



205 West Patison Street, Port Hadlock, WA 98339 Phone: 360-385-4105
Email: info@jeffersoncd.org www.jeffersoncd.org

MINUTES OF THE NOVEMBER 8, 2023, REGULAR MEETING

Call to Order: By Chair Al Latham at 3:32 p.m.

Supervisors Present: Al Latham, Laurie Hannan, George Sibley, Julie Boggs (arrived @ 4:30 p.m.)

Staff Present: Joe Holtop, Sierra Young, Glenn Gately, Jessica Brittain

Also Present: Associate Supervisor Erik Kingfisher (remote), Aaron Oman of NRCS (remote), and John Bellow Board of Supervisors applicant.

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 143-317-845. 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 Hannan moved to approve the minutes from the October 11, 2023, Regular Meeting. *Supervisor Sibley seconded the motion with corrections to typos. The motion was approved by unanimous vote.*

Public Comment: Supervisor Latham called for public comment. John Bellow was introduced as an applicant for the vacant appointed position that expires in May.

Partner Reports: Aaron Oman of NRCS reported attending the Tilth Conference with Sierra Young where potential clients were engaged. Some landowners on Chimacum Ridge have inquired about NRCS programs. NRCS has filled the vacant resource conservationist position for the Port Angeles field office – the new person will begin work in mid-December.

Supervisor Sibley reported from the Ecology Newsletter about the Streamflow Restoration grant program and asked if the district has ever applied to this program or plans to apply. Joe Holtop commented that the District had not applied for this grant and was unlikely to apply because the program funds projects that result in increases to stream flows, which isn't something we would likely be able to do, except possibly in the Chimacum watershed with storage of winter flows.

Associate Supervisor Erik Kingfisher gave an update on the Port of Port Townsend planning efforts for the recently purchased Short Family Farm. The Port is forming a steering committee to help develop a plan for the property. Three seats are held by conservation efforts, Jefferson Conservation District, Jefferson Land Trust, and Jefferson Land Works Collaborative.

Supervisor Sibley moved to appoint Al Latham as the district's representative on the Short Family Farm Steering Committee. Supervisor Hannan seconded the motion. The motion was approved by unanimous vote.



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Treasurer’s Report, Disbursements, and Electronic Payments for October 2023: Office

Coordinator/Bookkeeper Jessica Brittain presented the treasurer’s report, including, but not limited to, disbursement #s 5009 through 5021, electronic payments, deposits, Local Government Investment Pool (LGIP) Report, Balance Sheet, Accounts Receivable Aging Summary Report, Profit & Loss information, and Leave Liability information. A simplified account balance was presented for fund allocation and cash flow. Kitsap Bank Checking Account has exceeded the \$150,000 threshold for transferring funds to the LGIP. Brittain suggested moving \$75,000 to the LGIP account, and forming a financial committee to study overhead funds, savings goals, and profit allocation. ***Supervisor Hannan moved to transfer \$100,000.00 from Kitsap Bank to the Local Government Pool. Supervisor Sibley seconded the motion. The motion was approved by unanimous vote.***

Supervisors Sibley and Hannan, District Manager Holtrop, and Office Coordinator/Bookkeeper Brittain will serve on the financial committee.

Staff Report: The monthly District staff report for October 2023 was presented. Holtrop commented that the Natural Landscaping Course went well. In addition to the 20 people that registered for the fall course, 28 are on a waiting list for the Spring course. Holtrop plans to schedule two courses in the spring to accommodate interest. Holtrop is leading a workshop on planning a native landscape on the 15th of November that has 25 signups. Another workshop on bare-root plant care and planting will be held in January. Young reported 60% of plant sale inventory has been sold. Nootka Rose, Douglas Fir, and Red Flowering Currant have sold out. The sale will remain open until the 30th of November. Volunteers are needed to help set up facilities on the 20th and 21st of February. Young reported the new District website is live and feedback is appreciated. The district’s newsletter was presented and will be published after approval of the Election Resolution. Fisheries Biologist/Water Quality Specialist Glenn Gately reported on low dissolved oxygen (DO) levels he has been observing in Chimacum Creek and E. coli monitoring results from October. Low DO levels are mostly in the lower three miles of West Chimacum Creek. He attributed the low DO to decaying vegetation, mostly reed canarygrass, in the stream channel.

OLD Business

JCCD Policies and Procedures Manual Update: Staff are in the process of reviewing the draft manual. Noting that the manual was scheduled to be adopted one year ago, Supervisor Sibley reiterated the importance of the staff review and the need to complete the review before the December board meeting.

Mid-Term Appointed Board Position Vacancy: The timing of the Conservation Commission’s appointment was discussed with applicant Bellow, as was the fact that the vacant position expires in May of 2024, thus it will be open for applications again in the first quarter of 2024.



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NEW BUSINESS

Election Resolution:

Brittain provided the Board with a draft 2024 election and appointment resolution as directed by the Board in their October 11, 2023, regular meeting. Resolution No. 2023-043 establishes, in part, the date, time, and location of a no in-person voting election on March 5, 2024. **Supervisor Sibley made a motion to accept draft Resolution No. 23-043. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.**

Correspondence: Review of Official Actions:

Approval of the Consent Agenda.

Approval of the minutes from the October 11, 2023, Regular Meeting.

Approval to Appoint Al Latham for representation on the Short's Family Farm Steering Committee.

Approval of the October Treasurer's report.

Approval to transfer \$100,000.00 from checking to LGIP.

Approval of 2024 Election and Appointment Resolution No. 23-043.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on December 13, 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 December 13, 2023, 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 4:53 p.m.

Minutes approved this 13 day of DEC, 2023, 2023.



Recorded by Jessica Brittain



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	RCP = 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/DCCD = 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