



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

MINUTES OF THE JANUARY 4, 2023 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:37 p.m., GoToMeeting at 1-866-899-4679, Access Code 536-797-269

Supervisors Present: Lige Christian, Laurie Hannan, and Al Latham (until 4:03 p.m.)

Supervisor Vacancies: One Elected Board Supervisor Position Vacant

Supervisors Excused: Julie Boggs

Associate Supervisors Present: Erik Kingfisher (at 3:42 p.m.)

Associate Supervisors Excused: N/A

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

Also Present: 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 536-797-269, 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, Conservation Planner Sierra Young monitored the info@jeffersoncd.org for public comment. Chair Latham announced that he would be leaving the meeting at 4:00 p.m.

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 December 7, 2022 regular meeting were approved and signed as presented.

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

Partner Reports: There were no partner reports presented.

Treasurer's Report, Disbursements, and Electronic Payments for December, 2022: Office Manager Tracy Kier presented to, and reviewed with, the Board the December, 2022 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4804 through 4821, electronic payments, deposits, Balance Sheet information, Profit & Loss information, and Leave Liability information. Net salaries for December, 2022 totaled \$15,623.32, general expenses totaled \$21,261.31, and total expenses amounted to \$36,884.63. Deposits made in December, 2022 amounted to \$63,623.45. The current balance in the District's Truck Reserve Fund was \$24,790.32, which included the \$400 minimum, monthly contribution for December, 2022. During the review, Tracy Kier informed the Board of a 10.71% increase for health care benefits for the calendar year 2023, amounting to approximately \$8,777.04 in additional, annual costs. Sierra Young noted two errors in the Current Rate of Pay column in the sick leave section on the December, 2022 Leave Liability Annual and Sick Leave report. Tracy Kier will correct these errors to reflect the correct rate of pay for Sierra Young in the amount of \$27.84 and correct the rate of pay for Joe Holtrop in the amount of \$45.19.

A discussion about on-going costs to publish notifications of the mid-term elected Board position application periods followed, along with a discussion about additional strategies to notify the public. Associate Supervisor Erik Kingfisher offered to assist the Board in these efforts. The Board agreed to continue publicizing any further notices of the mid-term

elected Board position in *The Leader*. After discussion, **Supervisor Laurie Hannan made a motion to approve the Treasurer's Report, Disbursement #s 4804 through 4821 (including salaries and general expenses), and electronic payments for December, 2022 in the total amount of \$36,884.63, with the corrections noted in the Leave Liability Annual and Sick Leave report. The motion was seconded by Supervisor Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**

Staff Report: The monthly District staff report for December, 2022 was presented to the Board for their review. Due to time constraints, no discussion followed.

OLD BUSINESS

- A. JCCD Policies and Procedures Manual Update:** Due to time constraints, there was no discussion or action on this item.
- B. Mid-Term Elected Board Position Vacancy:** Due to time constraints, there was no discussion or action on this item.
- C. 2023 Election and Appointment:** Due to time constraints, there was no discussion or action on this item.

NEW BUSINESS

- A. 2023 Jefferson County General Funding Agreement:** District Manager Joe Holtrop explained that the General Funding Agreement with Jefferson County for 2023 had been updated and was ready for final review. After review and discussion, **Supervisor Christian made a motion to approve the 2023 Jefferson County General Funding Agreement in the amount of \$57,935.00. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**
- B. BI21-23 WSCC Salmon Recovery Funding Addendum:** Sierra Young reviewed with the Board the WSCC Grant #23-02-SRF Addendum for JCCD Project No. 2022.04 and JCCD Project No. 2022.05, detailing project overviews, grant awards, and practice measures. After review and discussion, **Supervisor Christian made a motion to approve the BI21-23 WSCC Salmon Recovery Funding Addendum #23-02-SRF for JCCD Project No. 2022.04 and JCCD Project No. 2022.05 in the total amount of \$93,750.00 and \$136,250.00. respectively. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**
- C. BI21-23 WSCC Salmon Recovery Funding Landowner Agreement and Addendum – Project No. 2022.05:** Sierra Young then reviewed with the Board the Landowner Agreement for JCCD Project No. 2022.05. After review and discussion, **Supervisor Christian made a motion to approve the BI21-23 WSCC Salmon Recovery Funding Landowner Agreement for JCCD Project No. 2022.05. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.** It was noted that the Addendum for this project was approved under New Business, Item B.
- D. Puget Sound Conservation District Caucus ILA Addendum – Mason Conservation District:** With the assistance of Joe Holtrop, the Board reviewed the PSCD Caucus ILA Addendum between the District and Mason Conservation District for implementation of the tree and shrub planting for JCCD Project No. 2022.05. Discussion followed, after which **Supervisor Christian made a motion to approve the PSCD Caucus ILA Addendum between Mason Conservation District and Jefferson County Conservation District. The motion was seconded by Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.** Associate Supervisor Kingfisher complimented Sierra Young and Joe Holtrop on the development of this project. A discussion about beaver activity and flooding followed.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Due to time constraints, there was no discussion on this item.
- B. Department of Ecology Update:** Due to time constraints, there was no discussion on this item.
- C. Legislative Update:** Due to time constraints, there was no discussion on this item.

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 December 7, 2022 regular meeting were approved as presented.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4804 through 4821 (including salaries and general expenses), and electronic payments for December, 2022 in the total amount of \$36,884.63, with the corrections noted in the Leave Liability Annual and Sick Leave report.
- ✓ The Board passed a motion approving the 2023 Jefferson County General Funding Agreement in the amount of \$57,935.00.
- ✓ The Board passed a motion approving the BI21-23 WSCC Salmon Recovery Funding Addendum #23-02-SRF for JCCD Project No. 2022.04 and JCCD Project No. 2022.05 in the total amount of \$93,750.00 and \$136,250.00. respectively.
- ✓ The Board passed a motion approving the BI21-23 WSCC Salmon Recovery Funding Landowner Agreement for JCCD Project No. 2022.05.
- ✓ The Board passed a motion approving the PSCD Caucus ILA Addendum between Mason Conservation District and Jefferson County Conservation District.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on February 1, 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 February 1, 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.

Meeting Adjourned: At 4:03 p.m., the Board excused Chair Latham from the meeting. There no longer being a quorum of the Board, the meeting was adjourned at 4:03 p.m.

Minutes approved this 15th day of February, 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	
------------------------------------------------------	--