



205 West Patison Street, Port Hadlock, WA 98339 Phone: 360-386-4105
Email: info@jeffersoncd.org www.jeffersoncd.org

MINUTES OF THE FEBRUARY 14, 2024, REGULAR MEETING

Call to Order: By Chair Al Latham at 3:35 p.m.

Supervisors Present: Al Latham, George Sibley, Julie Boggs, Laurie Hannan

Staff Present: Joe Holtrop, Glenn Gately, Jessica Brittain

Also Present: Jean Fike, WSCC Regional Manager via GoToMeeting

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 215-081-197. 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 Boggs moved to approve the minutes from the January 10, 2024, regular meeting. Supervisor Sibley seconded the motion. The motion was approved by unanimous vote.*

Public Comment: There were no public comments.

Partner Reports: Jean Fike reported on WSCC Staff changes for Kate Delvan who is the interim policy director. CAPP reviews are underway. John Below is out of compliance with the required Open Public Meetings Act and Public Records Management training.

Treasurer's Report, Disbursements, and Electronic Payments for January 2024: Office Coordinator/ Bookkeeper Jessica Brittain presented the treasurer's report, including, but not limited to, disbursement #s 5055 through 5070, electronic payments, deposits, Local Government Investment Pool (LGIP) Report, Balance Sheet, Accounts Receivable Aging Summary Report, Profit & Loss information, and Leave Liability information. Brittain reported on rent payments and timeline for deposits. The district made a double payment in March for April and May in 2022 and 2023, and the landlord's accountant reports that we are current with our rent.

Supervisor Sibley questioned the accounts receivable report with Clallam showing a 1-30 past due balance of \$8046.39 and a 31-61 past due balance of \$4,010.44. Brittain explained that the November payment should have been made but the December payment may be delayed due to a late voucher submission. Supervisor Sibley requested follow up.

Supervisor Hannan moved to approve the Treasurer's Report with an explanation of Clallam's Accounts Receivables 30 – 60 days past due. Supervisor Sibley seconded the motion. The motion was approved by unanimous vote.

Staff Report: The monthly District staff report for January 2024 was presented. No comments were made.

Old Business:

JCCD Policies and Procedures Manual Update: No comments were made.



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Supervisor Sibley moved to approve the 2.5% merit wage increase for Brittain and Young with an update to the mid-year budget, presented in the next meeting. Supervisor Boggs seconded the motion. The motion was approved by unanimous vote.

Review of Official Actions:

Approval of the Agenda.

Approval of the minutes from the January 10, 2024, Regular Meeting.

Approval of the January Treasurer's report.

Approval of 4.4% COLA increase for JCCD employees.

Approval for the cash purchase of the Cannon IRADX3903i.

Approval for the \$100.00 contribution to the NACD.

Approval of the \$40,000. IEPG Grant Addendum.

Approval of the cost-share contract with Humbleberry Farm.

Approval for a 2.5% merit wage increase for Brittain and Young.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on March 13, 2024, at 3:30 p.m. at the **District Office**. Information regarding in-person meeting location and remote access attendance options will be listed on the Board's March 13, 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 5:56 p.m.

Minutes approved this 13 day of MARCH, 2024.



Recorded by Jessica Brittain



Al Latham, Chair