



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

**MINUTES OF THE October 5, 2022 REGULAR MEETING**

**Call to Order:** By Chair Al Latham at 3:36 p.m., GoToMeeting at 1-866-899-4679, Access Code 523-210-661

**Supervisors Present:** Lige Christian, Laurie Hannan, and Al Latham

**Supervisor Vacancies:** One Elected Board Supervisor Position Vacant

**Supervisors Excused:** Julie Boggs

**Associate Supervisors Excused:** Erik Kingfisher

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

**Also Present:** Jean Fike, WSCC and Alena Reynolds, DOE

**Meeting Format:** The Board held their regular meeting in person at the Jefferson County Library in Port Hadlock, Washington and remotely via GoToMeeting at 1-866-899-4679, Access Code 523-210-661, with public comment available in person, remotely on-line, and 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 Al Latham welcomed everyone to the meeting. During the meeting, Office Manager/Financial Specialist Tracy Kier monitored the [info@jeffersoncd.org](mailto: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 August 3, 2022 regular meeting were approved as presented. It was noted for the record that the September, 2022 regular meeting of the Board was canceled due to a lack of quorum.

**Public Comment:** Chair Latham called for public comment. No public comments were received. Discussion followed regarding the process for hearing public comment at the beginning of the meeting and before formal actions of the Board are taken throughout the meeting. 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. During the update, Alena Reynolds reported, in part, on the newly updated Water Quality Assessment, the final of which was approved by the Environmental Protection Agency in late August, 2022. She noted a number of technical assistance assessment letters distributed in the Chimacum Watershed and Quilcene Watershed areas. Discussion followed. The Board thanked Alena Reynolds for her time and information shared.

**Treasurer's Report, Disbursements, and Electronic Payments for August, 2022:** Tracy Kier presented to, and reviewed with, the Board the August, 2022 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4717 through 4738, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for August, 2022 totaled \$16,717.62, general expenses totaled \$19,715.82, and total expenses amounted to \$36,433.44. Deposits made in August, 2022 amounted to \$16,869.79. The current balance in the District's Truck Reserve Fund was \$23,190.32, which included the \$400 monthly contribution for August, 2022. After review and discussion, ***Supervisor Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 4717 through 4738 (including salaries and general expenses), and electronic payments for August, 2022 in the total amount of \$36,433.44. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.***

**Treasurer's Report, Disbursements, and Electronic Payments for September, 2022:** Tracy Kier presented to, and reviewed with, the Board the September, 2022 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4739 through 4761, electronic payments, deposits, Balance Sheet Information, Profit & Loss information and, Leave Liability information. Net salaries for September, 2022 totaled \$15,538.65, general expenses totaled \$30,632.85, and total expenses amounted to \$46,171.50. Deposits made in September, 2022 amounted to \$29,942.91. The current balance in

the District's Truck Reserve Fund was \$23,590.32, which included the \$400 monthly contribution for September, 2022. After review and discussion, **Supervisor Christian made a motion to approve the Treasurer's Report, Disbursement #s 4739 through 4761 (including salaries and general expenses), and electronic payments for September, 2022 in the total amount of \$46,171.50. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**

Tracy Kier reported that the recent increase in the employer's liability portion of the Public Employees Retirement System will add approximately \$300 to the District's annual budget. In addition, she informed the Board that the 2022 COLA and merit raises approved by the Board will add approximately \$24,643 to the District's annual budget. A discussion regarding District investment options followed. WSCC Regional Manager Jean Fike will forward information provided by Municipal Research and Services Center (MRSC) for the Board's information.

**Staff Report:** The monthly District staff reports for August, 2022 and October, 2022 were presented to the Board for their review. Due to staffing schedules, the Board agreed to change their November, 2022 regular meeting from November 2, 2022 to November 16, 2022. District Manager Joe Holtrop reported on his recent meeting with the new cluster engineer, Andy Sorter, of Mason Conservation District; the upcoming grant proposal with the Department of Ecology/Jefferson County Environmental Health; and the District's landscaping classes. Associate Supervisor Kingfisher stated that he was glad the District is offering the landscaping classes and that there has been so much interest. A discussion about registration costs followed. Conservation Planner Sierra Young reported on the recent meeting with the Jefferson County Department of Community Development, the completion of the Chimacum Creek Protection and Restoration Project with the North Olympic Salmon Coalition, the upcoming Orca Recovery Day event, the District's WSCC Natural Resource Investments (NRI) projects, and the District's efforts to secure salmon recovery project funding through the WSCC. Fisheries Biologist/Water Quality Specialist Glenn Gately assisted the Board in a discussion about a potential stream re-meander on Chimacum Creek. Supervisor Hannan reported on a recent field trip to one of the District's NRI projects, surveying the project progress and meeting with the landowners. Supervisor Hannan stated she was very impressed with the project and the enthusiasm of the landowners, and thanked Sierra Young for facilitating the event.

#### **OLD BUSINESS**

- A. JCCD Policies and Procedures Manual Update:** Joe Holtrop stated there was nothing new to report on the District's policy and procedures manual update. He recently reviewed a set of policies and procedures developed by Kittitas Conservation District, vetted this last summer, and recommend the Board consider using that format.
- B. Mid-Term Elected Board Position Vacancy – Resolution No. 2022-039:** Tracy Kier informed the Board that no applications for the vacant, mid-term elected Board position had been received by the District. A discussion about potential skill-sets and experience followed. After discussion, **Supervisor Christian made a motion to approve Resolution No. 2022-039, establishing, in part, the second, four-week application period for the mid-term elected Board position vacancy. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**
- C. BI21-23 WSCC Natural Resource Investments Project No. 2021.04 (2021.02) – Project Close-Out Report:** Tracy Kier noted for the record an error in the project number for this discussion. The project number should be No. 2021.02. Sierra Young reported on the completion of this NRI project including the roof runoff practice measures accomplished and total project costs, which were approximately \$200.00 more than originally estimated. Recent amendments to the WSCC NRI grant covered the additional costs of this project. A discussion about how to handle potential contract overages on future projects followed. Tracy Kier reminded the Board of the State Auditor's Office prior request that the District thoroughly document the approval of all contract changes and overages. Supervisor Christian stated that, should the Board consider paying for contract overages in the future, the District would need to first approve a policy establishing the criteria for what overages will be paid by the District and what District funds would be used to cover those overages. Joe Holtrop recommended staying with original contracts. A discussion about landowners obtaining their own project bids and estimates and the bidding process followed.

#### **NEW BUSINESS**

- A. 2023 Election and Appointment – Resolution No. 2022-040:** Tracy Kier informed the Board that the elected Board position due to expire in May, 2023 is current held by Supervisor Julie Boggs, and the appointed Board position due to expire in May, 2023 is currently held by Supervisor Al Latham. A discussion about the election and appointment process followed, during which the Board requested that Tracy Kier prepare an election resolution establishing, in part, a mail-in only election for March 8, 2023 for presentation to the Board at their next regular meeting.

- B. BI21-23 WSCC Natural Resource Investments Project No. 2022.03:** Joe Holtrop reviewed with the Board the Contract for Cost Share Funds for NRI Project No. 2022.03 including, but not limited to, the practice measures and costs proposed. After discussion, *Supervisor Christian made a motion to approve BI21-23 WSCC Natural Resource Investments Project No. 2022.03; 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. Interlocal Agreement – Whatcom Conservation District:** Joe Holtrop reviewed with the Board an interlocal agreement with Whatcom Conservation District, by way of an interlocal agreement through the Puget Sound Conservation District Caucus, for information technology support to the District. After review and discussion, *Supervisor Hannan made a motion to approve the Whatcom Conservation District/Jefferson County Conservation District Interlocal Agreement for Information Technology Support; AND FURTHER, to grant Chair Latham the authority to sign the Agreement on behalf of the Board. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.*
- D. PHUGA Public Sewer System Letter of Support:** Chair Latham explained the draft letter of support to the Department of Ecology, and explained how grant funds for the Port Hadlock UGA public sewer system could positively impact ground water in Chimacum Creek. After discussion, *Supervisor Hannan made a motion to approve the October 5, 2022 letter of support to the Department of Ecology for grant funding for the Port Hadlock UGA Public Sewer System project. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.*
- E. Northwest Area WACD Annual Meeting:** Joe Holtrop announced that the annual Northwest Area WACD meeting will be conducted virtually on Tuesday, October 11, 2022 beginning at 9:30 a.m. Potential items that he will be reporting on behalf of the District include, but may not necessarily be limited to, the draining district, best management practices being implemented, and workshops. Associate Supervisor Kingfisher noted that he will be attending the meeting.

#### **COMMITTEE REPORTS**

- A. Conservation Commission and Non-Commission Grants:** WSCC Regional Manager Jean Fike reported on the great response for WSCC salmon recovery funding. Approximately \$7,000,000 of the \$10,000,000 awarded has been approved for projects, with more projects being submitted to WSCC for consideration. The first round of riparian plant funding has been awarded. The next round will include infrastructure. Jean Fike also noted the upcoming Northwest Area WACD meeting and the annual WACD meeting coming in November. She mentioned the upcoming legislative session and that WSCC staff will be pursuing legislative changes to enact the recommendations of the joint committee on elections. Chair Latham asked about the status on water rights. Discussion followed.
- B. Department of Ecology Update:** This agenda item was conducted earlier in the meeting during Public Comment.
- C. Legislative Update:** The Board discussed the Open Public Meetings Act and steps to take throughout the Board's meetings to receive comments from the public.

#### **CORRESPONDENCE**

There was no correspondence for the Board's consideration.

There were no public comments submitted to [info@jeffersoncd.org](mailto:info@jeffersoncd.org) during the meeting.

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

- ✓ The Consent Agenda was approved by consensus of the Board. The Minutes of the August 3, 2022 regular meeting were approved as presented.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4717 through 4738 (including salaries and general expenses), and electronic payments for August, 2022 in the total amount of \$36,433.44.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4739 through 4761 (including salaries and general expenses), and electronic payments for September, 2022 in the total amount of \$46,171.50.
- ✓ The Board passed a motion approving Resolution No. 2022-039, establishing, in part, the second, four-

week application period for the mid-term elected Board position vacancy.

- ✓ The Board passed a motion approving BI21-23 WSCC Natural Resource Investments Project No. 2022.03; AND FURTHER, granting Chair Latham the authority to sign the Contract on behalf of the Board.
- ✓ The Board passed a motion approving the Whatcom Conservation District/Jefferson County Conservation District Interlocal Agreement for Information Technology Support; AND FURTHER, granting Chair Latham the authority to sign the Agreement on behalf of the Board.
- ✓ The Board passed a motion approving the October 5, 2022 letter of support to the Department of Ecology for grant funding for the Port Hadlock UGA Public Sewer System project.

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board will be held on November 16, 2022 at 3:30 p.m. Staff will confirm the availability of the Jefferson County Library in Port Hadlock to hold the in-person meeting, with remote access attendance options. Information regarding in-person meeting location and remote access attendance options will be listed on the Board's November 16, 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](http://www.jeffersoncd.org).

**Meeting Adjourned:** There being no further business to discuss or transact, *Supervisor Christian made a motion to adjourn the meeting at 5:15 pm. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*

Minutes approved this 7<sup>th</sup> day of December, 2022.

  
Recorded by: Tracy Kier

  
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	