



205 West Patison Street, Port Hadlock, WA 98339 Phone: 360-385-4105
Email: info@jeffersoncd.org www.jeffersoncd.org

MINUTES OF THE April 11, 2024, REGULAR MEETING

Call to Order: By Chair Al Latham at 3:36 p.m.

Supervisors Present: Al Latham, Julie Boggs, John Bellow, Laurie Hannan via GoToMeeting

Staff Present: Joe Holtrop, Glenn Gately, Sierra Young, Jessica Brittain via GoToMeeting

Also Present: Deirdra Hahn and Travis Casey with Department of Ecology, Associate Supervisor Erik Kingfisher

Meeting Format: The Board held their regular meeting in person at the Jefferson County Library in Port Hadlock and remotely via GoToMeeting at 1 877 309 2073, Access Code 462-471-525. Public comment available in person, remotely on-line, and through the District's email address info@jeffersoncd.org, as noted on the Agenda and posted in advance on the District's website and office building.

Meeting Minutes: *Supervisor Hannan moved to approve the minutes for the March 13, 2024, regular meeting. Supervisor Bellow seconded the motion. The motion was approved by unanimous vote.*

Public Comment: There were no public comments.

Partner Reports: Introductions from Deirdra Hahn and Travis Casey with Department of Ecology joining to show support towards local districts.

Treasurer's Report, Disbursements, and Electronic Payments for March 2024: Office Coordinator/ Bookkeeper Jessica Brittain presented the treasurer's report, including, but not limited to, disbursement #s 5088 through 5102, electronic payments, deposits, Local Government Investment Pool (LGIP) Report, Balance Sheet, Accounts Receivable Aging Summary Report, Profit & Loss information, and Leave Liability information.

A transfer of funds from LGIP to the Kitsap checking account is needed to bring the QuickBooks bank register balance of \$9,093.92 on March 31, 2024, to \$40,000 as stated in the policy.

The annual report will be reviewed by the finance committee in April before submitting the final to The State Auditor's Office in May.

Supervisor Boggs moved to approve the Treasurer's Report. Supervisor Bellow seconded the motion. The motion was approved by unanimous vote.

Staff Report: The monthly District staff report for March 2024 was presented. Planner Sierra Young attended a 3-day CREP Training. District Manager Joe Holtrop reported on the Natural Landscaping courses. Glenn Gately provided an update on water quality monitoring.

Old Business:

JCCD Policies and Procedures Manual Update: Internal review of the attorney's mark-up has been completed. Section 7.123 Exchange Time for Exempt Positions will be removed because the district does not currently have any exempt employees. Holtrop brought to the attention of the board two sections that had not had previous discussion. He will send out an email with these sections for further review and approval at the next regularly scheduled board meeting.



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New Business:

Interlocal Agreement with Cascadia Conservation District for Cultural Resources Technical Assistance: The purpose of this agreement is to share staff, in this case, to enable JCCD to access cultural resources technical assistance from Cascadia CD.

Supervisor Hannan moved to approve the interlocal agreement between Jefferson County Conservation District and Cascadia Conservation District. Supervisor Bellow seconded the motion. The motion was approved by unanimous vote.

Long term plans for water quality monitoring: Positive discussion points included the trusted relationship between the Conservation District and farmers and land users. The district assesses salmon habitat by measuring dissolved oxygen and temperatures in Jefferson County’s streams. The county’s focus is primarily on E. coli and shellfish. Technician Gately requested \$256.00 to replace a dissolved oxygen sensor in the YSI water analyzer. I Gately was advised his request for funding will be included in the FY24 Year End Supplemental Funding Request with WSCC. The determination of replacement will be made in May depending on funds received from the request.

Board Meeting Dates for June: June’s board meeting conflicts with the WADE Conference, which District Manager Holtrop and Planner Young will be attending in person. Holtrop and Young plan to travel back from the conference in time for the June 12 board meeting.

Review of Official Actions:

Approval of the Agenda.

Approval of the minutes from the March 13, 2024, Regular Meeting.

Approval of the March Treasurer’s report.

Approval of Interlocal Agreement with Cascadia Conservation District for Cultural Resources Technical Assistance.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on May 8th, 2024, 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 May 8th, 2024, Agenda and posted in advance on the District’s office building located at 205 West Patison Street in Port Hadlock, Washington, and on the District’s website at www.jeffersoncd.org

Meeting Adjourned: The meeting adjourned at 5:24 p.m.

Minutes approved this 8th day of May, 2024.



Recorded by Jessica Brittain



Al Latham, Chair



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DISTRICT	
AFO = Animal Feeding Operation	LIO = Local Integrating Organization
BMP = Best Management Practice	LWG = Local Working Group
BOCC = Board of County Commissioners	MOA = Memorandum of Agreement
CAFO = Concentrated Animal Feeding Operation	MOU = Memorandum of Understanding
CAO – Critical Areas Ordinance	MRSC = Municipal Research and Services Center of Washington
CASP = Critical Areas Stewardship Plan	MST = Microbial Source Tracking
CCWF – Centennial Clean Water Funds (DOE funds)	NACD = National Association of Conservation Districts
CD = Conservation District	NFWF= National Fish & Wildlife Foundation
CNMP = Comprehensive Nutrient Management Plan	NMP = Nutrient Management Plan
CPDS = Conservation Practice Data System	NOAA = National Oceanic & Atmospheric Administration
CREP = Conservation Reserve Enhancement Program	NOPLS = North Olympic Lead Entity for Salmon Recovery
CY = Calendar Year	NODC = North Olympic Development Council
FY= Fiscal Year	NOSC = North Olympic Salmon Coalition
DAHPP = Department of Archaeology & Historic Preservation	NPCLE = North Pacific Coast Lead Entity for Salmon Recovery
DIP = District Implemented Projects	NRCS = Natural Resources Conservation Service
DNR = Department of Natural Resources	NRI = Natural Resource Investments Grant (WSSC)
DOE = Department of Ecology	OSS = Onsite Septic System
EPA = Environmental Protection Agency	PSP = Puget Sound Partnership
EQIP = Environmental Quality Incentive Program	PUD#1 = Public Utility District #1
ERN = Ecosystem Recovery Network	QAPP = Quality Assurance Project Plan
ESA = Endangered Species Act	RCO = Recreation & Conservation Office
FA = Financial Assistance	RCCP = Regional Conservation Partnership Program
FC = Fecal Coliform	RPPP = Riparian Plant Propagation Program
FFFPP = Family Forest Fish Passage Program	S&B = Salaries & Benefits
FSA CED = Farm Service Agency, County Executive Director	SAO = State Auditor's Office
FSA COC = Farm Service Agency, County Office Committee	SH = Shellfish Grant (WSSC)
FTE = Full Time Equivalent	SMP = Shoreline Management Plan
GIS = Geographic Information System	SRFB = Salmon Recovery Funding Board (SRF Board)
GMA = Growth Management Act	SRF = Salmon Recovery Funding Riparian Restoration
GPS = Global Positioning System	SWAPAH = Soil, Water, Air, Plants, Animals & Humans
HCDOP = Hood Canal Dissolved Oxygen Program	TA = Technical Assistance
HCP = Habitat Conservation Plan	TMDL = Total Maximum Daily Load
HCSEG = Hood Canal Salmon Enhancement Group	USFS = United States Forest Service
HCW = Horses for Clean Water	USFWS = United States Fish & Wildlife Service
HPA = Hydraulic Project Approval	VSP = Voluntary Stewardship Program
IEP = Irrigation Efficiencies Program	WACD = Washington Association Conservation Districts
IGDO= Intra Gravel Dissolved Oxygen	WACD PMC = WACD Plant Materials Center
IM = Implementation Grant (WSSC)	WADE = Washington Association of District Employees
IWM = Irrigation Water Management	WCC = Washington Conservation Corps
JC EDC = Jefferson County Economic Development Council	WCS = Washington Conservation Society
JC/DCD = Jefferson County/Dept. of Community Development	WDFW = Washington Department of Fish & Wildlife
JCCD = Jefferson County Conservation District	WRIA = Water Resources Inventory Area
JCPH= Jefferson County Public Health	WRIA 17 = Water Resources Inventory Area #17
JCPW= Jefferson County Public Works	WRP = Wetland Reserve Program
JLT = Jefferson Land Trust	WSSC = Washington State Conservation Commission
LID = Low Impact Development	WSU = Washington State University