



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

MINUTES OF THE MAY 5, 2021 REGULAR MEETING

Call to Order: By Acting Chair Lige Christian at 3:42 p.m., GoToMeeting at 1-866-899-4679, Code No. 998-790-853

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

Supervisors Excused: None

Associate Supervisors Present: Erik Kingfisher

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

Also Present: Jean Fike, WSCC and Ryan Baye, WACD

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. Due to audio difficulties, the Board agreed to appoint Supervisor Lige Christian as the Acting Chair for the facilitation of this meeting. Acting Chair Christian 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: Acting Chair Christian asked if anyone wished to modify the Consent Agenda. Hearing no requests, the Consent Agenda was approved by consensus of the Board as presented. The Minutes of the March 3, 2021 regular meeting; March 10, 2021 special meeting; March 16, 2021 special meeting; March 17, 2021 special meeting; and April 7, 2021 regular meeting were approved as presented in the Consent Agenda.

Guest – Ryan Baye, Legislative and Membership Lead, WACD: Ryan Baye, Legislative and Membership Lead for the Washington Association of Conservation Districts (WACD) introduced himself and requested the Board's consideration to host the Northwest Area WACD meeting in October, 2021. After discussion and consideration, the Board respectfully declined due to the demands anticipated during the transition of new District staff. Mr. Baye continued with a legislative and policy summary, and shared information about the operational budget, capital budget, program impacts, the WACD annual conference, election process proposals, potential issues affecting CREP funding, and programs to address equity and inclusion in conservation.

Treasurer's Report, Disbursements, and Electronic Payments for April, 2021: Ms. Kier reviewed with the Board the April, 2021 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4389 through 4405, 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 and Supervisor/Chair Latham were in the office earlier that day, during which time they inspected April's checks, payments, and supportive documentation, and certified the payment of April's disbursements and electronic payments. Net salaries for April, 2021 totaled \$8,131.03, general expenses totaled \$19,294.73, and total expenses amounted to \$27,425.76. Deposits made in April, 2021 amounted to \$26,956.92. The current balance in the District's Truck Reserve Fund was \$20,305.81 which included the minimum contribution of \$100.00 per month for April, 2021.

After initial review, **Supervisor Laurie Hannan made a motion to approve the April, 2021 Treasurer's Report in draft form pending further review by the Board at their June, 2021 regular meeting. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote. Supervisor**

Hannan then made a motion to approve the disbursement of Check #'s 4389 through 4405. The motion was seconded by Chair Latham. There being no discussion, the motion was approved by a unanimous vote.

Manager's Report: District Manager Joe Holtrop reported on the progress of his discussions with Jefferson County Environmental Health regarding an onsite septic system repair cost sharing program. He then advised the Board that the District received a NGO/Student registration discount of \$360.00 and a Center for Technical Development scholarship of \$250.00 for Community Based Social Marketing training in June for Conservation Planner/Resource Specialist Sierra Young. Mr. Holtrop and Supervisor Hannan complimented Ms. Young on her performance and enthusiasm since joining the District in early April.

OLD BUSINESS

- A. 2021 JCCD Election and Appointment:** Ms. Kier explained that WSCC would be announcing the District's final election and appointment results in mid-May, 2021.
- B. WSCC FY20-21 Grant Fund Balances:** Ms. Kier informed the Board that \$15,242.00 of FY21 Natural Resource Investments funding was released to WSCC for redistribution, and \$19,800.00 of FY21 Livestock funding was released to WSCC for redistribution. Jean Fike, Regional Manager for WSCC, answered questions from the Board about the redistribution of funds by WSCC.
- C. Office 365 Conversion:** Mr. Holtrop provided follow-up information about the features, applications, connectivity concerns, and costs of Office 365. Mr. Holtrop recommended moving forward with the Office 365 conversion. Discussion followed after which the Board agreed to postpone any action pending additional information from Mr. Baye regarding supplier options.

NEW BUSINESS

- A. FY22 Annual Plan of Work and FY22 Budget:** Mr. Holtrop reviewed with the Board a draft of the District's FY22 Annual Plan of Work outlining District priorities, goals, and projected budget. After discussion, *Chair Latham made a motion to approve the District's FY22 Annual Plan of Work and FY22 Budget. The motion was seconded by Supervisor Janet Aubin. Additional discussion followed, after which the motion was approved by a unanimous vote.*

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Ms. Fike reported on the upcoming WSCC meeting on May 19 – 20, 2021. Discussion followed, focusing on budget, Natural Resource Investments committee progress, and the upcoming WADE conference.
- B. Legislative Update:** This item was discussed earlier with Mr. Baye and Ms. Fike.

CORRESPONDENCE

- A. DOE Monthly Nonpoint Report – May, 2021:** The DOE southwest regional, monthly nonpoint report for May, 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 presented.
- ✓ The Minutes of the March 3, 2021 regular meeting; March 10, 2021 special meeting; March 16, 2021 special meeting; March 17, 2021 special meeting; and April 7, 2021 regular meeting were approved as presented.
- ✓ The Board passed a motion approving the April, 2021 Treasurer's Report in draft form pending further review by the Board at their June, 2021 regular meeting.
- ✓ The Board passed a motion approving the disbursement of Check #'s 4389 through 4405.
- ✓ The Board passed a motion approving the District's FY22 Annual Plan of Work and FY22 Budget.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on June 2, 2021 at 3:30 p.m. Due to the COVID-19 pandemic, the Board will hold their June 2, 2021 regular meeting remotely via teleconference. Information regarding virtual meeting access will be listed on the Board's June 2, 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.jeffesoncd.org. Mr. Baye offered to assist the District with the use of Zoom for the Board's regular meeting in June.

Meeting Adjourned: There being no further business to discuss or transact, *Chair Latham 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 5:18 p.m.*

Minutes approved this 2nd day of June, 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
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	