



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

MINUTES OF THE JUNE 1, 2022 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:33 p.m., GoToMeeting at 1 866 899 4679, Access Code 441-033-277

Supervisors Present: Al Latham, Laurie Hannan, Lige Christian, Julie Boggs

Supervisor Vacancies: One Elected Board Supervisor Position Vacant

Associate Supervisors Present: Erik Kingfisher

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

Also Present: Alan Chapman, WACD; Dan McCarty, WSU Clallam Extension

Meeting Format: Due to the COVID-19 pandemic, the Board held their regular meeting in person at the Jefferson County Library in Port Hadlock and remotely via GoToMeeting at 1 866 899 4679, Access Code 441-033-277, with public comment available in person and 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 Al Latham welcomed everyone to the meeting. During the meeting, Office Manager/Financial Specialist Tracy Kier monitored the info@jeffersoncd.org for public comment.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. Hearing no requests, the Board approved the Consent Agenda by consensus. The Minutes of the March 2, 2022 regular meeting, March 22, 2022 special meeting, April 6, 2022 regular meeting, April 14, 2022 special meeting, and May 4, 2022 regular meeting were approved as presented.

Public Comment: Dan McCarty, the WSU Extension regional livestock specialist for small farms in Jefferson, Clallam, and Kitsap counties introduced himself, noting that his contact information is available on the WSU Clallam County Extension website. He explained that he provides technical and educational assistance, such as pasture management, breeding, and fencing, primarily to meat producers. He noted that he would reach out to Conservation Planner, Sierra Young, when he conducts site visits in Jefferson County to provide mentoring opportunities to her.

Treasurer's Report, Disbursements, and Electronic Payments for May, 2022: Office Manager Tracy Kier presented to, and reviewed with, the Board the May, 2022 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4656 through 4671, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for May, 2022 totaled \$16,039.52, general expenses totaled \$18,022.86, and total expenses amounted to \$34,062.38. Deposits made in May, 2022 amounted to \$106,416.78. The current balance in the District's truck reserve fund was \$21,990.32, which included the \$400 monthly contribution for May, 2022. After review and discussion, ***Supervisor Hannan made a motion to approve the Treasurer's Report, Disbursement #s 4656 through 4671 (including salaries and general expenses), and electronic payments for May 2022 in the total amount of \$34,062.38 as submitted. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.*** Tracy Kier noted that the District had not yet received the current invoice from Health Care Authority for the District's monthly health insurance, Visa, nor North Olympic Peninsula Data Centers. She requested that the Board consider issuing mid-month checks to Health Care Authority, Visa, and North Olympic Peninsula Data Centers once the invoices have been received by the District. ***Supervisor Christian made a motion to issue mid-month checks to Healthcare Authority, Visa, and North Olympic Peninsula Data Centers once the District has received those invoices. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.***

Staff Report: The monthly District Staff Report was presented to the Board for their review. District Manager Joe Holtrop reported that slow, steady progress is being made on cost-share projects. He is developing a conservation plan for Donovan Creek landowners who may do a cost-share project to install roof runoff collection and cisterns. They are also

working with Jefferson Land Trust and Hood Canal Salmon Enhancement Group on a potential stream re-meander. Holtrop noted that he gave three presentations in May. Fisheries Biologist/Water Quality Specialist Glenn Gately presented on temperature data in Chimacum Creek at the Chumsortium meeting. That presentation was recorded and will be distributed. Conservation Planner Sierra Young noted that the billboard tarps are in use and getting passed along to new users. She reported that soil sample collection was completed for the Washington Soil Health Initiative, with soil health reports expected to be sent to participating producers in the fall. Young also reported on initial discussions with landowners for a potential new CREP project on Chimacum Creek.

OLD BUSINESS

- A. 2022 Election:** Tracy Kier informed the Board that the results of the 2022 election were certified by the Washington State Conservation Commission (WSCC) on 5/19/22. Supervisor Hannan was re-elected. Supervisor Christian was appointed. There is now a vacant elected position on the Board.
- B. 2022 Employee Merit-Based Raises:** It was noted that because of the recent 7.6% Cost of Living Adjustment in March, the Board would forego the issue of employee merit-based raises at this time. Supervisor Christian requested that Tracy Kier prepare a budget analysis of whether raises may be feasible with reserves. He further clarified that the Board is not against merit-based raises, but wants to hold off at this point. ***Supervisor Christian made a motion to table employee merit-based raises for re-consideration on or before September, 2022.*** After Supervisor Hannan noted that during the staff evaluations a merit-based raise was recommended for one employee by the District Manager, ***the motion was seconded by Supervisor Boggs. There being no further discussion, the motion was approved, with Supervisor Hannan abstaining.***
- C. JCCD Policies and Procedures Manual Update:** Holtrop noted that the sub-committee had not yet met, and would do so before making a recommendation to the Board.
- D. Mid-Term Appointed Board Position Vacancy:** It was noted that with Supervisor Christian's recent appointment by WSCC, there is now an elected Board position vacancy, which the Board may fill via mid-term appointment. Discussion followed, during which Supervisor Hannan suggested trying to get someone from Port Townsend, an urban owner or gardener, to fill the position. Kier noted that JCCD would announce the process to the public soon for how to apply.
- E. Office Phone Upgrade and Microsoft 365 Conversion:** Holtrop explained that the office phone upgrade would occur on 6/2/22, with Andrew Phay coming over to install new hardware. He noted that the Microsoft 365 conversion process has started. He reported that JCCD has received the requested \$13,000 from WSCC in end-of-fiscal-year funding, to be used by the end of June, including for the phone upgrade, Microsoft 365 conversion, fireproof file cabinets, and teleconferencing equipment, and that the District is on track for all of that. Brief discussion followed.
- F. Assistant Office Manager/Financial Specialist Position:** A recommendation was made to table decision-making about the assistant office manager/financial specialist position until December. Kier and Holtrop noted that they would work on a job description and timelines. Kier reported a suggestion from a Schedule 22 committee meeting to not hire an assistant, but rather to work on finding Kier's replacement, which would move the start of the hiring process to spring of 2023. Further discussion followed about the ideal timing, training, and transition process.
- G. Yeoman's Plow:** The transfer of the plow to Underwood Conservation District was discussed, including the timeline for those in Jefferson County still interested in using it before the transfer, after which ***Supervisor Christian made a motion to transfer ownership of the Yeoman's plow to Underwood Conservation District no later than July 15, 2023. The motion was seconded by Supervisor Hannan.*** Discussion followed, during which Associate Supervisor Kingfisher inquired about JCCD maintaining some rights to use the plow after it is transferred, noting that hotter, drier summers may necessitate tools to improve and increase soil water retention. Chair Latham explained that there are already sub-soilers in the community that could serve that purpose. ***There being no further discussion, the motion was approved by a unanimous vote. Supervisor Hannan made a motion to authorize Chair Latham to sign a resolution to transfer ownership of the Yeoman's plow to Underwood Conservation District. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.***

NEW BUSINESS

- A. State Auditor's Office 2021 Annual Reporting:** Kier noted that the State Auditor's Office 2021 annual reporting has been completed, including review and completion of the Schedule 22. She thanked Supervisor Hannan and District

Manager Holtrop for working with her on that and noted that the reporting process is summarized in the monthly staff report.

- B. District Employee Overtime:** In lieu of overtime accrued by employees from July 2021 through May 2022, staff requested clarification from the Board about the policy on compensatory time. Discussion followed, after which *Supervisor Christian made a motion to authorize employee overtime already incurred in either cash or compensatory time. 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 that overtime authorization must be approved by either the Board Chair or a quorum of the Board in advance. Supervisor Christian seconded the motion. There being no discussion, the motion was approved by a unanimous vote.*

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** No new report.
- B. Legislative Update:** Alan Chapman, Northwest Washington Area Director for WACD, reported that the Harmful Algal Bloom Committee is operational, the Livestock Task Force has convened, and the Sustainable Funding Committee will be up and running soon. He noted that WACD has discussed the process for recording meetings, how to handle public comment to meet new Open Public Meetings Act requirements, and the resolutions process. He reported that due to COLA and healthcare increases, the Plant Materials Center is anticipating a 5% price increase. Chair Latham thanked Chapman for all his and WACD's work on behalf of JCCD.

CORRESPONDENCE

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

DRAINAGE DISTRICT

Holtrop requested an addition to the agenda to discuss the first draft of the Drainage District White Paper. Discussion followed about the intent and purpose of the document, as well as of the drainage district itself. Holtrop noted that the white paper aims not to take a stand, but to look at landowner perspective and environment on balance. No actions were taken.

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. The Minutes of the March 2, 2022 regular meeting, March 22, 2022 special meeting, April 6, 2022 regular meeting, April 14, 2022 special meeting, and May 4, 2022 regular meeting were approved as presented.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s 4656 through 4671 (including salaries and general expenses), and electronic payments for May, 2022 in the total amount of \$34,062.38.**
- ✓ **The Board passed a motion to issue mid-month checks to Health Care Authority, Visa, and North Olympic Peninsula Data Centers once the District has received the invoices.**
- ✓ **The Board passed a motion to table the discussion of 2022 Employee Merit-Based Raises until September, 2022.**
- ✓ **The Board passed a motion to transfer ownership of the Yoeman's plow to Underwood Conservation District no later than 7/15/22.**
- ✓ **The Board passed a motion to authorize employee overtime already incurred in either cash or compensatory time.**
- ✓ **The Board passed a motion that overtime authorization must be approved by either the Board Chair or a quorum of the Board in advance.**
- ✓ **The Board passed a motion to adjourn the meeting at 5:36pm.**

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on July 6, 2022 at 3:30 p.m. at the Jefferson County Library in Port Hadlock, with remote access attendance options. Information regarding in-person and/or remote access attendance options will be listed on the Board's July 6, 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, *Supervisor Christian made a motion to adjourn the meeting at 5:36 pm. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*

Minutes approved this 6th day of July, 2022.


 Sierra Young, 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
	USDA APHIS-ADC-United States Dept. of Agriculture Animal Plant Health Inspection Services – Animal Damage Control
WACD PMC – Wa. Assoc. of Cons. Districts Plant Material Center	PSCD Caucus= Puget Sound Conservation District Caucus
PSP = Puget Sound Partnership	
JCNWCB = Jefferson County Noxious Weed Control Board	