



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

**MINUTES OF THE MARCH 1, 2023 REGULAR MEETING**

**Call to Order:** By Supervisor/Chair Al Latham at 3:47 p.m., GoToMeeting at 1 866-899-4679, Access Code 225-650-413

**Supervisors Present:** Julie Boggs, Lige Christian, Laurie Hannan, Al Latham (until 5:32 p.m.) and George Sibley

**Supervisors Excused:** N/A

**Associate Supervisors Present:** Erik Kingfisher

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

**Also Present:** Alan Chapman, WACD; Jean Fike, WSCC; Alena Reynolds, DOE; Ryan Baye; WACD; and Kade Wilford, Townsend Treeworks, LLC

**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 225-650-413, 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. Supervisor/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.

**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 February 1, 2023 regular meeting were approved and signed as presented.

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

**Partner Reports:** Ryan Baye, Director of Legislative & Membership Services for WACD, presented Supervisor Lige Christian with a certificate and pin in recognition of his 20 years of service to the District. Jean Fike, Regional Manager for WSCC, reminded the Board of the upcoming WSCC Board meeting and tour, and briefly explained the WSCC CAPP program, noting that the District is in compliance with those items currently due. Alena Reynolds, Non-Point Water Quality Specialist with DOE, announced that she will be leaving the DOE and provided an update on compliance concerns east of Donovan Creek. Ryan Baye further introduced himself and briefly described his role with WACD. He and Alan Chapman, Northwest Washington Area Director for WACD, followed with a report on the riparian buffer bill, elections bill, voluntary stewardship program, budget priorities for WACD, the legislative budget process and anticipated funding, the WACD plant materials center, the potential purchase of property next to the plant materials center by Skagit Conservation District, and the progress of WACD committees.

**Treasurer's Report, Disbursements, and Electronic Payments for February, 2023:** Office Manager Tracy Kier presented to, and reviewed with, the Board the February, 2023 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4837 through 4857, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for February, 2023 totaled \$15,581.55, general expenses totaled \$59,097.16, and total expenses amounted to \$74,678.71. Deposits made in February, 2023 amounted to \$33,405.53. The current balance in the District's truck reserve fund was \$25,590.32, which included the minimum, monthly contribution of \$400.00 for February, 2023.

Sierra Young reported on the WSCC Salmon Recovery Funding Project No. 2022.05, and provided feedback on her recent experience with the WACD plant materials center at the request of Ryan Baye. Jean Fike provided information on cost share reimbursements per best management practice. A discussion about the remaining balance on WSCC CREP Project No. 2016-11007, in the amount of \$2,209.44, followed. Tracy Kier explained that this balance represented

additional, unanticipated costs associated with plants and the planting crew. After discussion, **Supervisor George Sibley made a motion to cover the \$2,209.44 overage from WSCC CREP Project No. 2016-11007 out of the District's rates and charges funds. The motion was seconded by Supervisor Christian. Discussion followed, after which the motion was approved by a majority vote of the Board, with Supervisor Laurie Hannan abstaining from the vote.** A discussion about investing funds from the District's checking account followed, with input about the Local Government Investment Pool (LGIP) program from Ryan Baye. Tracy Kier will research the LGIP program and report her findings to the Board.

**Supervisor Christian made a motion to approve the Treasurer's Report, Disbursements #s 4837 through 4857 (including salaries, benefits, and general expenses), and electronic payments for February, 2023 in the total amount of \$74,678.71. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote. Supervisor Christian then made a motion to issue mid-month checks to Verizon, Visa, Pacific Office Equipment, and Health Care Authority once the District has received those invoices. 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 for February, 2023 was presented to the Board for their review. District Manager Joe Holtrop reported on the progress of the District's WSCC Natural Resource Investments projects and potential amendments to the funding budget. Sierra Young informed the Board that the Contract for WSCC CREP Project No. 2022-11013 was terminated by the landowner due to flooding. She then reported on the success of the District's native plant sale, and noted that those plants remaining were used to contribute to two conservation/education programs in the District. Fisheries Biologist/Water Quality Specialist Glenn Gately explained his progress on the E. coli and microbial source tracking report due by the end of April, 2023.

#### **OLD BUSINESS**

- A. JCCD Policies and Procedures Manual Update:** No report.
- B. 2023 Election and Appointment:** Tracy Kier noted that the Candidate filing deadline of February 6, 2023 had passed, and that the District had received one Candidate Information for the Office of Elected Supervisor form, received on February 1, 2023 from incumbent Julie Boggs. She also noted that the ballot request deadline of February 16, 2023 had passed. She reminded those in attendance that ballots may be returned to the District by mail, postmarked on or before March 8, 2023 or by delivery to the ballot drop-off box located outside the District office by 7:00 p.m. on March 8, 2023. She then reported that one application for the position of appointed Supervisor had been submitted to WSCC on February 1, 2023 by Supervisor Al Latham.
- C. 2023 Employee Evaluation Process:** The Board reviewed RCW 42.30.110 – Executive Sessions. Chair Latham announced that the Board would be going into Executive Session pursuant to RCW 42.30.110((1)(g) to review the performance of a public employee(s). He stated that the Executive Session would last until 5:21 p.m., unless extended by public announcement of the Board Chair or Acting Chair. No actions would be taken by the Board during the Executive Session. The Board may, or may not, elect to take action after the Executive Session. The Board went into Executive Session at 5:07 p.m. At 5:21 p.m., Chair Latham publicly announced that the Executive Session would be extended to 5:26 p.m. The Board went back into Executive Session at 5:21 p.m. At 5:26 p.m., Chair Latham publicly announced that the Executive Session would be extended to 5:30 p.m. The Board went back into Executive Session at 5:26 p.m. and reconvened the public meeting at 5:30 p.m.
- D. 2023 Employee Salary Review Process:** Supervisor Sibley suggested that the increase in health care benefit costs, which exceed this year's COLA amount, be taken into consideration in evaluating the proposed 2023 COLA. Tracy Kier noted that one of the conditions of employment was that the District would pay 100% of the employees' health care costs, and expressed her concern about the suggestion of employees indirectly paying for health care by way of a reduction in COLA's. Supervisor Christian suggested that any decision about COLA's be made based on what the District's budget can afford. The Board reviewed the budget analysis for a potential 8.4% and 4.2% COLA. **Supervisor Christian made a motion to approve a 7.5% COLA for all employees effective March 1, 2023; AND FURTHER, to forego the approval of any merit raises at this time. The motion was seconded by Supervisor Boggs. Discussion followed during which Joe Holtrop announced that he would decline a COLA if offered. Supervisor Hannan disagreed with Supervisor Christian's motion for a 7.5% COLA, and stated that the Board should approve an 8.4% COLA based on the December 31, 2022 CPI. Supervisor Boggs rescinded her second of Supervisor Christian's motion. Supervisor Sibley then seconded Supervisor Christian's motion. A**

*discussion about policy language followed. Supervisor Sibley stated that, per policy, no employees would be allowed to decline a COLA. The motion was approved by a majority vote, as follows:*

Supervisor Boggs – For  
Supervisor Christian – For  
Supervisor Hannan – Against  
Supervisor Latham – Not Present  
Supervisor Sibley - For

#### **NEW BUSINESS**

- A. District Funding Sources and Requirements:** Tracy Kier explained the initial draft of the District Funding Sources and Requirements report. *Supervisor Christian made a motion to table discussion of the report until the Board's next regular meeting. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*
- B. Replacement of District Office Manager/Financial Specialist:** Tracy Kier informed the Board that she would be available to continue working full-time for the District through July 31, 2023. Due to critical deadlines, she stated that she would not be available to conduct any new employee orientation/training until mid-June. Ryan Baye warned the Board about challenges other conservation districts are having with replacing financial personnel. Supervisor Christian suggested the Board appoint a sub-committee. Supervisor Hannan and Supervisor Sibley volunteered to sit on the sub-committee.
- C. State Auditor's Office Annual Schedule 22:** Supervisor Christian and Supervisor Sibley volunteered to meet with Tracy Kier and Joe Holtrop to review this year's State Auditor's Office annual Schedule 22 questionnaire.
- D. Annual Review of RCW 89.08.210 – Powers and Duties of Supervisors:** Tracy Kier directed the Board's attention to RCW 89.08.210, RCW 89.08.220, and the WSCC District Operations Briefs associated with each of these statute sections, all of which were included in the Board's Agenda packets. She reminded the Board of the State Auditor's requirement that they review these statutes on an annual basis. Jean Fike recommended the Board regularly review this information when taking on new projects to insure the Board is staying inside their scope of authority.
- E. Annual Review of RCW 89.08.220 – Corporate Status and Powers of District:** This item was addressed earlier, under New Business, Item D.

#### **CORRESPONDENCE**

There was no correspondence for the Board's review.

There were no public comments submitted during the meeting.

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

- ✓ **The Consent Agenda was approved by consensus of the Board.**
- ✓ **The Minutes of the February 1, 2023 regular meeting were approved, and signed, as presented in the Consent Agenda.**
- ✓ **The Board passed a motion to cover the \$2,209.44 overage from WSCC CREP Project No. 2016-11007 out of the District's rates and charges funds.**
- ✓ **The Board passed a motion approving the February, 2023 Treasurer's Report, Disbursements #s 4837 through 4857 (including salaries, benefits, and general expenses), and electronic payments for February, 2023 in the total amount of \$74,678.71.**
- ✓ **The Board passed a motion to issue mid-month checks to Verizon, Visa, Pacific Office Equipment, and Health Care Authority once the District has received those invoices.**
- ✓ **The Board passed a motion approving a 7.5% COLA for all employees effective March 1, 2023; AND FURTHER, forgoing the approval of any merit raises at this time.**
- ✓ **The Board passed a motion tabling the discussion of the District Funding Sources and Requirements report until their next regular meeting.**

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board will be held on April 5, 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 April 5, 2023 Agenda and posted in advance on the District's office

building located at 205C West 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 Hannan made a motion to adjourn the meeting. The motion was seconded by Supervisor Sibley. There being no discussion, the meeting was adjourned at 6:16 p.m.

Minutes approved this 3<sup>rd</sup> day of May, 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	