



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

**MINUTES OF THE DECEMBER 7, 2022 REGULAR MEETING**

**Call to Order:** By Chair Al Latham at 3:35 p.m., GoToMeeting at 1-866-899-4679, Access Code 994-933-525  
**Supervisors Present:** Julie Boggs (at 3:42 p.m.), Lige Christian, Laurie Hannan, and Al Latham (until 4:00 p.m.)  
**Supervisor Vacancies:** One Elected Board Supervisor Position Vacant  
**Supervisors Excused:** N/A  
**Associate Supervisors Present:** None  
**Associate Supervisors Excused:** Erik Kingfisher  
**Staff Present:** Glenn Gately (at 4:10 p.m.), Joe Holtrop, Tracy Kier, and Sierra Young  
**Also Present:** Jean Fike, WSCC; Alena Reynolds, DOE; and Alan Chapman, WACD

**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 994-933-525, 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, Conservation Planner Sierra Young monitored the [info@jeffersoncd.org](mailto:info@jeffersoncd.org) for public comment.

**Agenda Modification:** Staff requested that the Board consider modifying the Agenda to include BI21-23 WSCC Salmon Recovery Fund Project No. 2022.04 as Item A under New Business. The Board agreed by consensus to add this item to the Agenda as requested.

**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 October 5, 2022 regular meeting and November 16, 2022 regular meeting were approved and signed as presented.

**Public Comment:** Chair Latham called for public comment. No public comments were received.

**Partner Reports:** This item was addressed after New Business.

**Treasurer's Report, Disbursements, and Electronic Payments for October, 2022:** Office Manager Tracy Kier presented to, and reviewed with, the Board the October, 2022 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4762 through 4784, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for October, 2022 totaled \$15,480.04, general expenses totaled \$20,878.89, and total expenses amounted to \$36,358.93. Deposits made in October, 2022 amounted to \$41,763.35. The current balance in the District's Truck Reserve Fund was \$23,990.32, which included the \$400 monthly contribution for October, 2022. For the record, Tracy Kier noted that Check #4763 to the City of Port Townsend had been voided due to the fact that payment was no longer needed. The original, voided Check #4763 was available for the Board's inspection. After review and discussion, ***Supervisor Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 4762 through 4784 (including salaries and general expenses), and electronic payments for October, 2022 in the total amount of \$36,358.93. 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 November, 2022:** Tracy Kier presented to, and reviewed with, the Board the November, 2022 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4785 through 4803, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for November, 2022 totaled \$16,242.07, general expenses totaled \$22,883.45, and total

expenses amounted to \$39,125.52. Deposits made in November, 2022 amounted to \$51,605.42. The current balance in the District's Truck Reserve Fund was \$24,390.32, which included the \$400 monthly contribution for November, 2022. Tracy Kier asked the Board if they wanted to immediately release Check #4791 in the amount of \$3,388.00, representing the maximum eligible reimbursement on BI21-23 WSCC Natural Resource Investments Project No. 2021.05, to the landowner, or wait until the District has received full reimbursement from WSCC as has been done in the past. Discussion followed, during which WSCC Regional Manager Jean Fike advised the Board that the District reimburses the landowner, and WSCC reimburses the District. The District is not required to withhold reimbursement to the landowner until the District receives the reimbursement funds from WSCC. Based on this discussion, the Board agreed to pay reimbursements to landowners before receiving the reimbursement from WSCC as long as the District's cash flow can support the payment until reimbursement is received from WSCC. After review and discussion, **Supervisor Christian made a motion to approve the Treasurer's Report, Disbursement #s 4785 through 4803 (including salaries and general expenses), and electronic payments for November, 2022 in the total amount of \$39,125.52. The motion was seconded by Vice-Chair Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**

Tracy Kier informed the Board of a shortfall in FY23 projected revenue from Clallam Conservation District for shared personnel services between July 1, 2022 and November 30, 2022 in the approximate amount of \$6,945.00. She reminded the Board of the FY23 budget deficit projected in May, 2022 in the amount of \$5,988.00 and the additional annual expense for employee salaries and benefits in the approximate amount of \$24,943.00. She also noted that the District's FY23 projected expenses have been reduced by approximately \$4,980.00 as a result of the District's recent office phone system upgrade and cellular phone account update. A discussion about current and potential shortfalls and funding followed.

**Staff Report:** The monthly District staff report for November, 2022 was presented to the Board for their review. District Manager Joe Holtrop reported on the recent Sustainable Farms and Fields grant application webinar, and stated that he did not think the District would be able to take advantage of this funding opportunity. Conservation Planner Sierra Young assisted the Board with soil testing questions, informed the Board of the upcoming plant workshop, and provided a report on the District's native plant sales to-date. At the request of Sophie DeGroot, the Noxious Weed Coordinator for Jefferson County, Tracy Kier announced that the Noxious Weed Control Board is attempting to fill three board member positions to represent the areas of Marrowstone, the Olympic/west end, and Quilcene/Brinnon. Joe Holtrop informed the Board that the District had been included in a grant proposal to provide forestry technical assistance and outreach in the Puget Sound region up to approximately \$50,000. He ended with a report on the District's proposed riparian and fencing project at the tributary to Donovan Creek in Quilcene, prompted by a referral from the Department of Ecology.

#### **OLD BUSINESS**

- A. JCCD Policies and Procedures Manual Update:** Joe Holtrop stated that he forwarded the first cut of draft policies and procedures to the Board and staff for their initial review, and informed the Board that the Policy and Procedure Committee agreed to use a format received from Kittitas Conservation District to jump-start the process. The Committee will review each section, and forward any recommended changes to the Board and staff for their review and input.
- B. Mid-Term Elected Board Position Vacancy:** Tracy Kier informed the Board that the third advertising cycle for the four-week application period of the District's mid-term elected Board position vacancy was scheduled for publication in *The Port Townsend Leader* and *Peninsula Daily News*. Notice was also posted on the District's website and on the District's outside office window. The four-week application period begins on December 14, 2022 and ends on January 11, 2023.
- C. 2023 Election and Appointment:** Tracy Kier then informed the Board that the District's public notice of the 2023 Election and Appointment was published in the *Port Townsend Leader*, the *Peninsula Daily News*, and the District's winter newsletter. Notice was also posted on the District's website and on the District's outside office window. Election and appointment information has been submitted to WSCC.

#### **NEW BUSINESS**

- A. BI21-23 WSCC Salmon Recovery Funding Project No. 2022.04:** Sierra Young reviewed with the Board the Contract for Cost Share Funds for Project No. 2022.04 including, but not necessarily limited to, location, practice measures, costs, and funding source information. After review and discussion, **Supervisor Christian made a motion to approve the Contract for Cost Share Funds for BI21-23 WSCC Salmon Recovery Funding Project No.**

**2022.04. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.** A discussion about whether or not the landowner must sign the Contract before the District signs the Contract followed. WSCC Regional Manager Jean Fike stated that it is up to the District's policy as to who must sign the Contract first. The Board agreed that Joe Holtrop will sign the Contract and obtain the landowner's signature.

- B. Funding Sources:** Supervisor Christian requested that the Board add the subject of funding sources to the Agenda. He then requested that Tracy Kier prepare a listing of all current District funding sources, with an explanation of how each funding source can be used, for presentation to the Board at their February, 2023 regular meeting. A brief discussion of content and format followed, during which Tracy Kier stated that the current, monthly Funding Source Balances spreadsheet could be easily adapted to include the information requested for presentation to the Board. Joe Holtrop reported on the proposed 2023 Jefferson County General Funding Agreement and the County's request for detailed expenditure information and support documentation. Tracy Kier explained that the District has, at least for the past ten years, collected this information and documentation on a monthly basis and would be able to adapt that process to comply with the County's request.

### **COMMITTEE REPORTS**

- A. Conservation Commission and Non-Commission Grants:** Jean Fike reported on the WSCC and WACD's efforts on the joint committee on elections, and reviewed the proposed changes to conservation district elections. She encouraged the Board to schedule time with their legislatures during the upcoming Legislation Days. She then stated that there remains approximately \$2,000,000 to \$3,000,000 in the WSCC Salmon Recovery Funding program. She encouraged the District to continue to submit project proposals for this funding. She ended her report with information on the Sustainable Farms and Fields grant and noted that a new-hire is in the works for the riparian plant program.
- B. Department of Ecology Update:** Alena Reynolds, Nonpoint Water Quality Specialist for the Washington Department of Ecology (DOE), presented the December, 2022 Nonpoint Activity Update for the Southwest Region. She referred to information recently distributed regarding volunteer clean water guidance for agriculture and an upcoming webinar to be conducted on December 14, 2022 at 9:30 a.m. Discussion followed during which she provided, in part, background information and stated that this is a technical assistance resource in development. Comments are due by December 23, 2022.
- C. Legislative Update:** Alan Chapman, Northwest Washington Area Director for WACD, reported on the WACD's recent annual conference and business meeting. He noted, in part, that there were good discussions on diversity, equity, and inclusion issues; a good presentation by the NACD; and an excellent discussion on how to work with the state legislators. An evaluation sheet will be going out to WACD members in the near future.

### **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**

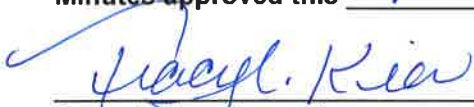
- ✓ **The Consent Agenda was approved by consensus of the Board.**
- ✓ **The Minutes of the October 5, 2022 regular meeting and November 16, 2022 regular meeting were approved as presented.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s 4762 through 4784, (including salaries and general expenses), and electronic payments for October, 2022 in the total amount of \$36,358.93.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s 4785 through 4803 (including salaries and general expenses), and electronic payments for November, 2022 in the total amount of \$39,125.52.**
- ✓ **The Board passed a motion approving the Contract for Cost Shae Funds for BI21-23 WSCC Salmon Recovery Funding Project No. 2022.04.**

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board will be held on January 4, 2023 at 3:30 p.m. at the Jefferson County Library in Port Hadlock. Information regarding in-person meeting location and remote access attendance options will be listed on the Board's January 4, 2023 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 4:45 p.m. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*

Minutes approved this 4<sup>th</sup> day of January, 2023.

  
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
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	