



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

**MINUTES OF THE JULY 12, 2023 REGULAR MEETING**

**Call to Order:** By Supervisor/Chair Al Latham at 3:35 p.m., GoToMeeting at 1-877-309-2073, Access Code 584-175-597

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

**Associate Supervisors Present:** Erik Kingfisher

**Staff Present:** Glenn Gately, Joe Holtrop, and Sierra Young

**Also Present:** Alan Chapman, WACD; Aaron Oman, NRCS; Jessica Brittain

**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](mailto: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](mailto:info@jeffersoncd.org) for public comment.

**Consent Agenda:** Chair Latham asked if anyone wished to modify the Consent Agenda. Young noted that the June meeting minutes were not ready and thus requested them struck from the Consent Agenda. Hearing no further requests, **Supervisor Julie Boggs made a motion to approve the Consent Agenda as modified. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.**

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

**Partner Reports:** Alan Chapman, Northwest Area Director for WACD, reported that WACD held their board meeting at which they set up their annual work plan and budget. He noted that the PMC forecasts net income, but not as great as this year. He also explained that the budget is up all around, due in large part to COLA and merit raises. Chapman reported that WACD recently hired a full-time director of development, education, and enhancement, a position which is expected to generate additional income.

Aaron Oman, NRCS Soil Conservationist for Jefferson and Clallam Counties, reported on two new EQIP applications for pre-commercial thinning to reduce fuel loads and enhance forest productivity. He also noted that the EQIP contract for bridge construction on a property at the headwaters of Chimacum Creek is moving forward and that planning is underway for a riparian planting on the Hoh River with the 10,000 Years Institute.

**Treasurer's Report, Disbursements, and Electronic Payments for June 2023:** With Office Manager/Financial Specialist Tracy Kier absent due to illness, Young presented the treasurer's report on her behalf, including, but not necessarily limited to, Disbursement #s 4921 through 4947, electronic payments, deposits, Truck and Operating Reserve Funds, Local Government Investment Pool (LGIP) Reports, Profit & Loss information, and Leave Liability information. A voided check was in the check-run and the altered voided original was included in the batch of checks for the Board's inspection. Net salaries for June 2023 totaled \$17,501.50, general expenses totaled \$291,147.40, and total expenses amounted to \$308,648.90. Deposits made in June 2023 amounted to \$265,948.03. The current balance in the LGIP account was \$136,019.32, which includes the Truck and Operating Reserve Funds. **Supervisor Boggs made a motion to approve the Treasurer's Report, Disbursement #s 4921 through 4947 (including salaries, benefits, and general expenses), and electronic payments for June 2023 in the total amount of \$308,648.90. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.** Discussion followed regarding fees for making transfers into the LGIP account. **Supervisor George Sibley made a motion to obtain direct deposit capability to move money into and out of the LGIP account with online banking to avoid the \$25**

*per transfer fee. The motion was seconded by supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*

**Staff Report:** The monthly District staff report for June 2023 was presented to the Board for their review. District Manager Joe Holtrop reported on the WADE Conference, which he, Young, and Supervisor Sibley attended, noting that it was a very worthwhile couple of days of networking and learning. Young reported on her outreach efforts to generate interest in CREP. Water Quality and Fish Habitat Specialist Glenn Gately reported that he had completed the "Microbial Source Tracking in the Chimacum Creek Watershed 2021-2022" report and would email it to the Board and post it on the JCCD website. He noted that he is in the process of reviewing the Quality Assurance Project Plan for the new County Environmental Health contract, which will culminate with Gately writing a new Chimacum Creek comprehensive water quality report. Discussion followed about communication with the County about possible extensions to the grant to allow more time to complete the report after the water sampling period ends. Chair Latham expressed that the Board would fully support the District funding the report through other funding sources after the grant runs out. Holtrop reported that the County has hired a consultant for stakeholder engagement around the Drainage Improvement District, with full community engagement slated for October. He noted that, under the same grant as Gately's water quality work, staff has started the planning process for Chimacum Creek management.

#### **OLD BUSINESS**

- A. JCCD Policies and Procedures Manual Update:** Holtrop noted that the committee has not made progress due to time constraints. Discussion followed, after which ***Supervisor Sibley made a motion to form three separate committees of two Supervisors each to work on updating the Policies and Procedures Manual. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.*** Holtrop agreed to send out a portion of the manual to each committee to work on.
- B. Mid-Term Appointed Board Position Vacancy:** Young reported that vacancy is currently being advertised. Discussion followed about potential appointees. To the knowledge of those in attendance, no one has applied yet for the position.
- C. Replacement of District Office Manager/Financial Specialist:** Chair Latham announced that the Board would enter into an Executive Session per RCW 42.30.110(1)(g) "to evaluate the qualifications of an applicant for public employment" at 4:45pm and would return to the public meeting at 4:55pm. Following the Executive Session, ***Supervisor Sibley made a motion to hire Jessica Brittain as soon as she is able to begin work for the position of Bookkeeper/Administrative Assistant with a beginning wage of \$25/hour at three-quarter time, flexible dependent on resources. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.***

#### **NEW BUSINESS**

- A. BI21-23 WSCC Project Close-Outs:** Young and Holtrop reported on completed projects and noted that unused funds in CREP, SRF, and NRI had been returned to WSCC.
- B. FY23/BI21-23 WSCC Grant Close-Outs:** Kier reported in an email to Latham and Young prior to the meeting that all WSCC grants were closed out on time and that JCCD was able to take full advantage of year-end supplemental funding in Implementation from WSCC for computers and computer equipment, Adobe licenses, temperature data loggers, buffer solutions, WADE training, and JCCD branding and website development.
- C. FY24 WSCC Budget Authorization to Incur Expenses:** The Board reviewed the FY24 WSCC budget Authorization to Incur Expenses.
- D. FY24 WSCC Implementation and CREP Addenda:** The Board reviewed the addendum language for the FY24 WSCC Implementation and CREP grants. Holtrop explained that the scope for each is the same as last year. ***Supervisor Boggs made a motion to approve the FY24 WSCC Implementation and CREP addenda, in the amount of \$128,935 for Implementation and \$22,454 for CREP. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.***
- E. Resolution No. 2023-042 – BI23-25 Cost Share and Labor Rates:** The Board reviewed the draft resolution. Holtrop pointed out that the District will continue to reimburse cost share projects up to 100% for water quality, riparian habitat, shellfish habitat, and in-stream habitat; and also that the landowner labor rate will be \$25 per hour and minimum wage for minors. ***Supervisor Hannan made a motion to approve Resolution No. 2023-042 Cost Share Assistance and Cooperator Labor Rate for Biennium Years 2023-2025. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.***

- F. **BI23-25 WSCC Authorized Signatures Form:** The form was signed by each supervisor and Holtrop.
- G. **Interlocal Agreement – Clallam Conservation District (CCD):** The Board reviewed the updated Interlocal Agreement between CCD and JCCD for Joe Holtrop as shared personnel. Holtrop noted that there were minor changes made, but that generally the process is working well. Supervisor Sibley expressed that the demands on Holtrop's time at JCCD will be increased for the next few months while training the new hire. **Supervisor Boggs made a motion to approve the Interlocal Agreement between CCD and JCCD. The motion was seconded by Supervisor Sibley. There being no discussion, the motion was approved by a unanimous vote.**
- H. **2023 Native Plant Sale Financial Report:** The Board reviewed the 2023 Native Plant Sale Financial Summary Report, which showed a net profit of \$1,092.24.
- I. **WACD Annual Membership Renewal:** Holtrop explained that JCCD's WACD membership funds the District's connection with the legislature. Holtrop and Latham concurred that Tom Salzer and Ryan Baye "have been doing an outstanding job." Supervisor Sibley noted that while WACD is performing an important function worth supporting, its dues structure overburdens relatively smaller and lower-budget districts. **Supervisor Boggs made a motion to approve JCCD's WACD Annual Membership Renewal in the amount of \$3,888.89. The motion was seconded by Supervisor Sibley. There being no discussion, the motion was approved by a unanimous vote.**

**CORRESPONDENCE**

No correspondence.

There were no additional public comments submitted during the meeting.

**REVIEW OF OFFICIAL ACTIONS**

- ✓ The Board passed a motion to approve the Consent Agenda.
- ✓ The Board passed a motion to approve the June 2023 Treasurer's Report, Disbursement #s4921 through 4947 (including salaries, benefits, and general expenses), and electronic payments for June 2023 in the total amount of \$308,648.90.
- ✓ The Board passed a motion to obtain direct deposit capability to move money into and out of the LGIP account with online banking to avoid the \$25 per transfer fee.
- ✓ The Board passed a motion to form three separate committees of two Supervisors each to work on updating the Policies and Procedures Manual.
- ✓ The Board passed a motion to hire Jessica Brittain as soon as she is able to begin work for the position of Bookkeeper/Administrative Assistant with a beginning wage of \$25/hour at three-quarter time, flexible dependent on resources.
- ✓ The Board passed a motion to approve the FY24 WSCC Implementation and CREP addenda, in the amount of \$128,935 for Implementation and \$22,454 for CREP.
- ✓ The Board passed a motion to approve Resolution No. 2023-042 Cost Share Assistance and Cooperator Labor Rate for Biennium Years 2023-2025.
- ✓ The Board passed a motion to approve the Interlocal Agreement between CCD and JCCD.
- ✓ The Board passed a motion to approve JCCD's WACD Annual Membership Renewal in the amount of \$3,888.89.

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board will be held on August 9th, 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 August 9th, 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](http://www.jeffersoncd.org).

**Meeting Adjourned:** There being no further business to discuss or transact, the meeting was adjourned by a unanimous vote, moved by Supervisor Boggs and seconded by Supervisor Sibley, at 5:20 p.m.

Minutes approved this 13<sup>th</sup> day of Sept., 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
HCDOC = 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
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	