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## MINUTES OF THE SEPTEMBER 13, 2023, REGULAR MEETING

**Call to Order:** By Supervisor/Vice Chair Julie Boggs at 3:35 p.m., GoToMeeting at 1-877-309-2073, Access Code 175-452-493.

**Supervisors Present:** Julie Boggs, Laurie Hannan, George Sibley, Al Latham (via phone)

**Staff Present:** Jessica Brittain (via phone), Glenn Gately, Joe Holtrop, and Sierra Young

**Also Present:** Kade Wilford, citizen, Alan Chapman, WACD (remote); Arron Oman, NRCS (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 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/Vice Chair Julie Boggs 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:** the Consent Agenda, which included the minutes from the June 7, July 12, and August 9 regular meetings, and the August 23 special meeting, was approved by consensus.

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

**Partner Reports:** No partner reports were given. However, District Manager Joe Holtrop reported that Clallam Conservation District will host the WACD Northwest Area Meeting on October 4. The meeting will be virtual with the option for some in-person attendance at the CCD office in Port Angeles. An agenda for the meeting has not been finalized. Holtrop also reported that the vacant WACD Area Director position for the Northwest Area was filled the day before with the appointment of Kitsap Conservation District David Vliet.

**Treasurer's Report, Disbursements, and Electronic Payments for July and August 2023:** Office Coordinator/Bookkeeper Jessica Brittain presented the treasurer's report, including, but not necessarily limited to, Disbursement #s 4971 through 4988, electronic payments, deposits, Local Government Investment Pool (LGIP) Reports, Balance Sheet, Accounts Receivable Aging Summary Report, Profit & Loss information, and Leave Liability information. Net salaries for July 2023 totaled \$18,295.83, general expenses totaled \$39,448.50, and total expenses amounted to \$57,744.33. Deposits made in July 2023 amounted to \$152,883.07. The current balance in the LGIP account was \$136,624.39. A change in the presentation of the accounting from July to August, mainly in how the Rates & Charges are presented, was discussed. ***Supervisor Hannan moved to approve the July and August Treasurer's reports, noting that the accounting presentation changed from July to August, and Supervisor Sibley seconded the motion. There being no further discussion, the motion was approved by a unanimous vote.***

**Staff Report:** The monthly District staff report for August 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 will conduct a bioassay using native species soon. He attributed the low DO to decaying vegetation, mostly reed canarygrass, in the stream channel. Discussion followed about possible remediation, including vegetation removal from the stream channel and how such work could happen. A discussion about the status of the Chimacum Drainage District and current activities to solicit community input about possible drainage district reactivation and the Conservation District's efforts to prepare a management and restoration plan for the watershed followed. Holtrop reported that the Board of County Commissioners recently held a public hearing about the Drainage District and voted to not dissolve the district but to declare it inactive and work with the community and Conservation District over the coming year to determine its future. 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 and it is unlikely that any action would be taken on new enrollments in the next few months. Vice Chair Boggs offered to facilitate a site visit to the Holt farm on Chimacum Creek at Eaglemount Road to evaluate stream

erosion issues and explore remediation opportunities. Holtrop suggested that Chair Latham also attend, since he was involved with efforts to develop a comprehensive stream channel restoration design for that area a few years ago.

The board discussed a request from former employee Tracy Kier for items from her personnel file. Chair Latham and Brittain will make arrangements with Kier to come into the office and allow Kier to make photocopies of the items she has requested.

#### **OLD BUSINESS**

- A. **JCCD Policies and Procedures Manual Update:** Supervisor Sibley reported on the status of the work being done by three subcommittees. Progress is being made, but the target date for approval will likely have to be moved from November to December.
- B. **Mid-Term Appointed Board Position Vacancy:** To the knowledge of those in attendance, no one has applied for the position.
- C. **Online banking update:** Brittain presented a recommendation for online banking. *Supervisor Sibley moved to sign up for online banking at Kitsap Bank as soon as possible with Chair Latham and Brittain as authorized signers, and Supervisor Hannan seconded the motion. There being no further discussion, the motion was approved by a unanimous vote.*
- D. **B123-25 WSCC Authorized Signatures Form update:** The remaining signatures required on the form were obtained.

#### **NEW BUSINESS**

- A. **Large-Payment Limit Credit Card Subscriptions and Recurring Charges Approval:** *Supervisor Sibley moved to transfer all subscriptions and recurring credit card charges from the individual \$1,000-limit cards to the large-limit card with approval of said charges until canceled, and Supervisor Hannan seconded the motion. There being no further discussion, the motion was approved by a unanimous vote.*
- B. **Kitsap Bank Cash Management:** Brittain presented options for cash management, recommending making no changes.
- C. **Riparian Plant Propagation Program (RPPP) Budget/Addendum:** *Supervisor Sibley moved to approve the RPPP grant budget and addendum, and Supervisor Hannan seconded the motion. There being no further discussion, the motion was approved by a unanimous vote.*
- D. **Agreement with North Olympic Salmon Coalition (NOSC) for nursery expansion/improvement:** *Supervisor Hannan moved to approve the nursery expansion/improvement agreement with NOSC, and Supervisor Sibley seconded the motion. There being no further discussion, the motion was approved by a unanimous vote.*
- E. **Natural Resource Investments (NRI) Budget/Addendum:** A list of proposed NRI projects was presented and discussed. *Supervisor Sibley moved to approve the NRI grant budget and addendum, and Supervisor Boggs seconded the motion. There being no further discussion, the motion was approved with Supervisor Hannan recusing herself.*
- F. **NRI Cost-Share Agreement:** A cost-share agreement with Laurie Hannan to install concrete pads under and around livestock water tanks installed in the spring was presented. *Supervisor Sibley moved to approve the cost-share agreement with Hannan for heavy use area protection at a 75% cost-share rate and an amount not to exceed \$5,250, and Supervisor Boggs seconded the motion. There being no further discussion, the motion was approved with Supervisor Hannan recusing herself.*
- G. **Salmon Recovery Fund (SRF) Budget/Addendum:** *Supervisor Sibley moved to approve the SRF grant budget and addendum, and Supervisor Hannan seconded the motion. There being no further discussion, the motion was approved by a unanimous vote.*
- H. **SRF Cost-share Agreement:** A cost-share agreement with Northwest Watershed Institute (NWI) for the Tarboo Creek Watershed Restoration Phase 3 was presented. Discussion followed about past cost-share projects and their success. *Supervisor Hannan moved to approve the cost-share agreement with NWI for Tarboo Creek Watershed Restoration Phase 3 at a 100% cost-share rate and an amount not to exceed \$65,000, and Supervisor Sibley seconded the motion. There being no further discussion, the motion was approved by a unanimous vote.*

**CORRESPONDENCE**

The Department of Ecology monthly newsletter was reviewed, noting two new hires for our region.

Comments were submitted via GoToMeeting chat from Aaron Omar about upcoming Natural Resources Conservation Service program application deadlines.


**REVIEW OF OFFICIAL ACTIONS**

- Approval of the Consent Agenda.
- Approval of the July and August Treasurer's reports, noting that the accounting presentation changed from July to August.
- Approval to sign up for online banking at Kitsap Bank as soon as possible with Chair Latham and Brittain as authorized signers.
- Approval to transfer all subscriptions and recurring credit card charges from the individual \$1,000-limit cards to the large-limit card with approval of said charges until canceled.
- Approval to approve the NPPP grant budget and addendum.
- Approval of the nursery expansion/improvement agreement with NOSC.
- Approval of the NRI project list and budget/addendum.
- Approval of the NRI cost-share agreement for heavy use area protection with Hannan.
- Approval of the SRF budget/addendum.
- Approval of the SRF cost-share agreement for Tarboo Creek Watershed Restoration Phase 3 with NWI.

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board will be held on October 11, 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 October 11, 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:** The meeting adjourned at 6:04pm.

Minutes approved this 11 day of Oct, 2023.

  
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Recorded by Joe Holtrop

  
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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	