



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

MINUTES OF THE AUGUST 3, 2022 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:40 p.m., GoToMeeting at 1-877-309-2073, Access Code 202-073-789

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

Supervisor Vacancies: One Elected Board Supervisor Position Vacant

Supervisors Excused: None

Associate Supervisors Excused: Erik Kingfisher

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

Also Present: Alan Chapman, WACD; and Alena Reynolds, DOE

Meeting Format: The Board held their regular meeting in person at the Jefferson County Library in Port Hadlock and remotely via GoToMeeting at 1-877-309-2073, Access Code 202-073-789, with public comment available in person, remotely on-line, 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, Chair Al Latham welcomed everyone to the meeting. During the meeting, Office Manager/Financial Specialist Tracy Kier monitored the info@jeffersoncd.org for public comment.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. Hearing no requests, the Board approved the Consent Agenda by consensus. The Minutes of the July 6, 2022 regular meeting were approved as presented.

Public Comment: Chair Latham called for public comment. No public comments were received. Discussion followed regarding the process for hearing public comment. Tracy Kier explained guidance from WSCC that suggests when members of the public are present, the Board should ask for public comment on every action item prior to the vote.

Treasurer's Report, Disbursements, and Electronic Payments for July, 2022: Office Manager/Financial Specialist Tracy Kier presented to, and reviewed with, the Board the July, 2022 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4696 through 4716, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, Leave Liability, and Funding Source Balances information. Net salaries for July, 2022 totaled \$15,335.76, general expenses totaled \$36,691.90, and total expenses amounted to \$52,027.66. Deposits made in July, 2022 amounted to \$29,945.68. The current balance in the District's Truck Reserve Fund was \$22,790.32, which included the \$400 monthly contribution for July, 2022. The Board noted that the General Operating Reserve Fund money market account has been set up for the general operating expenses covered in the \$110,000.00 recently reserved by the Board. Kier sought clarification from the Board about moving the monthly bill for the new phone system from the high-limit credit card, where it was inadvertently placed by District IT during the set-up process, to one of the lower-limit credit cards. All agreed that the lower-limit cards should be used for customary and recurring expenses. Kier also reviewed with the Board the increase in the employer contribution to Department of Retirement Services effective September 1, 2022. Finally, she reported that the second quarter taxes had been paid and she had filed the 941 report.

After review and discussion, ***Supervisor Christian made a motion to approve the Treasurer's Report, Disbursement #s 4696 through 4716 (including salaries and general expenses), and electronic payments for July, 2022 in the total amount of \$52,027.66. The motion was seconded by Supervisor Julie Boggs. 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. Fisheries Biologist/Water Quality Specialist Glenn Gately reported on a landowner request for Chimacum Creek e. coli data with an explanation of the standard. Conservation Planner Sierra Young reviewed the financial report of the 2022 plant sale with the Board,

along with a comparison to the 2020 plant sale and a proposed plan for the 2023 plant sale. She noted that the 2022 plant sale operated at a loss. Chair Latham expressed that the Board has accepted that the District subsidize the plant sale in the past, acknowledging that the sale serves as an education and outreach opportunity, in addition to getting native plants into the ground. Young recommended increasing prices for 2023 considering rising costs and to cut that subsidy down some, which the Board supported.

OLD BUSINESS

A. JCCD Policies and Procedures Manual Update: Supervisors Boggs and Hannan reported that they are still working with District Manager Joe Holtrop on this process, but that their meetings were postponed due to hay season.

NEW BUSINESS

- A. Resolution No. 2022-038 – Notice of Mid-Term Elected Position Vacancy:** Tracy Kier explained the contents of the resolution and the process for filling the vacant elected position, including advertisement followed by a four-week application period. She presented a draft position job description and draft application. After discussion, ***Supervisor Christian made a motion to accept the draft Resolution No. 2022-038. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.***
- B. BI21-23 WSCC Natural Resource Investments Project Nos. 2021.05 and 2022.002:** Sierra Young reviewed with the Board two cost share contracts, one for a roof runoff structure and one for livestock pipeline. She highlighted the practice measures proposed and associated costs. After discussion, ***Supervisor Christian made a motion to approve the Contracts for Cost Share Funds for BI21-23 WSCC Natural Resource Investments Project Nos. 2021.05 and 2022.02; AND FURTHER, to grant Chair Latham the authority to sign the Contracts on behalf of the Board. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- C. Fee Schedule Update:** Tracy Kier reported that the District's fee schedule for copying for public records requests has not been updated in several years. She presented information from MRSC and recommended adoption of Statutory Default Charges. After discussion, ***Supervisor Christian made a motion to adopt Statutory Default Charges in RCW 42.56.120 as the District's charge for public records requests. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.***

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** No new report.
- B. Department of Ecology Update:** The Board invited Alena Reynolds, Nonpoint Water Quality Specialist from the Washington Department of Ecology (DOE), to present the DOE Nonpoint Activity Update for the Southwest Region. She highlighted upcoming water quality combined funding grants workshops later this month, information about which can be found in the DOE Nonpoint Activity Update. She also noted a possible issue with landowners misunderstanding the new e. coli standard versus the fecal coliform standard.
- C. Legislative Update:** Alan Chapman, Northwest Washington Area Director for WACD, reported that there was no July or August WACD board meeting. He explained that Tom Salzer, Executive Director for WACD, is posting status reports on wadistricts.org. Chapman noted that the Harmful Algal Bloom Committee has been meeting monthly and is developing a proposal to take to the annual meeting, and that the Stock Water Committee met, but there has been no change as there is still no agreement on policy. He stated that the area WACD meeting will be held in Coupeville in October, and the annual WACD meeting will be held in Wenatchee, and asked the Board to think about resolutions to bring to those meetings that would provide direction to WACD staff.

CORRESPONDENCE

There was no correspondence for the Board's consideration.

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. The Minutes of the July 6, 2022 regular meeting were approved as presented.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s 4696 through 4716**

(including salaries and general expenses), and electronic payments for July, 2022 in the total amount of \$52,027.66.

- ✓ The Board passed a motion approving Resolution No. 2022-038, the notice of mid-term elected position vacancy.
- ✓ The Board passed a motion approving the Contracts for Cost Share Funds for BI21-23 WSCC Natural Resource Investments Project Nos. 2021.05 and 2022.02, AND FURTHER, granting Chair Latham the authority to sign the Contracts on behalf of the Board.
- ✓ The Board passed a motion to adopt Statutory Default Charges in RCW 42.56.120 as the District's charge for public records requests.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on September 14, 2022 at 3:30 p.m. at the Jefferson County Library in Port Hadlock, with remote access attendance options. Information regarding in-person and remote access attendance options will be listed on the Board's September 14, 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 Christian made a motion to adjourn the meeting at 4:58 pm. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*

Minutes approved this 5th day of October, 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
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	