



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

MINUTES OF THE FEBRUARY 2, 2022 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:31 p.m., GoToMeeting at 1-877-309-2073, Access Code 835-243-405

Supervisors Present: Julie Boggs (until 4:21 p.m.), Lige Christian, Laurie Hannan, and Al Latham

Supervisors Excused: Janet Aubin

Associate Supervisors Present: Erik Kingfisher

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

Also Present: Jean Fike, WSCC and Alan Chapman, WACD

Meeting Format: Due to the COVID-19 pandemic, the Board held their regular meeting remotely via GoToMeeting at 1-877-309-2073, Access Code 835-243-405, 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: Staff requested that the Board consider modifying the Agenda to include JCCD Yeoman's Plow Update and February 2, 2022 Letter of Resignation from Supervisor Janet Aubin. The Board agreed to add these items under Old Business and Correspondence, respectively.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. To correct a typo on Page 2 of the January 5, 2022 draft Minutes, Supervisor Lige Christian recommended changing the word "or" in the first sentence of Item B. 2022 Jefferson County General Funding Agreement under New Business to the word "for". The Board agreed to make this correction. Hearing no other requests, the Board approved the Consent Agenda by consensus, as modified. The Minutes of the January 5, 2022 regular meeting were approved as corrected.

Treasurer's Report, Disbursements, and Electronic Payments for January, 2022: Office Manager Tracy Kier presented to, and reviewed with, the Board the January, 2022 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4570 through 4590, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for January, 2022 totaled \$13,986.60, general expenses totaled \$17,434.88, and total expenses amounted to \$31,421.48. Deposits made in January, 2022 amounted to \$43,792.38. The current balance of the District's truck reserve fund was \$21,285.75, which included the minimum, monthly contribution of \$100.00 for January, 2022. After review and discussion, ***Supervisor Christian made a motion to approve the Treasurer's Report, Disbursement #s 4570 through 4590 (including salaries and general expenses), and electronic payments for January, 2022 in the total amount of \$31,421.48. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** Ms. Kier noted that the District had not yet received the current invoice from Health Care Authority for the District's monthly health insurance, and requested that the Board consider issuing a mid-month check to Health Care Authority once the invoice has been received by the District. ***Supervisor Christian made a motion to issue a mid-month check for the District's monthly health care insurance to Health Care Authority once the District has received the invoice. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** Ms. Kier informed the Board that the costs for health care insurance increased approximately 3% (\$2,400.00) for 2022 compared to 2021. She also reported on recent changes to the Paid Family Medical Leave costs, and an update on the WA CARES program.

Staff Report: The monthly District Staff Report was presented to the Board for their review. District Manager Joe Holtrop reported on he and Conservation Planner Sierra Young's progress on the District's WSCC Natural Resource Investments projects. A report on the District's annual native plant sale followed, with Mr. Holtrop noting he had prepared a draft plant sale policy, and Ms. Young noting that pre-order sales closed on January 28, 2022. Those plants remaining in inventory

after the close of sales will be used for local conservation projects organized by the North Olympic Salmon Coalition, Jefferson Land Trust, and the Port Townsend Parks & Recreation Department. The District will bundle plant orders on February 24, 2022 for pick-up on February 26, 2022. A discussion regarding volunteers followed. Mr. Holtrop then answered questions about the outcome of his meeting with the Washington Department of Fish & Wildlife regarding potential fish passage barriers on Chimacum Creek. Fisheries Biologist/Water Quality Specialist Glenn Gately informed the Board that the District would be collecting water samples for wet-season Microbial Source Tracking for one more month and, in June, 2022, would begin collecting water samples for dry-season Microbial Source Tracking for four months. Mr. Holtrop concluded with a report on the District's recent native landscaping workshop.

OLD BUSINESS

- A. JCCD 5-Year Plan – 2022 to 2027:** Mr. Holtrop stated that the District's 5-Year Plan (2022 through 2026) had been submitted to the WSCC and was posted on the District's website.
- B. 2022 Election:** Ms. Kier reported on the progress of the District's 2022 election process, noting that the District had received one Candidate Information form to-date. She reminded those in attendance of the Candidate filing deadline - 4:00 p.m. on February 4, 2022, and the deadline for requesting ballots - 4:00 p.m. on February 15, 2022. Completed ballots can be returned to the District office either by mail, postmarked on or before March 8, 2022, or by delivery to the District's ballot drop-off box located outside the District office on or before 7:00 p.m. on March 8, 2022. She informed the Board that the District had submitted all elections forms currently required, and due, by the WSCC.

February 2, 2022 Letter of Resignation from Supervisor Janet Aubin: The Board acknowledged receipt of, and regretfully accepted, Supervisor Janet Aubin's letter of resignation dated, and effective, February 2, 2022. Many of those in attendance expressed their appreciation of Supervisor Aubin's valuable contributions to the District. With the assistance of WSCC Regional Manager Jean Fike and Ms. Kier, the Board reviewed the process for filling the mid-term, appointed, Board position declared vacant by the Board's acceptance of Supervisor Aubin's resignation. Ms. Kier will coordinate this process with WSCC staff and proceed with notifying the public.

- C. 2018-2020 State Auditor's Audit:** Ms. Kier provided an update on the three-year audit with the State Auditor's Office. The entrance conference, risk assessment meetings, and pre-audit planning process has been completed, and the accountability phase of the audit has begun. Initial accountability phase meetings with the Auditor, and documents and reports provided to the Auditor, have focused on the District's processes and controls for electronic payments, disbursements, payroll, and leave accrual and payouts.
- D. JCCD Yeoman's Plow Update:** Mr. Holtrop provided a brief history of prior discussions relating to options for the District's Yeoman's plow. Ms. Fike advised the Board that, due to restrictions associated with the grant funds used to purchase the plow, the District would not be allowed to sell it, but could transfer it to another conservation district. A lengthy discussion about future use, operational and transportation needs, storage options, and outreach strategies followed. Chair Latham volunteered to create outreach information for distribution by WSU Extension.

NEW BUSINESS

- A. B121-23 WSCC Natural Resource Investments Project No. 2021.06:** Mr. Holtrop reviewed with the Board the Contract for Cost Share Funds for Project No. 2021.06, signed by the Participant. Mr. Holtrop highlighted the practice measures proposed and associated costs. After discussion, ***Supervisor Christian made a motion to approve the Contract for Cost Share Funds for B121-23 WSCC Natural Resource Investments Project No. 2021.06; AND FURTHER, to grant Chair Latham the authority to sign the Contract on behalf of the Board. The motion was seconded by Supervisor Laurie Hannan. After further discussion, the motion was approved by a unanimous vote.***
- B. B121-23 WSCC Shellfish Project No. 2021.08:** Conservation Planner Sierra Young reviewed with the Board the proposed Contract for Cost Share Funds for Project No. 2021.08, ready for signature by the Participant and/or Landowner. Ms. Young explained the practice measures being proposed and associated costs, then answered project-related questions from the Board. After discussion, ***Supervisor Christian made a motion to approve the Contract for Cost Share Funds for B121-23 WSCC Shellfish Project No. 2021.08; AND FURTHER, to grant Chair Latham the authority to sign the Contract on behalf of the Board after the Contract has been signed by the Participant and/or Landowner. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote. Supervisor Hannan then made a motion to authorize District Manager Joe Holtrop to submit the Addendum associated with B121-23 WSCC Shellfish Project No. 2021.08 to***

WSCC on behalf of the District. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.

- C. 2022 Jefferson County General Funding Agreement:** Mr. Holtrop advised the Board that the District had received the 2022 Jefferson County General Funding Agreement approved by the Board of County Commissioners. Mr. Holtrop has contacted the County Administrator requesting the deletion of those services relating to aerial herbicide spraying, and requesting the addition of insurance language under Section 6 recommended by Enduris. Discussion followed after which *Supervisor Christian made a motion to approve the 2022 Jefferson County General Funding Agreement with the modifications requested by District Manager Joe Holtrop; AND FUIRTHER, to grant Chair Latham the authority to sign the Agreement on behalf of the District once those modifications have been incorporated into the Agreement. The motion was seconded by Supervisor Hannan. After additional discussion, the motion was approved by a unanimous vote.*
- D. 2022 Employee Evaluations:** Ms. Kier directed the Board's attention to the JCCD Personnel Policy relating to employee evaluations. After review and discussion, Supervisor Hannan and Supervisor Christian volunteered to lead the employee evaluation process and report back to the Board at their next regular meeting.
- E. 2022 Cost of Living Adjustment:** Ms. Kier directed the Board's attention to the JCCD Conducting Employee Salary Reviews policy, and presented the Consumer Price Index (CPI) information for the Seattle area as of December, 2021, indicating an increase in area prices of 7.6% from a year ago. A review of District policy followed, during which Ms. Kier recommended that staff prepare an analysis of estimated Cost of Living Adjustment (COLA) costs based on the CPI of 7.6% in comparison to the District's budget and available funds for presentation to, and consideration by, the Board at their next regular meeting. The Board agreed to table any decisions relating to a 2022 COLA pending additional information from staff.
- F. WSCC Conservation Accountability & Performance Program:** The 2022 WSCC Conservation Accountability & Performance Program description, compliance requirements, and recommended performance standards were presented to the Board for their review. With the assistance of staff and Regional Manager Jean Fike, the Board conducted a brief assessment of the District's current compliance standings, indicating that requirements are currently being met. Performance standard guidelines remain available for future discussion.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Ms. Fike announced the appointment of Chris Pettit as the new Executive Director for WSCC, and proceed with an update on recent legislation activity, particularly relating to the Department of Ecology's riparian stakeholder process, Senate Bill 5882 now with the Rules Committee, the conservation district election legislation introduced under House Bills 1652 and 1910, and legislation relating to water rights. Ms. Fike also informed the Board of additional Natural Resource Investments appropriations available to conservation districts.
- B. Legislative Update:** Alan Chapman, Northwest Washington Area Director for WACD, also provided information on recent legislation activity, and reported on potential investment opportunities for WACD.

CORRESPONDENCE

Department of Ecology Southwest Region – February, 2022 Nonpoint Activity Update: The Board reviewed the DOE Nonpoint Activity Update for February, 2022. No action was taken.

February 2, 2022 Letter of Resignation from Supervisor Janet Aubin: This item was discussed earlier under Old Business, Item B.

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 January 5, 2022 regular meeting were approved as corrected.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4570 through 4590 (including salaries and general expenses), and electronic payments for January, 2022 in the total amount of \$31,421.48.
- ✓ The Board passed a motion to issue a mid-month check for the District's monthly health care insurance to

- Health Care Authority once the District has received the invoice.
- ✓ The Board passed a motion approving the Contract for Cost Share Funds for BI21-23 WSCC Natural Resource Investments Project No. 2021.06; AND FURTHER, to grant Chair Latham the authority to sign the Contact on behalf of the Board.
- ✓ The Board passed a motion approving the Contract for Cost Share Funds for BI21-23 WSCC Shellfish Project No. 2021.08; AND FURTHER, granting Chair Latham the authority to sign the Contract on behalf of the Board after the Contract has been signed by the Participant and/or Landowner.
- ✓ The Board passed a motion authorizing District Manager Joe Holtrop to submit the Addendum associated with BI21-23 WSCC Shellfish Project No. 2021.08 to WSCC on behalf of the District.
- ✓ The Board passed a motion approving the 2022 Jefferson County General Funding Agreement with the modifications requested by District Manager Joe Holtrop; AND FUIRTHHER, granting Chair Latham the authority to sign the Agreement on behalf of the District once those modifications have been incorporated into the Agreement.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on March 2, 2022 at 3:30 p.m. Information regarding in-person and/or remote access attendance options will be listed on the Board's March 2, 2022 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, the meeting was adjourned at 5:40 p.m. by consensus of the Board.

Minutes approved this 6th day of April, 2022.



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
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	