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MINUTES OF THE October 11, 2023, REGULAR MEETING

Call to Order: By Vice Chair Julie Boggs at 3:32 p.m., GoToMeeting at 1-877-309-2073, Access Code 500-966-061.
Supervisors Present: Julie Boggs, Laurie Hannan (via phone), George Sibley **Staff Present:** Jessica Brittain, Glenn Gately, Joe Holtrop, and Sierra Young
Also Present: Associate Supervisor Erik Kingfisher (remote), Washington State Conservation Commission (WSCC) Regional Manager Jean Fike (remote), Kade Wilford, Kara Cardinal Straight Ecosystems Recovery Network Coordinator (remote)

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 500-966-061, with public comment available in person, remotely on-line, and through the District's email address at info@jeffersoncd.org, as noted on the Agenda and posted in advance on the District's website and office building.

District Manager Joe Holtrop requested two additions to the agenda under new business: appointment of the Elections Supervisor, and review/approval of a cost-share agreement.

Consent Agenda: The Consent Agenda, which included the minutes from the September 13, 2023, regular meeting was approved by consensus. **Supervisor Sibley moved to separate the Minutes from the Consent Agenda. Supervisor Hannan seconded the motion. The motion was approved by unanimous vote.**

Public Comment: Vice Chair Boggs called for public comment. No public comments were made.

Partner Reports: Jean Fike announced that WSCC Interim Executive Director Kurt Robinson stepped down from his temporary position and has been replaced by Sarah Groth. Two prospective applicants have completed the second round of interviews for the permanent Executive Director position.

Treasurer's Report, Disbursements, and Electronic Payments for September 2023: Office Coordinator/Bookkeeper Jessica Brittain presented the treasurer's report, including, but not limited to, Disbursement #s 4989 through 5008, electronic payments, deposits, Local Government Investment Pool (LGIP) reports, Balance Sheet, Accounts Receivable Aging Summary Report, Profit & Loss information, and Leave Liability information. Arranging for Supervisor review of financial records and getting signatures in a timely manner continues to be a challenge, particularly with the change of the monthly meeting from the first Wednesday of the month to the second and a vacant Auditor position. Suggest appointing an interim Auditor for dedicated signature approval requests. **Supervisor Sibley moved to authorize the District Manager, authorization to approve and sign employee time and expense sheets. A board supervisor must approve the District Manager's time and expense sheet. Supervisor Hannan seconded the motion. The motion was approved by unanimous vote. Supervisor Sibley moved to approve Supervisor Hannan as the Interim Auditor. Supervisor Boggs seconded the motion. The motion was approved by unanimous vote. Supervisor Sibley moved to approve September's Treasurer's reports, Supervisor Hannan seconded the motion. There being no further discussion, the motion was approved by a unanimous vote.**

Staff Report: The monthly District staff report for September 2023 was presented. Fisheries Biologist and Water Quality Specialist Glenn Gately reported on low dissolved oxygen (DO) levels he has been observing in Chimacum Creek recently. He conducted a bioassay using native fish species. He attributed the low DO to decaying vegetation, mostly reed canarygrass, in the stream channel. Holtrop reported very high interest in the Natural Landscaping Course and a long waiting list for the spring course. Young reported on issues with the Conservation Reserve Enhancement Program (CREP) raised during project audits in Whatcom County by the USDA Farm Service Agency (FSA). She noted that FSA will be auditing CREP projects throughout the state. Young reported Plant Sale activity, large purchase orders to close October 14 and regular orders to open October 16. Customer plant pick-up is scheduled for February 24, 2024.

OLD BUSINESS

- A. **JCCD Policies and Procedures Manual Update:** Sibley reported progress is being made, but the target date for approval will be moved. Holtrop will produce a cleaned-up draft for staff to review and comment on before the November Board meeting.
- B. **Mid-Term Appointed Board Position Vacancy:** John Bellow has applied for the position. One other individual from Chimacum has expressed interest in the position. The WSCC will review applications and will likely consult with the Board prior to making the appointment.
- C. **Online banking update:** Brittain and Latham have enabled online banking for our Kitsap Bank accounts.

NEW BUSINESS

- A. **Shellfish Addendum:** Sibley moved to approve the Shellfish Addendum for \$112,500. Hannan seconded the motion. The motion was approved by unanimous vote.
- B. **Shellfish Cost-Share Contract – Black:** Sibley moved to approve the Shellfish Cost-Share Contract for Tereva Black. Hannan seconded the motion. The motion was approved by unanimous vote.
- C. **NRI Cost-Share Contract – Nine Hills:** Sibley moved to approve the NRI Cost-Share Contract for Nine Hills. Hannan seconded the motion. The motion was approved by unanimous vote.
- D. **NRI Cost-Share Contract – Spring Rain:** Sibley moved to approve expanding the project from \$7,500 to \$17,667. Hannan seconded the motion. Following discussion about why the cost had increased, the motion was approved by unanimous vote. It is estimated that the cost-share will only cover the cost of materials and very little labor.
- E. **Appointment of Elections Supervisor:** Sibley moved to appoint Jessica Brittain as the Elections Supervisor. Hannan seconded the motion. The motion was approved by unanimous vote.

CORRESPONDENCE

The Department of Ecology monthly newsletter was reviewed.

REVIEW OF OFFICIAL ACTIONS

- Approval of the Consent Agenda.
- Approval of the September Treasurer's report.
- Approval of the Shellfish addendum.
- Approval of the Shellfish cost-share agreement for Black.
- Approval of the NRI cost-share agreement for Nine Hills.
- Approval of the NRI cost-share agreement for Spring Rain.
- Appointment of Jessica Brittain as the Elections Supervisor.
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Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on November 8, 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 November 8, 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 5:32 p.m.

Minutes approved this 8th day of November, 2023.


Recorded by Jessica Brittain


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
HCDOF = 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	