



205 West Patison Street, Port Hadlock, WA 98339 Phone: 360-385-4105  
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## MINUTES OF THE JANUARY 10, 2024, REGULAR MEETING

**Call to Order:** By Chair Al Latham at 3:30 p.m.

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

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

**Also Present:** Associate Supervisor Erik Kingfisher, Greg Cironi of NRCS, Tracy Kier former employee.

**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 894-500-285. Public comment available in person, remotely on-line, and through the District's email address [info@jeffersoncd.org](mailto:info@jeffersoncd.org), as noted on the Agenda and posted in advance on the District's website and office building.

**Agenda Modification:** Jefferson County General Funding Agreement and JCCD Budget Update and Approval

**Meeting Minutes:** *Supervisor Boggs moved to approve the minutes from the December 13, 2023, regular meeting. Supervisor Hannan seconded the motion. The motion was approved by unanimous vote.*

**Public Comment:** Supervisor Latham called for public comment. Tracy Keir discussed events that occurred on her last day of employment, August 31, 2023. Keir requested to access her personnel file to copy any documentation of importance to her. Upon discovery of her personnel file, Keir contacted Supervisor Latham to explain her dissatisfaction with the presentation and concerns of modification. Keir determined it was not a good time to retrieve documents. Keir expressed concerns that the files were not complete and asked whether Supervisors had directed or approved access to any personnel files. Brittain clarified personnel files were large, hard to access, and poorly organized. Employee files were separated into categories of Payroll, Retirement Investments, Performance Reviews, and Employment Required Documentation. Brittain commented that performance reviews remained intact and unaltered. Performance Reviews and Earning Reports are typically the only documentation employees receive from their personnel file.

Keir emailed the district on January 4, 2024, to request access to her personnel file and direct JCCD not to mail year-end documentation. Supervisor Latham will escort Keir to the JCCD Office to complete the original request and pick up her 2023 W2.

**Partner Reports:** Greg Cironi of NRCS was introduced. Cironi reported on EQIP and High Tower applications. Three habitat plantings and six high tunnel applications were approved in Jefferson and Clallam Counties in December.

**Treasurer's Report, Disbursements, and Electronic Payments for December 2023:** Office Coordinator/Bookkeeper Jessica Brittain presented the treasurer's report, including, but not limited to,



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disbursement #s 5043 through 5055, 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 commented on the variations in rent and personnel benefits from month to month and requested Brittain follow up with an explanation for the variations. ***Supervisor Boggs moved to approve the Treasurers Report with an explanation for the rent and personnel benefit variations to be made at the next board meeting. Supervisor Hannan seconded the motion. The motion was approved by unanimous vote.***

***Supervisor Sibley moved to approve the transfer of \$100,000 from Kitsap Bank Checking to LGIP. Hannan seconded the motion. The motion was approved by unanimous vote.*** Policies and procedures will be reviewed and updated to reflect a more aggressive reserve fund investment plan.

**Staff Report:** The monthly District staff report for December 2023 was presented. Holtrop reported the Drainage District Open House is January 29<sup>th</sup> at 5:30 p.m. at the WSU Extension Classroom. Gately continued working on a Chimacum Creek dissolved oxygen report. Gately encourages supervisors to review the data and provide comments. HPA permitting for reed canarygrass removal was discussed. Young reported that she'll be working with NRCS and JLT on soil health assessment and reported on ongoing work with CREP while contracts throughout the state are under audit.

Supervisor Boggs opened discussion regarding streambank erosion, sedimentation, and restoration potential on Chimacum and Barnhouse Creeks. Preliminary plans have been prepared for a stream re-meander and staff will follow-up with the landowner.

Supervisor Kingfisher reported on JLT's acquisition of the Chimacum Ridge Community Forest and noted that JLT will host a celebration at the Quimper Grange on January 11<sup>th</sup>. Short Family Farm Open House is January 17<sup>th</sup> with the Short Farm Steering Committee.

#### **Old Business**

**JCCD Policies and Procedures Manual Update:** Policy review and updates have been presented to the board. Checklists will be removed until they are finalized. Holtrop suggests having WACD-retained Attorney Seth Woolson review before adopting.

***Supervisor Sibley moved to authorize expenditure up to \$4,000.00 for attorney Seth Woolson to review the JCCD Policies and Procedures Manual. Hannan seconded the motion. The motion was approved by unanimous vote.***

#### **NEW BUSINESS**

**JCCD Budget Update and Approval.**

***Supervisor Sibley moved to approve updated annual budget. Supervisor Boggs seconded the motion. The motion was approved by unanimous vote.***



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**Jefferson County General Funding Agreement.**

*Supervisor Sibley moved to approve the General Funding Agreement with Jefferson County in the amount of \$59,673. Supervisor Hannan seconded the motion. The motion was approved by unanimous vote.*

**Ehrlichman Roof Runoff Cost Share Agreement.**

*Supervisor Sibley moved to approve the cost-share agreement with Ehrlichman for roof runoff collection totaling \$5,000 of district contribution at a 75% cost-share rate. Supervisor Boggs seconded the motion. The motion was approved by unanimous vote.*

**Correspondence:**

**Review of Official Actions:**

**Approval of the Agenda with modification.**

**Approval of the minutes from the December 13, 2023, Regular Meeting.**

**Approval of the December Treasurer's report.**

**Approval to transfer \$100,000 from Kitsap Bank Checking to LGIP.**

**Approval to spend up to \$4,000.00 for review of the JCCD Policies and Procedures Manual.**

**Approval of JCDD Mid-Year Budget Update.**

**Approval of Jefferson County General Funding Agreement.**

**Approval of Ehrlichman Roof Runoff Cost-Share Agreement.**

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board will be held on February 14, 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 February 14, 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](http://www.jeffersoncd.org).

**Meeting Adjourned:** The meeting adjourned at 5:26 p.m.

Minutes approved this 14th day of February, 2024.

A handwritten signature in blue ink, appearing to read "Jessica Brittain", written over a horizontal line.

Recorded by Jessica Brittain

A handwritten signature in blue ink, appearing to read "Al Latham", written over a horizontal line.

Al Latham, Chair



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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	NOPL = 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