



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

MINUTES OF THE SEPTEMBER 8, 2021 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:43 p.m. GoToMeeting at 1-866-899-4679, Code No. 261-224-229

Supervisors Present: Lige Christian (until 5:37 p.m.), Laurie Hannan, and Al Latham

Supervisors Excused: Janet Aubin and Julie Boggs

Associate Supervisors Present: Erik Kingfisher

Staff Present: Joe Holtrop, Sierra Young, and Tracy Kier

Also Present: Alan Chapman, WACD

Meeting Format: Due to the COVID-19 pandemic, the Board held their regular meeting remotely via GoToMeeting at 1-866-899-4679, Access Code 261-224-229, 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. Acting as the meeting facilitator, Chair Latham welcomed everyone to the meeting. During the meeting, Conservation Planner Sierra Young monitored the info@jeffersoncd.org for public comment.

Agenda Modification: The Board agreed to modify the Agenda to include Jefferson Land Trust-Letter of Support and Office Manager/Financial Specialist Position under New Business.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. Office Manager/Financial Specialist Tracy Kier requested that the Minutes of the August 4, 2021 regular meeting be removed from the Consent Agenda pending completion. Hearing no other requests, the Consent Agenda was approved by consensus of the Board, as modified. The Minutes of the July 20, 2021 special meeting were approved and signed as presented under the Consent Agenda.

Corrected Treasurer's Report for July, 2021 and Treasurer's Report, Disbursements, and Electronic Payments for August, 2021: Ms. Kier presented to, and reviewed with, the Board the corrected July, 2021 Treasurer's Report, adjusting July, 2021 deposits to \$42,368.88. She then presented to, and reviewed with, the Board the August, 2021 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4475 through 4492, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for August, 2021 totaled \$13,759.03, general expenses totaled \$13,993.99, and total expenses amounted to \$27,753.02. Deposits made in August, 2021 amounted to \$7,247.90. The current balance of the District's truck reserve funds was \$20,810.31, which included interest earned and the minimum, monthly contribution of \$100.00 for August, 2021. Ms. Kier noted that the \$501.60 approved by the Board at their last meeting for transfer from the District's checking account to the District's money market account were not transferred as planned. As such, she recommended the Board consider, instead, transferring \$601.60 from the District's checking account to the District's money market account as designated JCCD Truck Reserve Funds from April, 2021 through August, 2021. ***Supervisor Lige Christian made a motion to authorize Chair Latham to transfer \$601.60 from the District's checking account to the District's money market account as designated JCCD Truck Reserve funds from April, 2021 through August, 2021. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote. Supervisor Hannan then made a motion to approve the corrected July, 2021 Treasurer's Report and the Treasurer's Report, Disbursement #s 4475 through 4492 (including salaries and general expenses), and electronic payments for August, 2021 in the total amount of \$27,753.02. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.***

Manager's Report: District Manager Joe Holtrop advised the Board of the upcoming Jefferson Landworks Collaborative Memorandum of Understanding. Discussion followed, after which ***Supervisor Christian made a motion to authorize District Manager Joe Holtrop to sign the Jefferson Landworks Collaborative Memorandum of Understanding on***

behalf of the District. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote. Mr. Holtrop and Ms. Young lead a discussion on forest risk reduction and forest health efforts and Firewise training available to District staff and District partners. Mr. Holtrop asked the Board for direction on the approval of Conservation Plans. He explained the Conservation Plan development process, including public records disclosure/non-disclosure requirements. During the discussion, the Board agreed that the District's Conservation Plans will be reviewed by the Board once they are in final form.

OLD BUSINESS

- A. Microsoft Office 365 Conversion:** No activity.
- B. Chimaquum Creek Maintenance Letter:** No activity.
- C. Public Employees Retirement System Enrollment:** Mr. Holtrop presented, and reviewed with the Board, his follow-up recommendations and budget projection estimates, dated September 3, 2021, for joining the Public Employees Retirement System (PERS), administered through the Washington State Department of Retirement System, for joining the voluntary Deferred Compensation Program, and for continuing the District's current SIMPLE IRA 2% retirement benefit for Fisheries Biologist/Water Quality Specialist Glenn Gately, Office Manager/Financial Specialist Tracy Kier, and Conservation Planner Sierra Young until they are fully vested in PERS. His follow-up recommendations also included the adoption of a Section 218 Agreement for voluntary Social Security coverage for all staff. Discussion followed, focusing, in part, on employer/employee contribution costs, PERS requirements and benefits, budget impacts, hourly composite rates, and continuation of Social Security coverage. **Supervisor Christian made a motion to join the Public Employees Retirement System (PERS), administered through the Washington State Department of Retirement System, to join the Deferred Compensation Program, and to continue the District's current SIMPLE IRA 2% retirement benefit for staff not currently vested in PERS and until staff become fully vested in PERS. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**

A discussion regarding the enrollment process and voluntary Social Security (Section 218 Agreement) process followed, after which **Supervisor Hannan made a motion to adopt a formal Resolution for voluntary Social Security coverage. The motion was seconded by Supervisor Christian. Discussion about the resolution format followed. There being no further discussion, the motion was approved by a unanimous vote.**

NEW BUSINESS

- A. North Olympic Salmon Coalition Contract for Professional Services #2021-99:** With the assistance of Mr. Holtrop, the Board reviewed the Contract for Professional Services #2021-99 with the North Olympic Salmon Coalition. After discussion, **Supervisor Christian made a motion to approve the Contract for Professional Services #2021-99 with the North Olympic Salmon Coalition; AND FURTHER, to grant Chair Latham the authority to sign the Contract on behalf of the Board. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**
- B. North Olympic Peninsula Resource and Conservation Development Council Client Agreement and Waiver:** Mr. Holtrop informed the Board that the North Olympic Peninsula Resource and Conservation Development Council was no longer in a position to enter into the Client Agreement and Waiver. As such, no action was taken on this agenda item.
- C. BI21-23 WSCC Natural Resource Investments Grant Addendum:** Mr. Holtrop reviewed with the Board a list of potential projects for submittal to WSCC for biennium 2021-2023 Natural Resource Investments funding. Discussion regarding project estimates and the submittal process followed, after which **Supervisor Christian made a motion to approve District Manager Joe Holtrop's proposed list of cost-share projects for biennium 2021-2023; AND FURTHER, to direct Mr. Holtrop to submit these projects to WSCC for funding and to submit the applicable Addendums to WSCC as needed. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**
- D. BI21-23 WSCC Livestock Grant Addendum:** Mr. Holtrop announced that the District was awarded the maximum funding allowable under the WSCC Livestock grant for the 2021-2023 biennium in the total amount of \$20,000.00. He then reviewed with the Board the BI21-23 WSCC Livestock Grant Addendum, and explained the deliverables proposed by the District to prepare livestock conservation plans, complete a livestock inventory and farm prioritization in the Chimaquum watershed, and provide technical assistance to livestock producers. After discussion, **Supervisor Christian made a motion to approve the BI21-23 WSCC Livestock Grant Addendum for submittal to WSCC.**

The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.

- E. JCCD General Operating Reserve Policy and Available Funds Report:** Ms. Kier presented to the Board a copy of the District's General Operating Reserve Policy, adopted on July 5, 2017, for review. Supervisor Christian noted that the policy calls for a General Operating Reserve of no less than three months of regular general fund operating expenditures. Ms. Kier then reviewed with the Board the District's monthly Funding Source Balances report, detailing, in part, all District funding available, collected, expended, and remaining. After a brief discussion, she presented to, and reviewed with, the Board a Funds Available Report itemizing the District's checking account balance as of August 31, 2021, outstanding liabilities, revenue collected since August 31, 2021, and the resulting balance of available funds as of September 8, 2021. Additional discussion followed during which Supervisor Christian recommended reserving \$102,000.00 as General Operating Reserve funds, leaving the remainder as fungible funds. Ms. Kier offered to provide an Available Funds Report to the Board on a quarterly basis, to which the Board agreed.
- F. New State Holiday – Juneteenth:** Mr. Holtrop informed the Board of the new Juneteenth State holiday. A discussion regarding the holidays listed in the District's personnel policy followed. Chair Latham suggested that staff compare State holidays to Federal holidays and present a recommendation regarding District holidays to the Board at their next regular meeting.
- G. Jefferson Land Trust – Letter of Support:** With the assistance of Mr. Holtrop and Chair Latham, the Board discussed the submittal of a letter of support from the District to the Jefferson County Department of Public Health in the hopes of mitigating threats to the ESA summer chum in Chimacum Creek. *Supervisor Christian made a motion directing District Manager Joe Holtrop to prepare and submit a letter on behalf of the District to the Jefferson County Department of Public Health in support of efforts to remove a structure and debris that is perched at the top of a steep and eroding slope above Chimacum Creek in the hopes of mitigating threats to the restoration and recovery of ESA summer chum in Chimacum Creek. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*
- H. Office Manager/Financial Specialist Position:** Supervisor Christian referred to a recent email received from Ms. Kier regarding the Office Manager/Financial Specialist position, and recommended the Board designate two Board Supervisors and Ms. Kier to serve on a subcommittee. Supervisor Christian and Supervisor Hannan volunteered to serve on the subcommittee. Ms. Kier was directed to coordinate a meeting of the subcommittee before the next regular meeting of the Board. The subcommittee will provide a report to the Board at their next regular meeting.

Chair Latham noted that Mr. Holtrop had been serving the District for almost six months and, as such, recommended the Board conduct a six-month evaluation. Supervisor Christian and Chair Latham volunteered to facilitate the evaluation process.

Supervisor Christian informed the Board that he needed to depart the meeting. As such, the Board ended their meeting due to a lack of quorum at 5:37 p.m.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** No discussion for the record due to a lack of quorum.
B. Legislative Update: No discussion for the record due to a lack of quorum.

CORRESPONDENCE

The Board did not review scheduled Correspondence due to a lack of quorum.

There were no public comments submitted to info@jeffersoncd.org during the meeting.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by the Board as modified.
- ✓ The Minutes of the July 20, 2021 special meeting were approved as presented.
- ✓ The Board passed a motion authorizing Chair Latham to transfer \$601.60 from the District's checking account to the District's money market account as designated JCCD Truck Reserve funds from April, 2021 through August, 2021.
- ✓ The Board passed a motion approving the corrected July, 2021 Treasurer's Report and the Treasurer's Report, Disbursement #s 4475 through 4492 (including salaries and general expenses), and electronic payments for August, 2021 in the total amount of \$27,753.02.

- ✓ The Board passed a motion authorizing District Manager Joe Holtrop to sign the Jefferson Landworks Collaborative Memorandum of Understanding on behalf of the District.
- ✓ The Board passed a motion to join the Public Employees Retirement System (PERS), administered through the Washington State Department of Retirement System, to join the Deferred Compensation Program, and to continue the District's current SIMPLE IRA 2% retirement benefit for staff not currently vested in PERS and until staff become fully vested in PERS.
- ✓ The Board passed a motion to adopt a formal Resolution for voluntary Social Security coverage.
- ✓ The Board passed a motion approving the Contract for Professional Services #2021-99 with the North Olympic Salmon Coalition; AND FURTHER, granting Chair Latham the authority to sign the Contract on behalf of the Board.
- ✓ The Board passed a motion approving District Manager Joe Holtrop's proposed list of cost-share projects for biennium 2021-2023; AND FURTHER, directing Mr. Holtrop to submit these projects to WSCC for funding and to submit the applicable Addendums to WSCC as needed.
- ✓ The Board passed a motion approving the B121-23 WSCC Livestock Grant Addendum for submittal to WSCC.
- ✓ The Board passed a motion directing District Manager Joe Holtrop to prepare and submit a letter on behalf of the District to the Jefferson County Department of Public Health in support of efforts to remove a structure and debris that is perched at the top of a steep and eroding slope above Chimacum Creek in the hopes of mitigating threats to the restoration and recovery of ESA summer chum in Chimacum Creek.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on October 6, 2021 at 3:30 p.m. Information regarding in-person and/or remote access attendance options will be listed on the Board's October 6, 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.jeffersoncd.org.

Meeting Adjourned: The meeting was adjourned at 5:37 p.m. due to a lack of quorum.

Minutes approved this 6th day of October, 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

Minutes
September 8, 2021 Regular Meeting
Jefferson County Conservation District

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	