April, 2022 Nonpoint Activity Update: The Board reviewed the DOE Nonpoint Activity Update for April, 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 Board passed a motion to increase the minimum monthly contribution to the truck reserve fund to \$400.
- ✓ 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.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4640 through 4655 (including salaries and general expenses), and electronic payments for April, 2022 in the total amount of \$\$28,571.38.
- ✓ The Board passed a motion to table the discussion of 2022 Employee Merit-Based Raises until the whole board can be present.
- ✓ The Board passed a motion to approve the purchase of a new phone system, Microsoft 365, remote meeting technology equipment for the JCCD conference room, and fireproof filing cabinets by 6/30/22.
- ✓ The Board passed a motion to approve the use of the high-limit credit card for those purchases.
- ✓ The Board passed a motion to adopt the FY 23 Annual Plan of Work and Budget as presented.
- ✓ The Board passed a motion to submit the WSCC Budget Survey as presented.
- ✓ The Board passed a motion to add Joe Holtrop, in addition to the already authorized individuals, as an authorized signer on items two and three on WSCC BI 21-23 Authorized Signatures form.
- ✓ The Board passed a motion to start the process of finding an additional person for the Assistant Office

Manager/Financial Specialist position, directing Tracy Kier and Joe Holtrop to develop the job description to present at a subsequent board meeting.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on June 1, 2022 at 3:30 p.m at the Jefferson County Library, with remote access attendance options. Information regarding in-person and/or remote access attendance options will be listed on the Board's June 1, 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, the meeting was adjourned by consensus at 5:45pm.

Minutes approved this 1st day of June, 2022.



 Sierra Young, 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
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	