



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

MINUTES OF THE OCTOBER 6, 2021 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:35 p.m., GoToMeeting at 1-877-309-2073, Code No. 404-392-525

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

Supervisors Excused: Janet Aubin and Laurie Hannan

Associate Supervisors Present: Erik Kingfisher

Staff Present: Glenn Gately (at 5:15 p.m.), Joe Holtrop, Sierra Young, and Tracy Kier

Also Present: Heather Patt, DOE; and Anne Baxter, DOE

Meeting Format: Due to the COVID-19 pandemic, the Board held their regular meeting remotely via GoToMeeting at 1-877-309-2073, Access Code 404-392-525, 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.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. District Manager Joe Holtrop requested that the language "to balance the budget" be added at the end of the second-to-last sentence of New Business Item C. Public Employee Retirement Systems Enrollment on the second page of the August 4, 2021 regular meeting Minutes. He also requested that the language "... (Section 18 Agreement) ..." in the first sentence of the second paragraph of Old Business Item C. Public Employees Retirement System Enrollment on the second page of the September 8, 2021 regular meeting Minutes be corrected to state "... (Section 218 Agreement) ...". Hearing no other requests, the Consent Agenda, Minutes of the August 4, 2021 regular meeting, and Minutes of the September 8, 2021 regular meeting were approved by consensus of the Board, as modified.

Treasurer's Report, Disbursements, and Electronic Payments for September, 2021: Ms. Kier presented to, and reviewed with, the Board the September, 2021 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4493 through 4511, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for September, 2021 totaled \$14,404.73, general expenses totaled \$13,357.73, and total expenses amounted to \$27,762.46. Deposits made in September, 2021 amounted to \$55,502.06. The current balance of the District's truck reserve funds was \$20,910.31, which included the minimum, monthly contribution of \$100.00 for September, 2021. Ms. Kier noted, for the record, Check No. 4494 which had been voided due to a printing error. The original, voided check was available for inspection by the Board Supervisors certifying September's checks and electronic transfers. After review and discussion, ***Supervisor Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 4493 through 4511 (including salaries and general expenses), and electronic payments for September, 2021 in the total amount of \$27,762.46. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Manager's Report: A report of the District's activities for September, 2021 was presented to the Board. Mr. Holtrop advised the Board that he and Conservation Planner Sierra Young had begun the review process of updating the District's 5-Year Plan. He then reported on recent BI21-23 WSCC Natural Resource Investments funding and projects, and on the recent scope of work and budget prepared by Fisheries Biologist/Water Quality Specialist Glenn Gately and himself for a Department of Ecology (DOE) project through Jefferson County Environmental Health (JCEH). Discussion followed, during which Supervisor Christian requested that Mr. Holtrop copy the Board on his communications regarding the DOE project. Associate Supervisor Erik Kingfisher and Anne Baxter, Senior Nonpoint Water Quality Specialist for the Washington State Department of Ecology, provided additional comment. Ms. Young reported on potential CREP projects, potential RCO FFFPP and NRCS EQIP projects, and the upcoming Native Plant Sale. Ms. Kier reported on the semi-

annual inspection and maintenance of the District's truck. The Board agreed to replace the tires if recommended during the inspection and/or maintenance.

OLD BUSINESS

- A. Chimacum Creek Maintenance Letter:** No activity.
- B. Public Employees Retirement System Enrollment:** Ms. Kier informed the Board that the District is on track with enrollment into the Public Employees Retirement System.
- C. Personnel Policy – Holidays:** Mr. Holtrop led a discussion on the District's current policy regarding holidays for District employees, and the difference between those federal and state holidays observed. ***Supervisor Christian made a motion to amend the District's current policy to observe state-recognized holidays. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.***

NEW BUSINESS

- A. 2022 Election and Appointment:** Ms. Kier advised the Board that the open, elected Board of Supervisor position expiring in May of 2022 is currently held by Supervisor Laurie Hannan, and that no appointed Board of Supervisor positions will expire in 2022. She then reviewed with the Board the process and options for conducting the 2022 election including, but not limited to, the process for appointing an Election Supervisor, adopting an election resolution, and providing notice to the public, and the option for conducting a poll-site election, conducting a mail-in only election, or conducting a combination of a poll-site and a mail-in election. Discussion followed, during which the Board agreed to conduct a mail-in only election on March 8, 2022. ***Supervisor Christian then made a motion to appoint Office Manager Tracy Kier as the Election Supervisor for the District's 2022 election. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.*** Ms. Kier will prepare a draft election resolution for the Board's review and consideration at their regular meeting on November 3, 2021.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** No discussion.
- B. Legislative Update:** Mr. Holtrop reminded everyone of the WACD Northwest Area meeting next week.

CORRESPONDENCE

Department of Ecology Southwest Region – October, 2021 Nonpoint Activity Update: With the assistance of Ms. Baxter, the Board reviewed the Nonpoint Activity Update for October, 2021. Ms. Baxter encouraged the use of DOE's Environmental Report Tracking System (ERTS), and working together on water quality issues. She then reported on DOE's recent water quality assessment submittal to the Environmental Protection Agency. Ms. Baxter introduced Heather Patt, DOE's new nonpoint staff member working along the coast in Jefferson County. Discussion followed, focusing, in part, on DOE's process for updating maps and stream listings and on buffers.

EXECUTIVE SESSION

Chair Latham announced that the Board would be going into Executive Session until 5:15 p.m., unless extended by public announcement of the Board Chair, pursuant to RCW 42.30.110(1)(g), for the purpose of reviewing the performance of a public employee(s). He stated that no actions would be taken by the Board during the Executive Session, and that the Board may, or may not, elect to take action after the Executive Session.

Chair Latham reconvened the open session at 5:15 p.m. ***Supervisor Christian made a motion to schedule a Special Meeting to discuss the issue of a transition employment plan for the Office Manager/Financial Specialist position. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.*** The Board discussed potential format options for conducting the Special Meeting, and Chair Latham agreed to produce a Doodle polling list to solicit available dates.

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

REVIEW OF OFFICIAL ACTIONS

- ✓ **The Consent Agenda was approved by consensus of the Board as modified.**
- ✓ **The Minutes of the August 4, 2021 regular meeting and the Minutes of the September 8, 2021 regular meeting were approved by the Board as modified under the Consent Agenda.**

- ✓ The Board passed a motion approving the October 6, 2021 Treasurer's Report, Disbursement #s 4493 through 4511 (including salaries and general expenses), and electronic payments for September, 2021 in the total amount of \$27,762.46.
- ✓ The Board passed a motion amending the District's current policy to observe state-recognized holidays.
- ✓ The Board passed a motion appointing Office Manager Tracy Kier as the Election Supervisor for the District's 2022 election.
- ✓ The Board passed a motion to schedule a Special Meeting to discuss the issue of a transition employment plan for the Office Manager/Financial Specialist position.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on November 3, 2021 at 3:30 p.m. Information regarding in-person and/or remote access attendance options will be listed on the Board's November 3, 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: There being no further business to discuss or transact, *Supervisor Christian made a motion to adjourn the meeting. The motion was seconded by Supervisor Boggs. There being no discussion, the meeting was adjourned at 5:27 p.m.*

Minutes approved this 3rd day of November, 2021.



Tracy Kier, Recording Secretary



Al Latham, Chair

Acronym List

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| 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 | |