



205 West Patison Street, Port Hadlock, WA 98339 Phone: 360-385-4105  
Email: [info@jeffersoncd.org](mailto:info@jeffersoncd.org) [www.jeffersoncd.org](http://www.jeffersoncd.org)

## MINUTES OF THE MARCH 13, 2024, REGULAR MEETING

**Call to Order:** By Chair Al Latham at 4:14 p.m.

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

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

**Also Present:** Ryan Baye, Director of Legislative & Membership Services WACD, Associate Supervisor Erik Kingfisher

**Meeting Format:** The Board held their regular meeting in person at the District's office in Port Hadlock and remotely via GoToMeeting at 1 866 899 4679, Access Code 136-356-741. 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 Modifications:** 2024 Election and Appointment, WADE Conference: Leavenworth, WA June 10-12.

**Meeting Minutes:** *Supervisor Boggs moved to approve the minutes for the February 14, 2024, regular meeting. Supervisor Hannan seconded the motion. The motion was approved by unanimous vote.*

**Public Comment:** There were no public comments.

**Partner Reports:** Ryan Baye discussed the NW Area Director vacancy and the new WACD resolution to transfer the Coastal Marine Resources Committee from WDFW to the Commission. Alan Chapman, Northwest Area Director for WACD will run for supervisor in the Whatcom election.

**Treasurer's Report, Disbursements, and Electronic Payments for February 2024:** Office Coordinator/Bookkeeper Jessica Brittain presented the treasurer's report, including, but not limited to, disbursement #s 5068 through 5087, electronic payments, deposits, Local Government Investment Pool (LGIP) Report, Balance Sheet, Accounts Receivable Aging Summary Report, Profit & Loss information, and Leave Liability information.

Purchasing card expiration dates, cancellations, and policies governing the cards were discussed. Chair Latham and Supervisor Boggs will need to follow up with the bank on limits and cancellations. Card ending in \*\*\*7400 has a 60-day outstanding dispute.

LGIP Transfers from LGIP to checking account will be reviewed on a case-by-case scenario when the QuickBooks bank register balance is lower than \$40,000 as stated in the policy. The district manager will decide the amount to transfer and inform the board chair of the amount to be transferred.

The mid-year budget was updated to reflect merit and cola raises approved at the last board meeting.

**Supervisor Boggs moved to approve the Treasurer's Report and revised Budget. Supervisor Hannan seconded the motion. The motion was approved by unanimous vote.**



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**Staff Report:** The monthly District staff report for February 2024 was presented. . Plant Sale is finished, and financial reporting will be complete by next month. The Port Townsend Leader article on the Chimacum Creek planning process was discussed. Office Coordinator/ Bookkeeper Jessica Brittain asked Supervisors to directly inform her on any leaves of absence that will affect meeting schedules, banking, and general operations.

**Old Business:**

**JCCD Policies and Procedures Manual Update:** Currently in review with the lawyer.

**2024 Election and Appointment:** Election Report submitted to WSCC on the District's March 5, 2024, election. Craig Schrader and Elections Supervisor Brittain served as the Polling Officers. Fifteen ballots were mailed to requesters; thirteen completed ballots were returned to the District. All votes cast were for George Sibley. The WSCC will certify election results at their regular meeting in mid-May 2024.

**New Business:**

**Volunteer / Conservation Crew opportunities:** The Board and staff discussed the possibility of hiring an AmeriCorps Individual Placement participant to fill our volunteer needs for one year. The district manager and planner will coordinate with AmeriCorps to obtain the information needed.

***District chair, Al Latham moved to pursue hiring an AmeriCorps person. Supervisor Hannan seconded the motion. The motion was approved by unanimous vote.***

**IEGP Cost Share Application for Laurie McKenzie. Project #2024.02:** Young presented the cost share application for 75% reimbursement for installation of roof runoff catchment and irrigation pipeline for a small flower farm, with a total project cost of \$24,000, of which the district will reimburse up to \$18,000. ***Supervisor Boggs moved to approve the IEGP Cost Share Application for Laurie McKenzie. Project #2024.02. Supervisor Hannan seconded the motion. The motion was approved by unanimous vote.***

**WADE Conference: Leavenworth, Wa. June 10-12:** Staff and Supervisors are encouraged to attend the WADE conference in person. The regularly scheduled monthly board meeting for June will be rescheduled. Office Coordinator/ Bookkeeper Jessica Brittain applied for one district scholarship.

***Supervisor Hannan moved to approve the costs to attend the WADE Conference. 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 February 14, 2024, Regular Meeting.**

**Approval of the February Treasurer's report and updated Budget.**

**Approval to pursue an AmeriCorps person to support the district for 1 year.**

**Approval of the IEGP Cost Share Application for Laurie McKenzie. Project #2024.02.**



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**Approval for employees and supervisors to attend the WADE Conference.**

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

**Meeting Adjourned:** The meeting adjourned at 5:20 p.m.

Minutes approved this 10 day of APRIL, 2024.

  
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Recorded by Jessica Brittain

  
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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	RCPP = Regional Conservation Partnership Program
FC = Fecal Coliform	RPPP = Riparian Plant Propagation Program
FFFPP = 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