



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

MINUTES OF THE MARCH 3, 2021 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:33 p.m., GoToMeeting at 1-866-899-4679, Code No. 963-199-421

Supervisors Present: Janet Aubin, Julie Boggs, Lige Christian, and Al Latham

Supervisors Excused: Laurie Hannan

Associate Supervisors Present: Erik Kingfisher

Staff Present: Tracy Kier

Also Present: Joe Holtrop, Clallam Conservation District; Jean Fike, WSCC; Kirk Sehlmeier, NRCS; and Alan Chapman, WACD

Meeting Format: Due to the COVID-19 pandemic, the Board held their regular meeting remotely via GoToMeeting (phone number and code above noted), with public comment available 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. Chair Latham welcomed those guests attending the meeting. Throughout the meeting, Office Manager Tracy Kier monitored the info@jeffersoncd.org for public comment. There was no public comment made during the meeting via info@jeffersoncd.org.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. Hearing no requests, the Consent Agenda was approved by consensus of the Board. The Minutes of the February 3, 2021 regular meeting were approved as presented under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for February, 2021: Ms. Kier reviewed with the Board the February, 2021 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4361 through 4373, electronic payments, deposits, Balance Sheet information, Accounts Receivable Aging Summary information, Profit & Loss information, and Leave Liability information. She informed the Board that Chair Latham was in the office earlier that day, during which time he inspected February's checks, payments, and supportive documentation, and certified the payment of February's disbursements and electronic payments. Net salaries for February, 2021 totaled \$5,836.92, general expenses totaled \$8,633.53, and total expenses amounted to \$14,470.45. Deposits made in February, 2021 amounted to \$6,033.58. The current balance in the District's Truck Reserve Fund was \$20,105.81 which included interest earned in January, 2021 and the minimum contribution of \$100.00 per month for February, 2021.

Ms. Kier informed the Board that the Employment Security Department reduced the District's unemployment rate from .52% to .23%, effective immediately. She also informed the Board that the 2018-2020 audit by the State Auditor's Office will be conducted in the fall of 2021, with an estimated cost of \$5,650.00, plus travel. Ms. Kier reviewed with the Board the \$2,209.44 accounts receivable remaining under the WSCC CREP program. After review and discussion, **Supervisor Julie Boggs made a motion to approve the Treasurer's Report, Disbursement #s 4361 through 4373 (including salaries and general expenses), and electronic payments for February, 2021 in the total amount of \$14,470.45. The motion was seconded by Supervisor Janet Aubin. There being no discussion, the motion was approved by a unanimous vote.**

Monthly Activity Report: The Board reviewed activities conducted in February, 2021. A brief discussion of FY20-21 CREP projects followed.

OLD BUSINESS

A. 2021 JCCD Election and Appointment: Ms. Kier announced that, in accordance with the District's Notice of

Election and Appointment, the deadline for hand-delivered ballots was March 2, 2021, and mail-in ballots must be postmarked on or before March 2, 2021. Applications for the District's open appointed position must be submitted to the WSCC on or before March 31, 2021.

- B. Annual Employee Evaluations – 2020 Performance Period:** Supervisor Aubin began the discussion with a brief review of the employee evaluation process. Based on the evaluations, the employee review committee recommended merit-based raises for Fisheries Biologist/Water Quality Specialist Glenn Gately and Office Manager/Financial Specialist Tracy Kier. The committee also recommended the Board consider allocating additional hours on a monthly basis for staff trainings. The Board thanked Supervisor Aubin and Supervisor Christian for conducting the employee evaluations. Additional discussion was conducted, and action was taken, under New Business, Item D. 2021 COLA and Merit Raises. The Board elected not to go into Executive Session at this time.

NEW BUSINESS

- A. Interlocal Agreement – Clallam Conservation District:** Chair Latham provided a brief history leading up to the final draft of the Interlocal Agreement for shared personnel between Clallam Conservation District and JCCD. Discussion followed during which the Board authorized Joe Holtrop to begin providing services under the Agreement once it is fully signed by JCCD and Clallam Conservation District. After the discussion, ***Supervisor Boggs made a motion to approve the Interlocal Agreement between Clallam Conservation District and Jefferson County Conservation District for shared personnel services; AND FURTHER, to grant Chair Latham the authority to sign the Agreement on behalf of the District. The motion was seconded by Supervisor Aubin. There being no discussion, the motion was approved by a unanimous vote.*** A brief discussion of Mr. Holtrop's initial focus followed.
- B. JCCD District Manager and Conservation Planner/Resource Specialist Hiring Process:** By way of discussion, the Board agreed to conduct a Special Meeting during the week of March 8, 2021 for the purpose of discussing, and potentially taking action on, the District's hiring process for an open Conservation Planner/Resource Specialist position, focusing, in part, on the interviewee selection process. The Board also agreed to conduct two Special Meetings during the week of March 15, 2021 for the purpose of discussing, and potentially taking action on, the District's hiring process for an open Conservation Planner/Resource Specialist position, focusing, in part, on the interview and candidate selection process. Supervisor Aubin and Ms. Kier will work collaboratively to schedule the Special Meetings and provide notice.
- C. WSCC FY20-21 Grant Fund Balances:** Ms. Kier reported on the balance of FY21 WSCC grant funding available through June 30, 2021, with an analysis of projected JCCD staffing capacity through June 30, 2021. A discussion about priorities and staffing strategies followed.
- D. 2021 COLA and Merit Raises:** At the Board's request, Ms. Kier presented Consumer Price Index information for the Seattle area for December, 2020; salary base rates and composite rates from WSCC for positions in the northwest region; and updated revenue and expense projections, each for the Board's review. Discussion followed during which Supervisor Christian recommended a base salary increase from \$23.34 per hour to \$28.00 per hour for Office Manager/Financial Specialist Tracy Kier, based on merit, performance, and the level and growth of her responsibilities. He also recommended a base salary increase from \$27.63 per hour to \$30.00 per hour for Fisheries Biologist/Water Quality Specialist Glenn Gately, based on merit and performance. Supervisor Christian recommended that the 2021 COLA of 1.4% be included in these base salary increases. The Board agreed with Supervisor Christian's recommendations. After reviewing the budget projections, ***Supervisor Christian made a motion to approve a salary base rate increase, based on merit, to \$28.00 per hour, inclusive of a 1.4% COLA increase, for Office Manager/Financial Specialist Tracy Kier, effective March 1, 2021. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote. Supervisor Christian then made a motion to approve a salary base rate increase, based on merit, to \$30.00 per hour, inclusive of a 1.4% COLA increase, for Fisheries Biologist/Water Quality Specialist Glenn Gately, effective March 1, 2021. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote. Supervisor Christian then made a motion to approve an additional four hours per month for each staff member for training, capped at a total of 24 hours per staff member, for use by each staff member over the next six months. The motion was seconded by Supervisor Boggs. Discussion followed, during which the Board agreed to review staff training needs in six months. There being no additional discussion, the motion was approved by a unanimous vote.***
- E. 2021 WSCC Conservation Accountability & Performance Program (CAPP):** WSCC Regional Manager Jean Fike

and Ms. Kier explained the background, accountability requirements, and performance standards of the 2021 WSCC CAPP program, and the use of this information to help meet the District's legal requirements and improve operations. Discussion followed.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Ms. Fike provided an update on the Governor's proposed budget, proposed policy, and the progress of the Legislature. Kirk Sehlmeier, Resource Conservationist for NRCS, reported on the EQIP applications received for Jefferson County and offered his continued support with technical assistance questions during the new District Manager's transition.
- B. Legislative Update:** Alan Chapman, Northwest Washington Area Director for WACD, reported on the outcomes of the recent WACD Board meeting. Discussion followed focusing, in part, on expenses, legislative outreach, the structure of Legislative Week, and the benefits of Conservation Technical Assistance. Mr. Chapman invited everyone to attend the next WACD Board meeting.

CORRESPONDENCE

- A. DOE Monthly Nonpoint Report – March, 2021:** The DOE southwest regional, monthly nonpoint report for March, 2021 was presented to the Board for their review for information purposes. No action was taken.

Ms. Kier noted there were no public comments made during the meeting via info@jeffersoncd.org.

REVIEW OF OFFICIAL ACTIONS

- ✓ **The Consent Agenda was approved by the Board as presented.**
- ✓ **The Minutes of the February 3, 2020 regular meeting were approved as presented under the Consent Agenda.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s 4361 through 4373 (including salaries and general expenses), and electronic payments for February, 2021 in the total amount of \$14,470.45.**
- ✓ **The Board passed a motion approving the Interlocal Agreement between Clallam Conservation District and Jefferson County Conservation District for shared personnel services; AND FURTHER, granting Chair Latham the authority to sign the Agreement on behalf of the District.**
- ✓ **The Board passed a motion approving a salary base rate increase, based on merit, to \$28.00 per hour, inclusive of a 1.4% COLA increase, for Office Manager/Financial Specialist Tracy Kier, effective March 1, 2021.**
- ✓ **The Board passed a motion approving a salary base rate increase, based on merit, to \$30.00 per hour, inclusive of a 1.4% COLA increase, for Fisheries Biologist/Water Quality Specialist Glenn Gately, effective March 1, 2021.**
- ✓ **The Board passed a motion approving an additional four hours per month for each staff member for training, capped at a total of 24 hours per staff member, for use by each staff member over the next six months.**

Time, Date, and Place of Next Meeting: The Board will conduct a Special Meeting during the week of March 8, 2021 for the purpose of discussing, and potentially taking action on, the District's hiring process for an open Conservation Planner/Resource Specialist position, focusing, in part, on the interviewee selection process. The Board will also conduct two Special Meetings during the week of March 15, 2021 for the purpose of discussing, and potentially taking action on, the District's hiring process for an open Conservation Planner/Resource Specialist position, focusing, in part, on the interview and candidate selection process. Information regarding date, time and virtual meeting access will be listed on the Special Meeting Agendas, 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. 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.

Meeting Adjourned: There being no further business to discuss or transact, *Supervisor Christian made a motion to adjourn the meeting. The motion was seconded by Supervisor Aubin. There being no discussion, the motion was approved by a unanimous vote, and the meeting was adjourned at 5:25 p.m.*

Minutes approved this 5th day of May, 2021.


 Tracy Kier, Recording Secretary


 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	