



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

MINUTES OF THE JUNE 2, 2021 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:36 p.m., GoToMeeting at 1-877-309-2073, Code No. 997-586-149

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

Supervisors Excused: Laurie Hannan

Associate Supervisors Present: Erik Kingfisher

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

Also Present: Alan Chapman, WACD

Agenda Modification: By consensus, the Board agreed to add "Interagency Data Sharing Agreement Between JCCD and the Office of the Washington State Auditor" as Item E under New Business, and to add "DOE Monthly Non-Point Report – June, 2021" as Item A under Correspondence.

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. Acting as the meeting facilitator throughout, Board Chair, Al Latham, welcomed everyone to the meeting. Throughout the meeting, Conservation Planner Sierra Young monitored the info@jeffersoncd.org for public comment. There was no public comment made during the meeting via info@jeffersoncd.org.

Consent Agenda: *Supervisor Janet Aubin made a motion to approve the consent agenda as presented. The motion was seconded by Supervisor Julie Boggs. There being no discussion, but motion was approved by a unanimous vote.* The Minutes of the May 5, 2021 regular meeting; Puget Sound Partnership; Clean Water District; Jefferson Landworks Collaborative; Forestry; Grange; Conservation Futures; and NRCS/Local Working Group were approved as presented in the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for May, 2021: Ms. Kier presented to the Board, in advance of the meeting, the May, 2021 Treasurer's Report, including, but not necessarily limited to, Disbursement #s 4406 through 4419, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Ms. Young informed the Board that Supervisor/Chair Latham and Supervisor Boggs were in the office Tuesday and Wednesday prior to the meeting, during which time they inspected May's checks, payments, and supportive documentation, and certified the payment of May's disbursements and electronic payments. Net salaries for May, 2021 totaled \$9,766.46, general expenses totaled \$10,282.33, and total expenses amounted to \$20,048.79. Deposits made in May, 2021 amounted to \$79,080.97. The current balance in the District's Truck Reserve Fund was \$20,407.01, which included interest earned in February, 2021; March, 2021; and April, 2021; and the minimum contribution of \$100.00 per month for May, 2021. Additionally, Ms. Kier presented to the Board, in advance of the meeting, the April, 2021 Treasurer's Report in final form, 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. 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.

Supervisor Aubin made a motion to approve the April, 2021 Treasurer's Report, along with the May, 2021 Treasurer's Report. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.

Manager's Report: District Manager Joe Holtrop reported on the 57% reduction in CREP funding for the next year, but also noted that he attended a meeting with Brian Cochrane at WSCC, who indicated that more funds will likely be available to JCCD for CREP if needed once the District resumes work on projects. Mr. Holtrop also provided an update about a property with water quality concerns due to drainage issues and pigs leading to concerns with runoff. He is working with the Engineering cluster for surveyor and engineering help, but work will likely not begin until July. Supervisor/Chair Latham suggested letting Jefferson County Environmental Health know that it is a work in progress and is being addressed. Mr. Holtrop and Ms. Young reported that when people contact JCCD with inquiries about purchasing farmland, they share information about whether irrigation water is available and let them know what other issues they should consider about for a particular area.

OLD BUSINESS

- A. 2021 JCCD Election and Appointment:** Supervisor Aubin received her appointment letter to serve as a Supervisor for another two-year term. Supervisor Lige Christian's election was also accepted and confirmed by WSCC.
- B. WSCC FY20-21 Grant Fund Balances:** Mr. Holtrop reported that the District is making progress on spending the remaining funds in the District's WSCC FY20-21 grants.
- C. Office 365 Conversion:** Mr. Holtrop updated the Board that WACD cannot sponsor districts' Office 365 subscriptions, as was suggested as a potential option by Ryan Baye at April's meeting. The Board has delegated Mr. Holtrop to make decisions regarding the conversion.

NEW BUSINESS

- A. Jefferson County Agreement for Funding 2021:** Supervisors Latham and Boggs signed this Agreement.
- B. FY22 Budget - Draft Amendment #1:** Mr. Holtrop reviewed with the Board the updated budget with the 57% reduction in CREP funding, and noted that the budget is likely to change again. He also mentioned changes to NRI grant guidelines.
- C. WSCC FY22-23 Master Contract:** ***Supervisor Boggs made a motion to accept the WSCC FY 22-23 Master Contract. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.***
- D. Chimacum Creek Maintenance Letter:** Supervisor/Chair Latham noted that he would provide this to the Board for approval at their next regular meeting.
- E. Interagency Data Sharing Agreement between JCCD and the Office of the Washington State Auditor:** Though it did not appear on the meeting Agenda, Mr. Holtrop added this item for the Board's approval. It was included in the packet of materials presented to the Board prior to the meeting. ***Supervisor Boggs made a motion to accept the Interagency Data Sharing Agreement Between Jefferson County Conservation District and the Office of the Washington State Auditor. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.***

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** There was no discussion.
- B. Legislative Update:** There was no discussion.

CORRESPONDENCE

- A. DOE Monthly Nonpoint Report – June, 2021:** The DOE southwest regional, monthly nonpoint report for June, 2021 was presented to the Board for their review for information purposes. No action was taken.

OTHER DISCUSSION

Alan Chapman, Northwest Washington Area Director for WACD, reported that the WACD Board held a working session to review their proposed budget. He noted that the Plant Materials Center is working fine and projecting a slight increase in revenue due to raising prices. The Board is still in discussion about the format of the annual business meeting (in-person

vs. virtual vs. hybrid). He reported on discussions about District elections and whether they should be on the general election ballot. There was discussion regarding staff structural changes at King Conservation District. There was discussion about resuming in-person/hybrid meetings for JCCD. Possible options include an outdoor venue, e.g., HJ Carroll Park in Chimacum, or indoor venues, e.g., JCCD Conference Room or Chimacum Grange, but there was consensus to continue to hold next month's meeting remotely via teleconference.

Ms. Young 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 May 5, 2021 regular meeting were approved as presented.
- ✓ The Board passed a motion approving the April, 2021 and May 2021 Treasurer's Reports.
- ✓ The Board passed a motion approving the WSCC FY 22-23 Master Contract.
- ✓ The Board passed a motion approving the Interagency Data Sharing Agreement.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on July 7, 2021 at 3:30 p.m. Due to the COVID-19 pandemic, the Board will hold their July 7, 2021 regular meeting remotely via teleconference. Information regarding virtual meeting access will be listed on the Board's July 7, 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 4:20 p.m.*

Minutes approved this 7th day of July, 2021.


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
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

Minutes
June 2, 2021 Regular Meeting
Jefferson County Conservation District

PSP = Puget Sound Partnership	PSCD Caucus= Puget Sound Conservation District Caucus
JCNWCB = Jefferson County Noxious Weed Control Board	