



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

**MINUTES OF THE MARCH 17, 2021 SPECIAL MEETING**

**Call to Order:** By Chair Al Latham at 1:38 p.m., GoToMeeting at 1-866-899-4679, Code No. 618-638-933

**Supervisors Present:** Janet Aubin, Lige Christian, Laurie Hannan, and Al Latham

**Supervisors Excused:** Julie Boggs

**Associate Supervisors Present:** None

**Staff Present:** Glenn Gately and Joe Holtrop

**Also Present:** Calvin Stokes

**Meeting Format:** Due to the COVID-19 pandemic, the Board held their special meeting remotely via GoToMeeting (phone number and code above noted), as noted on the Agenda and posted in advance on the District's website and office building. Chair Latham welcomed those guests attending the meeting.

**Purpose of the Special Meeting:** Chair Latham announced that the purpose of the special meeting was to discuss, and potentially take action on, the District's hiring process for an open Conservation Planner/Resource Specialist position. He stated that no other business would be discussed or transacted in the meeting.

**Jefferson County Conservation District Hiring Process for Open Conservation Planner/Resource Specialist Position**

**Executive Session – RCW 42.30.110(1)(g):** Chair Latham announced that the Board was going into Executive Session pursuant to RCW 42.30.110(1)(g), for the purpose of evaluating the qualifications of an applicant(s) for public employment. He stated that the Executive Session would last until 3:00 p.m., unless extended by public announcement of the Board Chair or Acting Chair, and that no actions would be taken by the Board during the Executive Session. The Board may, or may not, elect to take action after the Executive Session.

The Board went into Executive Session at 1:40 p.m. and reconvened the special meeting at 3:00 p.m.

***Supervisor Lige Christian made a motion to empower District Manager Joe Holtrop to check the references of Candidate #8; AND FURTHER, pending reference checks, to make an offer of employment to Candidate #8 and negotiate salary. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.*** The Board agreed by consensus that if Candidate #8 accepts the District's offer of employment, and if a salary is successfully negotiated within the boundaries established by the Board in the job description and announcement, Candidate #8 may begin employment with the District on April 1, 2021.

**Review of Official Actions:**

- ✓ **The Board passed a motion to empower District Manager Joe Holtrop to check the references of Candidate #8; AND FURTHER, pending reference checks, to make an offer of employment to Candidate #8 and negotiate salary.**

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board will be held on April 7, 2021 at 3:30 p.m. Due to the COVID-19 pandemic, the Board will hold their April 7, 2021 regular meeting remotely via teleconference. Information regarding virtual meeting access will be listed on the Board's April 7, 2021 Agenda, and posted in advance on

the District office building located at 205C W Patison Street in Port Hadlock, Washington, and on the District's website at [www.jeffesoncd.org](http://www.jeffesoncd.org).

**Meeting Adjourned:** *There being no further business to discuss or transact, Supervisor Lige Christian made a motion to adjourn the meeting. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote, and the meeting was adjourned at 3:08 p.m.*

Minutes approved this 5<sup>th</sup> day of May, 2021.

  
 Transcribed by: Tracy Kier, Office Manager

  
 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	