



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

MINUTES OF THE DECEMBER 13, 2023, REGULAR MEETING

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

Supervisors Present: Al Latham, George Sibley, Julie Boggs, John Bellow, Laurie Hannan (phoned in)

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

Also Present: WACD staff member Ryan Baye, Associate Supervisor Erik Kingfisher, WSCC Regional Manager Jean Fike (remote), Aaron Oman of NRCS (remote).

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 246-214-389. 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.

Agenda Modification: Puget Sound Conservation District Caucus Interlocal Agreement Addendum-Mason / Jefferson County CD

Meeting Minutes: Supervisor Sibley moved to approve the minutes from the November 8, 2023, regular meeting. ***Supervisor Boggs seconded the motion. The motion was approved by unanimous vote.***

Public Comment: Supervisor Latham called for public comment.

Partner Reports: Jean Fike, WSCC Puget Sound Regional Manager, reported leadership changes at the WSCC, including hiring of James Thompson as the new Executive Director, and WSCC board elections. The Riparian Grant Program guidelines have been revised, comments and feedback are welcomed until January 2. WSCC has submitted a \$10 million request in their supplemental legislative session budget to the governor for Conservation Technical Assistance (CTA) funding for conservation districts .

Ryan Baye WACD Director of Legislative & Membership Services, provided a legislative update, stating that the Governor released his supplemental budget today, which will next go before the legislature during their short session that begins in January. He provided an update on a Rates and Charges resolution that passed the WACD to remove the per parcel caps. JCCD is scheduled to host the WACD NW Area meeting in October of 2024. There will be a NW Area director vacancy this spring. Baye will publicize this opening beginning in February. JCCD, as the host for the next WACD NW Area meeting will be responsible for the process for confirming the mid-term appointment . ***Supervisor Boggs moved to approve that Jefferson County Conservation District will host the NW Meeting. Supervisor Bellow seconded the motion. The motion was approved by unanimous vote.***

Aaron Oman of NRCS reported on EQIP applications, and an expedited application process starting next week. No current plan needed to participate. NRCS will be in Jefferson County in January.



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

Treasurer's Report, Disbursements, and Electronic Payments for November 2023: Office

Coordinator/Bookkeeper Jessica Brittain presented the treasurer's report, including, but not limited to, disbursement #s 5022 through 5042, electronic payments, deposits, Local Government Investment Pool (LGIP) Report, Balance Sheet, Accounts Receivable Aging Summary Report, Profit & Loss information, and Leave Liability information. Supervisor Sibley comments on the variations in payroll from month to month and requested Brittain follow up with an explanation for the variations. ***Supervisor Sibley moved to approve the Treasurers Report in accordance with full payroll reporting. Supervisor Boggs seconded the motion. The motion was approved by unanimous vote.***

Staff Report: The monthly District staff report for November 2023 was presented. Holtrop reported ongoing planning for protection/restoration of Houck Creek and drainage ditches, continued coordination with the County's consultant and WSU Extension on Chimacum drainage. Gately continued working on a dissolved oxygen report on Chimacum Creek. Young reported the plant sales have closed and sales are comparable to the previous year.

Holtrop recommends the termination of the Inter Local Agreement between Jefferson County and Clallam Conservation Districts. This termination will free up an average of one-quarter of Joe Holtrop's time, thus allowing him to devote all his time to Jefferson County Conservation District. Supervisor Latham and Holtrop will collaborate and contact Clallam with a termination letter. ***Supervisor Sibley moved to approve the termination. Supervisor Boggs seconded the motion. The motion was approved by unanimous vote.***

Supervisor Kingfisher informed members about the Community Wildfire Protection Plan and the opportunity to better compete for wildfire prevention/protection and forestry grants that may result. Chimacum Ridge Community Forest acquisition is complete. The on-site community Forest Manager is Ryen Helzer.

Old Business

JCCD Policies and Procedures Manual Update: Policy review and updates have been presented to the board. Areas of particular importance for review are highlighted. Holtrop suggests having WACD Attorney Seth Woolsen review before adopting in February.

NEW BUSINESS

Building Lease Agreement 2023-2025. ***Supervisor Sibley moved to approve the building lease. Supervisor Boggs seconded the motion. The motion was approved by unanimous vote.***

Snohomish CD Forestry Sub-Award. ***Supervisor Sibley moved to approve the sub award. Supervisor Boggs seconded the motion. The motion was approved by unanimous vote.***

Smith NRI Cost Share Agreement, JCCD Project No. 2023.08 ***Supervisor Boggs moved to approve the cost share agreement. Supervisor Sibley seconded the motion. The motion was approved by unanimous vote.***



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

PSCD Caucus ILA Addendum- Mason / Jefferson County CD Supervisor Sibley moved to approve the addendum. Supervisor Bellow seconded the motion. The motion was approved by unanimous vote.

Correspondence:

Review of Official Actions:

- Approval of the Consent Agenda with modification.**
- Approval of the minutes from the November 8, 2023, Regular Meeting.**
- Approval to host the NW WACD Meeting.**
- Approval of the November Treasurer’s report.**
- Approval to terminate the ILA with Clallam CD by the end of the year.**
- Approval of Building Lease Agreement 2023-2025**
- Approval of Snohomish CD Forestry Sub-Award**
- Approval of Smith NRI Cost Share Agreement**
- Approval of PSCD Caucus ILA Addendum- Mason / Jefferson**

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on January 10, 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 January 10, 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 5:35 p.m.

Minutes approved this 10 day of JANUARY, 2023.


Recorded by Jessica Brittain


Al Latham, Chair



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

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	NOPLC = North Olympic Lead Entity for Salmon Recovery
CY = Calendar Year	NODC = North Olympic Development Council
FY= Fiscal Year	NOSC = North Olympic Salmon Coalition
DAHP = 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	RCPD = Regional Conservation Partnership Program
FC = Fecal Coliform	RPPP = Riparian Plant Propagation Program
FFFP = 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