



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

MINUTES OF THE APRIL 7, 2021 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:32 p.m., GoToMeeting at 1-877-309-2073, Code No. 172-534-557

Supervisors Present: Julie Boggs, Lige Christian, Laurie Hannan (until 4:56 p.m.), and Al Latham

Supervisors Excused: Janet Aubin

Associate Supervisors Present: None

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

Also Present: Jean Fike, WSCC and Kirk Sehlmeier, NRCS (until 3:56 p.m.)

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. Office Manager Tracy Kier requested that the Minutes of the March 3, 2021, March 10, 2021, March 16, 2021, and March 17, 2021 meetings be removed from the Consent Agenda pending completion and review. Hearing no other requests, the Consent Agenda was approved by consensus of the Board as modified.

Treasurer's Report, Disbursements, and Electronic Payments for March, 2021: Ms. Kier reviewed with the Board the March, 2021 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4374 through 4388, electronic payments, deposits, Balance Sheet information, Accounts Receivable Aging Summary information, Profit & Loss information, and Leave Liability information. She informed the Board that Supervisor Laurie Hannan, Supervisor Julie Boggs, and Chair Latham were in the office earlier that day, during which time they inspected March's checks, payments, and supportive documentation, and certified the payment of March's disbursements and electronic payments. Net salaries for March, 2021 totaled \$6,336.57, general expenses totaled \$10,652.25, and total expenses amounted to \$16,988.82. Ms. Kier noted for the record Check #4381 made payable to Al Latham for reimbursement of office key reproduction. Deposits made in March, 2021 amounted to \$17,618.87.

The current balance in the District's Truck Reserve Fund was \$20,205.81 which included the minimum contribution of \$100.00 per month for March, 2021. Ms. Kier informed the Board that \$579.99 was ready to be transferred from the District's checking account to the District's money market account as contributions to the District's Truck Reserve Fund for the months of August, 2020 through March, 2021. ***Supervisor Lige Christian made a motion to transfer \$579.99 from the District's checking account to the District's money market account as contributions to the District's Truck Reserve Fund for the months of August, 2020 through March, 2021. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Kier explained that, due to the pandemic and workload demands, staff annual leave accumulations are approaching the 240-hour cap identified in the District's personnel policy. Discussion followed after which ***Supervisor Christian made a motion to allow a temporary exception to District policy to allow staff to carryover more than the 240-hour annual leave accumulation for a six-month period effective immediately through October, 2021. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*** There being no further discussion regarding the monthly Treasurer's Report, ***Supervisor Christian made a motion to***

approve the Treasurer's Report, Disbursement #s 4374 through 4388 (including salaries and general expenses), and electronic payments for March, 2021 in the total amount of \$16,988.82. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.

Due to time constraints, the Board moved the report by Kirk Sehlmeier, Resource Conservationist for NRCS, ahead of the Manager's Report. Mr. Sehlmeier announced that three EQIP projects were preapproved, all related to forestry. The State has requested additional funding and he should have more information in the next month or so. He described a potential fish passage project in the District, as well. Discussion followed.

Manager's Report: District Manager Joe Holtrop reported on his recent attendance at the Chumsortium meeting, and efforts to contact Jefferson County Environmental Health regarding a potential septic system repair program. The Board thanked everyone for their efforts during the District Manager and Conservation Planner hiring process, and welcomed Joe Holtrop and Sierra Young to the District. Discussion followed focusing, in part, on March activities and partnership meetings. Mr. Holtrop ended with an update on the District's technical operations.

OLD BUSINESS

- A. 2021 JCCD Election and Appointment:** Ms. Kier reported that the deadline for applying to the Washington State Conservation Commission (WSCC) for the District's open, appointed position expired on March 31, 2021. Jean Fike, Regional Manager for WSCC, confirmed that WSCC had received one application for the appointed position, submitted by the Incumbent, Janet Aubin. The WSCC will announce their election certification and appointment results in mid-May.
- B. WSCC FY20-21 Grant Fund Balances:** Ms. Kier presented District fund balance and staffing capacity information for WSCC grants through June 30, 2021. With the assistance of Mr. Holtrop and Ms. Fike, a discussion regarding potential usage and the return of funds for redistribution followed. After discussion, **Supervisor Christian made a motion to authorize staff to determine the amount of WSCC FY20-21 grant funds for return to WSCC; AND FURTHER, to process the return of these funds to WSCC as quickly as possible. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**

NEW BUSINESS

- A. Hood Canal Coordinating Council – HCRPIC Program Phase 4 – Professional Services Contract Agreement Draft Amendment:** Ms. Kier reviewed with the Board the amendments proposed by the Hood Canal Coordinating Council. After discussion, **Supervisor Christian made a motion to approve the Hood Canal Coordinating Council – HCRPIC Program Phase 4 – Professional Services Contract Agreement amendment as drafted; AND FURTHER, to grant Chair Latham the authority to sign the Amendment on behalf of the Board when it has been presented in final form. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.**
- B. Interlocal Agreement – Clallam Conservation District – Shared Personnel Scope of Services:** Chair Latham lead a review of the draft Scope of Services for District Manager Joe Holtrop. Discussion followed during which Mr. Holtrop recommended adding the development of a policies and procedures manual and updating the District's 5-year plan. The Board agreed by consensus to approve the Scope of Services for District Manager Joe Holtrop with the addition of the development of a policies and procedures manual and updating the District's 5-year plan.
- C. Microsoft Office 365 Conversion:** Mr. Holtrop and Ms. Kier presented recommendations and costs estimates to the Board, received from the District's IT consultant, for converting to Microsoft Office 365. Chair Latham expressed concerns about accessing files when the internet is down, and suggested staff discuss this further with the District's IT consultant and report back to the Board at their next regular meeting. The Board agreed with Chair Latham's suggestion.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Ms. Fike reported on the Legislature's budget progress and the progress of the WSCC NRI review committee.
- B. Legislative Update:** This item was discussed under Item A.

CORRESPONDENCE

- A. DOE Monthly Nonpoint Report – April, 2021:** The DOE southwest regional, monthly nonpoint report for April, 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 modified.
- ✓ The Board passed a motion to transfer \$579.99 from the District's checking account to the District's money market account as contributions to the District's Truck Reserve Fund for the months of August, 2020 through March, 2021.
- ✓ The Board passed a motion allowing a temporary exception to District policy to allow staff to carryover more than the 240-hour annual leave accumulation for a six-month period effective immediately through October, 2021.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4374 through 4388 (including salaries and general expenses), and electronic payments for March, 2021 in the total amount of \$16,988.82.
- ✓ The Board passed a motion authorizing staff to determine the amount of WSCC FY20-21 grant funds for return to WSCC; AND FURTHER, to process the return of these funds to WSCC as quickly as possible.
- ✓ The Board passed a motion approving the Hood Canal Coordinating Council – HCRPIC Program Phase 4 – Professional Services Contract Agreement amendment as drafted; AND FURTHER, granting Chair Latham the authority to sign the Amendment on behalf of the Board when it has been presented in final form.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on May 5, 2021 at 3:30 p.m. Due to the COVID-19 pandemic, the Board will hold their May 5, 2021 regular meeting remotely via teleconference. Information regarding virtual meeting access will be listed on the Board's May 5, 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 motion was approved by a unanimous vote, and the meeting was adjourned at 5:30 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

Minutes
April 7, 2021 Regular Meeting
Jefferson County Conservation District

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	