



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

MINUTES OF THE AUGUST 9, 2023, REGULAR MEETING

Call to Order: By Supervisor/Chair Al Latham at 3:51 p.m., GoToMeeting at 1-877-309-2073, Access Code 175-452-493. Because there was not a quorum present, Chair Latham explained that those present would proceed with an information-only session and that no decisions would be made by the Board without a quorum. Supervisor Julie Boggs called joined the meeting by phone from 4:10pm to 4:16pm, during which time the Board convened a public meeting.

Supervisors Present: Al Latham, George Sibley, Julie Boggs

Supervisors Excused: Laurie Hannan

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

Also Present: Alan Chapman, WACD; Jean Fike, WSCC

Meeting Format: The Board held their regular meeting in person at the Jefferson County Conservation District office and remotely via GoToMeeting at 1 877 309 2073, Access Code 584-175-597, 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.

Consent Agenda: Without a quorum, the Board did not take action on the Consent Agenda.

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

Partner Reports: Jean Fike, WSCC Puget Sound Regional Manager, reported that WSCC, is working with a consultant to hire a new executive director and that the job should be posted very soon. She explained that WSCC is working with several new funding sources and programs, along with updates and changes to eligibility for established programs, which reflects increasing complexity and growth at the State Commission. To help navigate the various funding sources and programs, WSCC has developed a spreadsheet which summarizes WSCC's funding sources. She explained that funds in the operating budget are more flexible compared with funds in the capital budget which are for "building durable things in the world," including planting trees. Fike explained that WSCC will request an increase in Conservation Technical Assistance (CTA) funding for conservation districts during the supplemental legislative session.

Alan Chapman, Northwest Area Director for WACD, reported that the WACD board is currently on hiatus, but wanted to make sure that all supervisors are aware that a search is going on to replace Alan's partner Northwest Area Director who lost their election. WACD is soliciting suggestions for supervisors to serve in that role. He noted that even during the board's hiatus, information from WACD is still coming out in the "Five Things to Know" email. District Manager Joe Holtrop reported that Clallam Conservation District will host the WACD Northwest Area Meeting, this year, which will be a time for districts to propose resolutions. He explained that the Livestock Committee is considering formulating two to three resolutions on inter-agency coordination for water quality and habitat, and possibly re-engaging and updating the Memorandum of Understanding with Department of Ecology.

Treasurer's Report, Disbursements, and Electronic Payments for June 2023: Holtrop reported that Office Coordinator/Bookkeeper Jessica Brittain is off to a great start and has "hit the ground running." Brittain proceeded to present the treasurer's report, including, but not necessarily limited to, Disbursement #s 4952 through 4951, electronic

payments, deposits, Local Government Investment Pool (LGIP) Reports, Balance Sheet, Accounts Receivable Aging Summary Report, Profit & Loss information, and Leave Liability information. Net salaries for July 2023 totaled \$18,295.83, general expenses totaled \$39,448.50, and total expenses amounted to \$57,744.33. Deposits made in July 2023 amounted to \$152,883.07. The current balance in the LGIP account was \$136,624.39. Brittain suggested removing an old \$0.03 line item for the Soil Testing Program from Accounts Receivable and brought to the Board's attention a -\$9,227 line for FY19 CREP TA & CS on the Accounts Receivable Aging Summary Report that requires further investigation. She reported that the LGIP account had earnings of \$605.07 in July. Discussion followed about moving more operating funds from the checking account into the LGIP account. At 4:10pm Supervisor Julie Boggs phoned into the meeting and a public meeting convened to continue the discussion about the LGIP account. **Supervisor Sibley made a motion to target an amount equal to 125% of the largest monthly deficit net ordinary income in the past six months as the cash amount to be held in the District's checking account and move the remainder to the LGIP account. This amount would then be re-balanced any end-of-month that the balance falls outside of this target by 20%.** Discussion followed to clarify understanding of the motion on the table and to note that the topic can be re-visited to potentially move more funds into LGIP during times of the year when the District's cash flow needs are lower. **The motion was seconded by Supervisor Boggs. There being no further discussion, the motion was approved by a unanimous vote.** At 4:16pm, Supervisor Boggs left the call, thereby ending the public meeting due to lack of a quorum. An information-only session resumed. Discussion followed regarding the method to transfer money to and from the LGIP account. Brittain then raised questions regarding outgoing Office Manager/Financial Specialist, Tracy Kier's off-boarding process, including checking back in her office key and paying out any remaining leave balance according to the Personnel Policy. She also raised concern about the security of transporting monthly checks to the library for the Board to sign and suggested a signing work session at the District office separate from the board meeting. Chair Latham remarked, "It's nice to have fresh eyes and new ideas." Discussion followed regarding direct deposit for payroll and Brittain noted that draft procedures for online banking and direct deposit are in process.

Staff Report: The monthly District staff report for June 2023 was presented to the Board for their review. Holtrop reported that he should find out in mid-August whether JCCD will receive grant funding for archiving. That grant would cover Brittain's time to attend upcoming workshops from the State Archives starting in September, though Holtrop noted that Brittain should attend the trainings with or without grant funding. Supervisor Latham expressed that Brittain has the support of the Board to attend any pertinent trainings, including for elections. Young reported on a WSCC Riparian Plant Propagation Program proposal to expand the North Olympic Salmon Coalition (NOSC) native plant nursery to have more space to store and grow out riparian plants for restoration projects, and further develop the partnership between NOSC and JCCD. Holtrop and Young explained their work identifying and developing projects and determining the most strategic approach to apply for funding through various WSCC grants. He noted that the Board will need to approve the Natural Resource Investments (NRI) cost share project list at the September meeting. Young reported on three proposed cost share projects for which the District has applied for funding through the Salmon Recovery Fund (SRF) Riparian Restoration program. Holtrop reported on the discussion around the Chimacum Drainage District, noting that the Chimacum Watershed management and restoration plan that JCCD staff is working on will inform decision-making around re-activating the Drainage District. Fisheries Biologist and Water Quality Specialist Glenn Gately reported that he has completed revisions to the Microbial Source Tracking (MST) report and thanked Supervisor Sibley for looking at the data in the report and asking questions to get to the bottom line about what the E. coli standards are for, who they are protecting, and what actions can be taken to improve water quality. Gately pointed out that with bacteria, "we can't say there's not danger just because the standard is met." He also reported on the condition of two culverts on Naylor Creek, one of which has recently broken. He explained that Coho should still be able to get through the second culvert, given that they were documented in Gibbs Lake last year. Finally, Gately described JCCD staff's recent tour of the Snow Creek Uncas project with staff from Natural Systems Design (NSD), as well as discussion of joining Snow and Salmon Creeks before they go into the bay. NSD is seeking old reports and data on Salmon Creek, which Gately and Supervisor Latham will provide.

OLD BUSINESS

A. JCCD Policies and Procedures Manual Update: Supervisor Sibley explained that the three subcommittees have been formed and have set a tentative timeline of six weeks for the supervisors to review their respective sections of the policies and procedures manual, followed by three weeks for staff review, with a goal to bring the full document to the Board on October 11th, and then final approval on November 8th. A shared Google Document has been set up to capture input from the subcommittees and staff.

- B. Mid-Term Appointed Board Position Vacancy:** To the knowledge of those in attendance, no one has applied yet for the position. Young and Supervisor Latham each reported talking to folks who are potentially interested in applying.
- C. Local Government Investment Pool**
- a. **LGIP Authorization form update:** No action was taken on this item.
 - b. **Online banking update:** As noted above, Brittain is working on a draft policy and procedure for online banking.

NEW BUSINESS

- A. BI23-25 WSCC Authorized Signatures Form update:** The form was included in the Board's agenda packet and those present who could sign the form did so.
- B. Engineering Cluster Agreement:** No action was taken on this item, though Supervisor Sibley noted that the end-date on the contract still read June 30, 2023, and would need to be updated. Holthrop agreed to inform the other Conservation Districts in the Engineering Cluster.

CORRESPONDENCE

No correspondence.

There were no additional public comments submitted during the meeting.

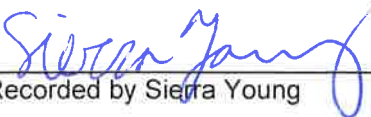
REVIEW OF OFFICIAL ACTIONS

- ✓ **The Board passed a motion to target an amount equal to 125% of the largest monthly deficit net ordinary income in the past six months as the cash amount to be held in the District's checking account and move the remainder to the LGIP account. This amount would then be re-balanced any end-of-month that the balance falls outside of this target by 20%**

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on September 13th, 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 September 13th, 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: The meeting adjourned at 4:16pm due to loss of a quorum.

Minutes approved this 13th day of September, 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
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

Minutes
August 9, 2023 Regular Meeting
Jefferson County Conservation District

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	