



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

MINUTES OF THE MAY 3, 2023 REGULAR MEETING

Call to Order: By Supervisor/Chair Al Latham at 3:40 p.m., GoToMeeting at 1-877-309-2073, Access Code 145-637-765
Supervisors Present: Julie Boggs, Lige Christian, Laurie Hannan, Al Latham, and George Sibley
Associate Supervisors Present: Erik Kingfisher
Staff Present: Glenn Gately, Joe Holtrop, and Sierra Young
Also Present: Alan Chapman, WACD; Aaron Oman, NRCS; Hannah Coe, DOE

Meeting Format: The Board held their regular meeting in person at the Jefferson County Conservation District office 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, 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 for public comment.

Agenda Modifications: Supervisor Hannan requested an agenda modification to add item E. Meeting Date Change under New Business.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. Hearing no requests, the Board approved the Consent Agenda by consensus.

Public Comment: Chair Latham called for public comment. No public comments were made at this meeting, nor submitted through info@jeffersoncd.org.

Partner Reports: District Manager Holtrop reported WSCC plans to use a recruitment firm to fill the WSCC executive director position. He also noted that the legislature approved more money than ever before for WSCC, including \$1 million for Conservation Technical Assistance, which is ongoing. Associate Supervisor Kingfisher reported that the legislature also approved money for the Port of Port Townsend to acquire the Short's property in Chimacum, which may open up a lot of conversations to imagine the future of that farm. Hannah Coe reported on new grants included in the DOE Nonpoint Activity Update and explained that interviews are upcoming for the nonpoint water quality specialist position vacated by Alena Reynolds. Coe will continue to fill in for that position in the interim but will mostly be responding to Environmental Report Tracking System (ERTS) incidents (nonpoint complaints submitted through the state reporting system), of which Jefferson County currently has no new or ongoing ERTS incidents. Alan Chapman, Northwest Area Director for WACD reported that he had been asked to get ideas from conservation districts for three important things that WACD should focus on in the next year as they develop their work plan. He invited input from those in attendance. He noted that WACD authorized a Local Government Investment Pool (LGIP) account to maximize income from money that is not needed immediately. Finally, he reported that Dr. Allen Sutton will attend the WADE conference and present on diversity, equity and inclusion issues.

Treasurer's Report, Disbursements, and Electronic Payments for April, 2023: With Office Manager/Financial Specialist Tracy Kier on vacation, no treasurer's report was presented. The treasurer's report for April 2023 will be presented at the June meeting. Two supervisors inspected and signed Disbursements 4882 through 4886. **Supervisor Lige Christian made a motion to issue mid-month checks for any invoices for customary expenses once the District has received them in addition to the reimbursement for completed JCCD Project No. 2022.04 upon Kier's**

return. 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 April, 2023 was presented to the Board for their review. Holtrop reported that his two Natural Landscaping courses had been completed with 20 participants in the Port Hadlock course and 14 participants in the Port Townsend course. He also noted that requests for forestry technical assistance have already started to come in following the recent Northwest Natural Resource Group's workshop in Chimacum. Associate Supervisor Erik Kingfisher noted that the workshop was well attended with 38 participants. Foresters from Mason Conservation District will conduct the TA site visits. Fisheries Biologist/Water Quality Specialist Glenn Gately explained that he is putting finishing touches on the Microbial Source Tracking report and deploying temperature data loggers at stations throughout the Chimacum watershed to begin collecting temperature data June 1. Young reported on progress with cost share projects and connecting with NRCS staff, particularly joint site visits with Aaron Oman, the new soil conservationist in the NRCS office in Port Angeles.

OLD BUSINESS

- A. JCCD Policies and Procedures Manual Update:** No report.
- B. 2023 Election and Appointment, Filling Vacant Position:** Chair Latham reported that he had applied for one appointed position; WSCC will meet in May to make official appointments and certify CD elections. Discussion followed that after Supervisor Christian's June 1 resignation, the Board will need to fill a vacant appointed seat. While WSCC would make the appointment, the burden for outreach, legal ads, etc. will fall on JCCD. Supervisor George Sibley suggested that staff and board begin gathering names. Associate Supervisor Kingfisher agreed to help use word of mouth through JLT's networks.
- C. Local Government Investment Pool:** Holtrop and the Board discussed authorizations and logistics for managing JCCD's LGIP account. It was noted that two supervisors, the District Manager, and the financial staff person should all have access, but that those individuals need to be authorized by name, rather than by position, such that a new authorization form would need to be approved when a new individual is added to the account. ***Supervisor Christian made a motion to authorize Al Latham and Julie Boggs to make deposits and withdrawals from the LGIP account, and to authorize Joe Holtrop and Tracy Kier to have online access to the account. The motion was seconded by Supervisor Laurie Hannan. After further discussion, the motion was approved by a unanimous vote.***
- D. Replacement of District Office Manager/Financial Specialist:** Holtrop presented a draft job announcement, which was discussed and edits made. Holtrop explained that he would begin advertising the opening by the end of the week. Supervisor Sibley reported out from the hiring committee that they haven't ruled out the possibility of outsourcing bookkeeping duties, but that is a second choice to hiring the right person to fulfil the full current job description. Discussion also followed about possibly sharing a person with Clallam CD, who is also currently looking to fill a vacant financial specialist position.
- E. Meeting Date Change:** Supervisor Hannan noted that changing the meeting to the second Wednesday of the month would streamline some processes, including paying monthly bills. ***Supervisor Hannan made a motion to change the monthly Board meeting to 3:30pm on the second Wednesday of the month, effective in July 2023. The motion was seconded by Supervisor Sibley.*** Discussion followed, in which Holtrop noted that the Board would need to change authorizations to be able to do payroll in a timely manner and suggested looking into direct deposit, though staff reimbursements would still be by check after the monthly board meeting. ***There being no further discussion, the motion was approved by a unanimous vote.*** Chair Latham asked Holtrop to check to process to change the meeting date.

NEW BUSINESS

- A. BI21-23 Salmon Recovery Funding Project No. 2022.04 – Project Close-Out:** Young noted that Phase 1 of the Northwest Watershed Institute Riparian Restoration project, including planting and weed control is complete and landowner will be reimbursed later this month.
- B. Jefferson County Contract for Water Quality Monitoring and Chimacum Drainage Planning:** Holtrop presented the contract with Jefferson County for water quality monitoring and drainage planning effective May 31, 2023 through November 30 2025 not to exceed \$85,060. He noted that the contract requires 25% match and explained that the

County will hire Peak Sustainability to facilitate Drainage District discussions, but that JCCD will assist with developing a strategic plan for Chimacum drainage with or without reactivation of the Drainage District. He also reported that the contract will fund a large portion of the ongoing water quality monitoring that Gately has been doing. **Supervisor Christian made a motion to approve the Jefferson County Contract for Water Quality Monitoring and Chimacum Drainage Planning. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**

- C. Voluntary Stewardship Program:** Chair Latham explained that the state legislature has enabled counties to reconsider VSP. Discussion about pros and cons, including funding and process followed. Holtrop noted that other Puget Sound counties intend to join. He concluded that the BOCC gets to make the final decision about whether or not Jefferson County joins VSP.
- D. Schedule 22 Review and Submittal:** Supervisors Christian and Sibley are on the Schedule 22 committee and will conduct review and submittal between May 10 and May 19.
- E. FY24 Annual Plan and Budget:** Holtrop presented the draft annual plan and budget. Discussion followed regarding the mission statement and measurable objectives. Supervisor Sibley noted that "percent improvement" objectives without including a baseline to measure against are not meaningful. **Supervisor Hannan made a motion to replace the word "expand" with the word "support" in the mission statement so that it reads, "To maintain and support economically viable agriculture and forestry operations, while protecting and enhancing Jefferson County's natural resources by providing technical assistance to landowners, community groups, and local organizations and agencies." The motion was seconded by supervisor Sibley. There being no discussion, the motion was approved by a unanimous vote.**
- F. WSCC Supplemental Funding Request and Department of Enterprise Services (DES) Usage Agreement:** Holtrop presented the WSCC Supplemental Funding Request, which includes new computer hardware and software in the amount of \$6,000; WADE registration, travel and staff time in the amount of \$5,000; and website upgrade and rebranding in the amount of \$4,000. He explained that the DES usage agreement will be used to purchase an Adobe Acrobat license. **Supervisor Christian made a motion to approve the WSCC Supplemental Funding Request and DES Usage Agreement. The motion was seconded by supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.**

CORRESPONDENCE

No correspondence.

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 to issue mid-month checks for any customary expenses and for reimbursement for JCCD Project No. 2022.04.
- ✓ The Board passed a motion to authorize Al Latham and Julie Boggs to make deposits and withdrawals from the LGIP account, and to authorize Joe Holtrop and Tracy Kier to have online access to the account.
- ✓ The Board passed a motion to change the monthly Board meeting to 3:30pm on the second Wednesday of the month, effective in July 2023.
- ✓ The Board passed a motion to approve the Jefferson County Contract for Water Quality Monitoring and Chimacum Drainage Planning.
- ✓ The Board passed a motion to replace the word "expand" with the word "support" in the mission statement so that it reads, "To maintain and support economically viable agriculture and forestry operations, while protecting and enhancing Jefferson County's natural resources by providing technical assistance to landowners, community groups, and local organizations and agencies."
- ✓ The Board passed a motion to approve the WSCC Supplemental Funding Request and DES Usage Agreement.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on June 7, 2023 at 3:30 p.m. at the Jefferson County Library. Information regarding in-person meeting location and remote access attendance options

will be listed on the Board's June 7, 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, the meeting was adjourned by a unanimous vote, moved by Supervisor Boggs and seconded by Supervisor Christian, at 5:23 p.m.

Minutes approved this 7th day of June, 2023.


 Recorded by Sierra Young


 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	