



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

**MINUTES OF THE JUNE 7, 2023 REGULAR MEETING**

**Call to Order:** By Supervisor/Chair Al Latham at 3:37 p.m., GoToMeeting at 1-887-309-2073, Access Code 508-997-885

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

**Supervisors Excused:** One Appointed Supervisor Position Vacant

**Associate Supervisors Present:** Erik Kingfisher

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

**Also Present:** Jean Fike, WSCC; Aaron Oman, NRCS; and Alan Chapman, WACD

**Meeting Format:** The Board held their regular meeting in person at the Jefferson County Library in Port Hadlock, Washington and remotely via GoToMeeting at 1-887-309-2073, Access Code 508-997-885, 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.

**Agenda Modification:** Staff requested that the Board consider modifying the Agenda to include BI21-23 WSCC Natural Resource Investment Project No. 2023.01 – Project Close-Out as Item F. under New Business. By consensus, the Board agreed to include this item.

**Consent Agenda:** Chair Latham asked if anyone wished to modify the Consent Agenda. Hearing no requests, the Board approved the Consent Agenda by consensus. The Minutes of the May 3, 2023 regular meeting were approved and signed as presented.

**Public Comment:** Chair Latham called for public comment. No public comments were received.

**Partner Reports:** Jean Fike, Regional Manager for WSCC, reported on recent legislative budget activity. She noted that the elections bill did not pass; however, a study will be conducted on the cost of putting conservation district elections on the general ballot. A discussion on conservation district elections followed. District Manager Joe Holtrop asked about forestry grants. Jean Fike stated that the revised guidelines on how to apply for, and use, these funds will be published soon. Aaron Oman, NRCS Soil Conservationist for Jefferson and Clallam counties, provided a detailed report on his recent field work with Conservation Planner Sierra Young and the NRCS local working group meeting. A discussion about wetland reserve program followed. Alan Chapman, Northwest Washington Area Director for WACD, reported on recent executive WACD activities including, but not limited to, upcoming budget proposals and request for feedback, the potential addition of an additional WACD staff member, and annual WACD dues.

**Treasurer's Report, Disbursements, and Electronic Payments for April, 2023:** Office Manager Tracy Kier presented to, and reviewed with, the Board the April, 2023 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4867 through 4899, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for April, 2023 totaled \$16,385.69, general expenses totaled \$134,681.03, and total expenses amounted to \$151,066.72. Tracy Kier noted that check #4867 and check #4891 had been voided due to an issue date error and a duplication error, respectively. Both original, voided checks were presented to the Board for their inspection. Deposits made in April, 2023 amounted to \$21,407.55. The current balance in the District's truck reserve fund was \$26,397.44, which included the minimum, monthly contribution of \$400.00 for April, 2023.

Joe Holtrop recommended the District's operation reserve fund be increased to \$120,000.00 due the recent increase in salaries. A discussion about the District's truck and operating reserve funds followed. **Supervisor Laurie Hannan made**



*a motion to increase the District's operating reserve funds to \$120,000.00. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*

*Supervisor George Sibley then made a motion to move \$58,227.11, representing the current amount of annual leave and sick leave liability, into the District's Local Government Investment Pool account. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*

*Supervisor Boggs then made a motion to approve the Treasurer's Report, Disbursements #s 4867 through 4899 (including salaries, benefits, and general expenses), and electronic payments for April, 2023 in the total amount of \$151,066.72. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*

**Treasurer's Report, Disbursements, and Electronic Payments for May, 2023:** Tracy Kier presented to, and reviewed with, the Board the May, 2023 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4900 through 4917, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for May, 2023 totaled \$19,708.80, general expenses totaled \$24,676.50, and total expenses amounted to \$44,385.30. Deposits made in May, 2023 amounted to \$76,604.31. The current balance in the District's truck reserve fund was \$26,797.44, which included the minimum, monthly contribution of \$400.00 for May, 2023. A discussion regarding employee leave and SIMPLE IRA followed. After discussion, **Supervisor Sibley made a motion to approve the Treasurer's Report, Disbursements #s 4900 through 4917 (including salaries, benefits, and general expenses), and electronic payments for May, 2023 in the total amount of \$44,385.30. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**

Tracy Kier informed the Board that the District will implement the WA Cares program effective July 1, 2023, and will begin deducting the premiums from the employee's wages at that time. A discussion regarding landowner reimbursement and District cash-flow followed, with input from Jean Fike. The Board agreed by consensus to issue a mid-month check for the landowner reimbursement on BI21-23 WSCC NRI Project No. 2022.03 and a mid-month check for the landowner reimbursement for BI21-23 WSCC NRI Project No. 2023.01. A discussion followed about the new timeline for processing payroll in consideration of the regular Board meeting schedule change to the second Wednesday of the month. The Board directed staff to prepare payroll at the end of each month, with the payment date being the last day of the month. By consensus, the Board agreed that any two Board Supervisors would be allowed to sign payroll checks once they are ready, and release the payroll checks for distribution to staff; and, in addition, the Board will ratify payroll at their regular meeting of the month.

**Staff Report:** The monthly District staff report for June, 2023 was presented to the Board for their review. Joe Holtrop reported on wildfire preparedness planning, forestry funding received by the District, and the new Chimacum-Hadlock PIC project with Jefferson County/DOE. He informed the Board that he had submitted for a State Archives grant and is waiting for news on a potential funding award. Fisheries Biologist/Water Quality Specialist Glenn Gately provided additional information on the Jefferson County/DOE project and his recent outreach activities with students from Cedarbrook. Conservation Planner Sierra Young reported on the status of the District's capital projects, her collaboration with Aaron Oman from NRCS, and outreach activities with NOSC and the Real Learning Real Work field trip with Port Townsend seventh graders. Tracy Kier informed those in attendance of her upcoming jury duty obligation from July 3, 2023 through July 14, 2023.

#### **OLD BUSINESS**

- A. JCCD Policies and Procedures Manual Update:** There being no activity to report, the Board agreed to table this item until the next regular meeting of the Board.
- B. 2023 Election and Appointment:** Tracy Kier informed the Board that the election of Julie Boggs and appointment of Al Latham was certified by the Washington State Conservation Commission (WSCC) at the WSCC regular meeting in May, 2023.
- C. Mid-Term Appointed Board Position Vacancy:** Tracy Kier reported that the Notice of Mid-Term Appointed Board Position Vacancy will be published in the *Leader* and *Peninsula Daily News*, posted on the District's website, and posted on the District's office window later that month.
- D. Local Government Investment Pool:** Tracy Kier informed the Board that the initial set-up of the Local Government Investment Pool account was completed in late May, 2023.



- E. Replacement of District Office Manager/Financial Specialist:** Joe Holtrop informed the Board that the advertisement for the bookkeeper/administrative assistant position was published in the *Leader* for four weeks and in the *Peninsula Daily News* for two weeks. Four applications had been received to-date. A discussion regarding additional advertising possibilities followed, during which Joe Holtrop stated that he thought the District should go with an accounting firm for District financial functions. Discussion followed.

#### **NEW BUSINESS**

- A. BI21-23 Natural Resource Investments Project No. 2022.03 – Project Close-Out:** Joe Holtrop reported on the completion of NRI Project No. 2022.03 including, but not necessarily limited to, practice measures implemented and final costs. Discussion followed.
- B. BI21-23 Salmon Recovery Funding Project No. 2022.05 – Project Close-Out:** Sierra Young reported on the completion of SRF Project No. 2022.05 including, but not necessarily limited to, practice measures implemented, final costs, and post-planting maintenance. Discussion followed.
- C. BI21-23 WSCC Master Contract No. 24-02:** With the assistance of Jean Fike, the Board reviewed the WSCC Master Contract No. 24-02 for the biennium of 2023 – 2025. After review, ***Supervisor Hannan made a motion to approve the WSCC Master Contract No. 24-02. The motion was seconded by Supervisor Sibley. There being no discussion, the motion was approved by a unanimous vote.***
- D. Health Care Authority PEBB Employer Group Interlocal Agreement Restated Contract No. K2053:** The Board briefly reviewed the PEBB Employer Group Interlocal Agreement Restated Contract No. K2053, having previously received a copy for advance review. ***Supervisor Boggs made a motion to approve the PEBB Employer Group Interlocal Agreement Restated Contract No. K2053. The motion was seconded by Supervisor Hannan. Discussion followed, after which the motion was approved by a majority vote of the Board, as follows:***  
**Supervisor Boggs – Voted For**  
**Supervisor Hannan – Voted For**  
**Supervisor Latham – Voted For**  
**Supervisor Sibley - Abstain**
- E. Annual State Auditor’s Office Reporting Submittal:** Tracy Kier presented, and reviewed with the Board:
- The District’s final 2022 Deposits/Checks/EFT’s Report (Checking Account)
  - The District’s final 2022 Truck Reserve Fund Report (Money Market Account)
  - The District’s final 2022 Operating Reserve Fund Report (Money Market Account)
  - The District’s final 2022 Beginning/Ending Fund Balances, Revenue, and Expenditures Report
  - The District’s final 2022 State Auditor’s Office Schedule 22 – Audit Assessment Questionnaire
- Discussion followed.
- F. BI21-23 Natural Resource Investments Project No. 2023.01 – Project Close-Out:** Sierra Young reported on the completion of NRI Project No. 2023.01 including, but not necessarily limited to, practice measures implemented and final costs. Discussion followed.

#### **CORRESPONDENCE**

There was no correspondence for the Board’s review.

There were no public comments submitted during the meeting.

#### **REVIEW OF OFFICIAL ACTIONS**

- ✓ **The Consent Agenda was approved by consensus of the Board.**
- ✓ **The Minutes of the May 3, 2023 regular meeting were approved, and signed, as presented in the Consent Agenda.**
- ✓ **The Board passed a motion to increase the District’s operating reserve funds to \$120,000.00.**
- ✓ **The Board passed a motion to move \$58,227.11, representing the current amount of annual leave and sick leave liability, into the District’s Local Government Investment Pool account.**
- ✓ **The Board passed a motion approving the Treasurer’s Report, Disbursements #s 4867 through 4899 (including salaries, benefits, and general expenses), and electronic payments for April, 2023 in the total amount of \$151,066.72.**
- ✓ **The Board passed a motion approving the Treasurer’s Report, Disbursements #s 4900 through 4917 (including salaries, benefits, and general expenses), and electronic payments for May, 2023 in the total**



amount of \$44,385.30.

- ✓ The Board passed a motion approving the WSCC Master Contract No. 24-02.
- ✓ The Board passed a motion approving the PEBA Employer Group Interlocal Agreement Restated Contract No. K2053.

**Time, Date, and Place of Next Meeting:** Tracy Kier informed the Board that the library meeting room would not be available for the July 12, 2023 regular meeting. The Board agreed to hold their regular July meeting at the District office. The next regular meeting of the Board will, therefore, be held on July 12, 2023 at the 3:30 p.m. at the Jefferson County Conservation District office in Port Hadlock. Information regarding in-person meeting location and remote access attendance options will be listed on the Board's July 12, 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:** There being no further business to discuss or transact, Supervisor Hannan made a motion to adjourn the meeting. The motion was seconded by Supervisor Sibley. There being no discussion, the meeting was adjourned at 5:50 p.m.

Minutes approved this 13 day of SEPT., 2023.

*Tracy Kier*

*Al Latham*

Recorded by Tracy Kier 07-31-2023

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
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	

