



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

**MINUTES OF THE APRIL 5, 2023 REGULAR MEETING**

**Call to Order:** By Supervisor/Chair Al Latham at 3:32 p.m., GoToMeeting at 1-877-309-2073, Access Code 145-637-765

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

**Supervisors Excused:** Julie Boggs

**Associate Supervisors Present:** None

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

**Also Present:** Alan Chapman, WACD; Jean Fike, WSCC; Stacie Prada, Jefferson County Treasurer; Kyle Windle, Windle Excavation LLC; 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.

**Agenda Modifications:** Chair Latham requested an agenda modification to add items H. WADE Conference and I. Computer Purchase under New Business.

**Presentation by Jefferson County Treasurer:** Jefferson County Treasurer Stacie Prada spoke about the role of the County Treasurer, specifically regarding options and limitations for the County Treasurer to serve as Treasurer for the District and answered questions about Local Government Investment Pool (LGIP) as a potential alternative option to keeping funds in a checking account. Item J. LGIP was added under New Business.

**Consent Agenda:** Chair Latham asked if anyone wished to modify the Consent Agenda. Supervisor Sibley provided minor edits to the draft minutes of the March meeting, which he agreed to send to Office Manager Tracy Kier. Revised March meeting minutes will be presented at the May meeting. Hearing no further requests, the Board approved the Consent Agenda by consensus.

**Public Comment:** Chair Latham called for public comment. Kade Wilford and Kyle Windle explained that they were in attendance to learn more about District operations and upcoming projects.

**Partner Reports:** Jean Fike, Regional Manager for WSCC, reported that the next Commission Conservation District round table will take place May 4, 2023 at 11am with discussion about planning for forest health and wildfire. She also reported that WSCC will hold a listening session on May 24, 2023 which will include Q & A about the new Sustainable Farms and Fields program. She explained that the budget for Conservation Technical Assistance (CTA) Implementation is currently in the legislature. WSCC is pushing for \$10 million on an ongoing basis. District Manager Joe Holtrop reported that WACD sent a template message for conservation districts to send to legislators in support of WSCC's budget priorities; this letter was added to New Business as Item K. Alan Chapman, Northwest Area Director for WACD reported on the board work session to allow Skagit Conservation District to co-locate on PMC property. Discussion is ongoing. He also reported that WACD held a special meeting to approve laddered CD accounts with different banks to address money that is in bank accounts over the FDIC limit and WACD would explore an LGIP option. He explained the goal is to maximize revenue with minimum risk for funds that are not needed for immediate action. He reported that the Livestock Committee discussed water rights for water quality projects and noted that DOE is not enforcing the water right issue at this time. Discussion followed regarding off-channel stock watering. Chapman also noted that a committee is looking at shared resources to allow smaller Conservation Districts to operate with more efficiency.

**Treasurer's Report, Disbursements, and Electronic Payments for March, 2023:** Office Manager Tracy Kier presented to, and reviewed with, the Board the March, 2023 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4858 through 4879, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for March, 2023 totaled \$18,602.48, general expenses totaled \$30,397.71, and total expenses amounted to \$49,000.19. Deposits made in March, 2023 amounted to \$35,610.53. The current balance in the District's truck reserve fund was \$25,993.82, which included the minimum, monthly contribution of \$400.00 for March, 2023. *Supervisor Lige Christian made a motion to approve the Treasurer's Report, Disbursements #s 4858 through 4879 (including salaries, benefits, and general expenses), and electronic payments for March, 2023 in the total amount of \$49,000.19. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote. Supervisor Christian then made a motion to issue a mid-month check to Visa once the District has received that invoice. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.* Kier presented the WSCC Authorized Signatures form, which was updated to include Supervisor Sibley. *Supervisor Sibley made a motion to approve by name each board member to have signing authority on all accounts at Kitsap Bank. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.* Kier reported that she would be on vacation April 18 through May 10 and noted that staff would turn in time sheets in mid-April so that staff can be paid at the May meeting; staff will be able to reconcile timesheets as needed in May. Kier distributed a task list to Holtrop and Chair Latham for coverage during her absence.

**Staff Report:** The monthly District staff report for March, 2023 was presented to the Board for their review. Holtrop reported that the water quality contract with the County is currently stuck in the legal department at the County. He informed the board that JCCD is included on a National Estuaries Program grant for forest health and stewardship with other Puget Sound Conservation Districts likely to start in September 2023, with JCCD's portion approximately \$56,000 to be used for JCCD staff to do outreach and generate work for consulting foresters, whom JCCD plans to hire from Mason Conservation District through an addendum to the existing Interlocal Agreement. He also informed the board about a \$3,600 forestry grant with Northwest Natural Resource Group (Item E under New Business) to help with an upcoming workshop and follow-up TA site visits, which may be conducted by Mason Conservation District foresters under the current Interlocal Agreement. He noted that the Natural Landscaping courses in Port Hadlock and Port Townsend would take place in April, each including three classroom sessions and two field trips. He reported that NRCS has filled a soil conservationist position in the Port Angeles field office, but that they need to re-advertise for the resource conservationist position. Young updated the board on progress toward a potential CREP project on Naylor Creek and reported on a recent vacancy in the FSA office in Mt. Vernon. Fisheries Biologist/Water Quality Specialist Glenn Gately reported that the E. coli and microbial source tracking report is out for review, with the hope of completing it by the end of April. He also explained that the WSCC Harmful Algal Bloom (HAB) committee had hoped the state would form a committee to deal with HABs coordination, but it did not go through. They will try again next year. Gately informed the Board that DOE will hold a workshop on cyanobacteria on April 13 where they will have kits available to test farm ponds; he planned to get a kit.

#### **OLD BUSINESS**

- A. JCCD Policies and Procedures Manual Update:** No report.
- B. 2023 Election and Appointment:** Kier reported that the election was held on March 8 with incumbent supervisor Julie Boggs as the sole candidate, with no write-ins received. Craig Schrader served as the polling officer. Unofficial election results are that Julie Boggs will fill the vacant elected position, pending certification from WSCC in mid-May.
- C. District Funding Sources and Requirements:** Kier presented an overview document of the District funding sources and requirements, updated through February 2023. She noted that the District would need to go back to the BOCC after 10 years to renew Rates & Charges. Discussion followed regarding the process for returning funds to WSCC, as well as the timeline for the various funding sources and stability. Supervisor Sibley suggested the District conduct some outreach to the BOCC to proactively show them what the District is doing.
- D. Replacement of District Office Manager/Financial Specialist:** Supervisor Sibley reported that the sub-committee is in the early stages of the hiring process.

#### **NEW BUSINESS**

- A. B121-23 Salmon Recovery Funding Project No. 2022.05 – Change Order No. 1:** Young presented a change order to the contract for the Aardahl fencing project to include an additional strand of barbed wire and fencing and gates perpendicular to the waterway at two crossings.

- B. BI21-23 Salmon Recovery Funding Project No. 2022.06 – Contract for Cost Share Funds:** Young presented Phase 2 of the Northwest Watershed Institute's project for additional riparian planting and weed control. **Supervisor Christian made a motion to approve BI21-23 Salmon Recovery Funding Project No. 2022.06 – Contract for Cost Share Funds. The motion was seconded by Supervisor Sibley. There being no discussion, the motion was approved by a unanimous vote.**
- C. BI21-23 Natural Resource Investments Amendment:** Holtrop presented an amendment to the District's NRI budget. **Supervisor Sibley made a motion to approve the BI21-23 Natural Resource Investments budget amendment to move remaining funds to the Hannan project. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a majority vote, as follows:**  
**Supervisor Christian – For**  
**Supervisor Latham – For**  
**Supervisor Sibley – For**  
**Supervisor Hannan – Recused**
- D. BI 21-23 Natural Resource Investments Project No. 2023.01 – Contract for Cost Share Funds:** Young presented the project to install solar-powered off-channel stock water facilities. **Supervisor Sibley made a motion to approve BI21-23 Natural Resource Investments Project No. 2023.01 – Contract for Cost Share Funds. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a majority vote as follows:**  
**Supervisor Christian – For**  
**Supervisor Latham – For**  
**Supervisor Sibley – For**  
**Supervisor Hannan – Recused**
- E. Northwest Natural Resources Group – Agreement for Forestry Assistance:** Holtrop presented on this item earlier in the meeting. **Supervisor Christian made a motion to approve the Northwest Natural Resources Group – Agreement for Forestry Assistance. The motion was seconded by Supervisor Sibley. There being no discussion, the motion was approved by a unanimous vote.**
- F. Jefferson County – Contract for Water Quality Monitoring and Chimacum Drainage Planning:** As Holtrop explained earlier in the meeting, the contract was not yet ready for approval.
- G. Jefferson County Treasurer Service Options:** Jefferson County Treasurer Stacie Prada presented this item at the beginning of the meeting.
- H. WADE Conference:** Holtrop explained that the annual WADE Conference will take place in Leavenworth June 12-14. He emphasized the value of this training and networking opportunity. **Supervisor Hannan made a motion to approve expenses for Holtrop, Young, and Supervisor Sibley to attend the 2023 WADE Conference. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a majority vote.**
- I. Computer Purchase:** Gately explained that he needs to replace his computer since his outdated equipment is not compatible with MS 365. He also informed the Board that his old desktop computer is the only one in the office with Adobe software for editing PDFs, so a new software license will also be needed. **Supervisor Christian made a motion to approve the purchase of new computer equipment for Gately as well as Adobe software, not to exceed \$4,000. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**
- J. LGIP:** Following discussion at the March meeting and earlier in this meeting, **Supervisor Sibley made a motion to start the process to be ready to move reserve funds into LGIP by closing out the truck reserve fund and the operating reserve fund at Kitsap Bank, thus moving \$134,000 into LGIP after Holtrop creates the account, with the plan for the remainder of reserve funds to be discussed at the next meeting. The motion was seconded by Supervisor Christian. There being no further discussion, the motion was approved by a unanimous vote.**

### CORRESPONDENCE

As noted earlier in the meeting, Chair Latham agreed to use the WACD Letter of Support template and send it off. Supervisor Christian distributed his letter of resignation from the Board, effective June 1<sup>st</sup>. Those in attendance expressed their appreciation for Supervisor Christian's over 22 years of service to the Board.

There were no additional public comments submitted during the meeting.

**REVIEW OF OFFICIAL ACTIONS**

- ✓ The Consent Agenda was approved by consensus of the Board.
- ✓ The Board passed a motion approving the March, 2023 Treasurer's Report, Disbursements #s 4858 through 4879 (including salaries, benefits, and general expenses), and electronic payments for March, 2023 in the total amount of \$49,000.13.
- ✓ The Board passed a motion to issue a mid-month check to Visa once the District has received that invoice.
- ✓ The Board passed a motion to approve by name each board member to have signing authority on all accounts at Kitsap Bank.
- ✓ The Board passed a motion to approve BI21-23 Salmon Recovery Funding Project No. 2022.06 – Contract for Cost Share Funds.
- ✓ The Board passed a motion to approve the BI21-23 Natural Resource Investments budget amendment to move remaining funds to the Hannan project.
- ✓ The Board passed a motion to approve BI21-23 Natural Resource Investments Project No. 2023.01 – Contract for Cost Share Funds.
- ✓ The Board passed a motion to approve the Northwest Natural Resources Group – Agreement for Forestry Assistance.
- ✓ The Board passed a motion to approve expenses for Holtrop, Young, and Supervisor Sibley to attend the 2023 WADE Conference.
- ✓ The Board passed a motion to approve the purchase of new computer equipment for Gately as well as Adobe software, not to exceed \$4,000.
- ✓ The Board passed a motion to start the process to be ready to move reserve funds into LGIP by closing out the truck reserve fund and the operating reserve fund at Kitsap Bank, thus moving \$134,000 into LGIP after Holtrop creates the account, with the plan for the remainder of reserve funds to be discussed at the next meeting.

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board will be held on May 3, 2023 at 3:30 p.m. at the Jefferson County Conservation District office. Information regarding in-person meeting location and remote access attendance options will be listed on the Board's May 3, 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](http://www.jeffersoncd.org).

**Meeting Adjourned:** There being no further business to discuss or transact, the meeting was adjourned by consensus at 5:52 p.m.

Minutes approved this 3<sup>rd</sup> day of May, 2023.

  
 Recorded by Sierra Young

  
 Al Latham, Chair

**Acronym List**

AFO/CAFO = Animal Feeding Operation/Concentrated Animal Feeding Operation	SAO – State Auditor's Office
Aq/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

**Minutes**  
**April 5, 2023 Regular Meeting**  
**Jefferson County Conservation District**

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	

