



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

**MINUTES OF THE JUNE 24, 2021 SPECIAL MEETING**

**Call to Order:** By Supervisor/Chair Al Latham at 7:13 p.m., GoToMeeting at 1-866-899-4679, Code No. 110-577-029  
**Supervisors Present:** Janet Aubin (until 8:10 p.m.), Julie Boggs, Lige Christian, Laurie Hannan, and Al Latham  
**Supervisors Excused:** None  
**Associate Supervisors Present:** None  
**Staff Present:** Glenn Gately, Joe Holtrop, and Tracy Kier  
**Also Present:** None

**Meeting Format:** Due to the COVID-19 pandemic, the Board held their special meeting remotely via GoToMeeting (phone number and code above), as noted on the Agenda and posted in advance on the District's website and office building. Supervisor/Chair Latham welcomed those attending the meeting.

**Purpose of the Special Meeting:** Supervisor/Chair Latham announced that the purpose of the special meeting was to discuss, and potentially take action on, filling the District's open District Manager position. He stated that no other business would be discussed or transacted in the meeting.

**District Manager Position:** The Board elected to conduct their discussion in the open meeting and did not go into Executive Session. Supervisor/Chair Latham stated that he requested the special meeting for the Board to consider, and possibly act on, hiring Joe Holtrop to fill the District's open District Manager position, in the event he becomes available to consider employment with Jefferson County Conservation District (JCCD). Mr. Holtrop is temporarily filling the position by way of an Interlocal Agreement for Shared Personnel with Clallam Conservation District.

After confirming the process for filling the open position, discussion focused, in part, on the employee benefit package available to Mr. Holtrop through the District, and the possibility of the District joining the Public Employees Retire System (PERS). During the discussion, the Board reviewed the District's annual budget projection estimates, incorporating five salary and benefit scenarios proposed by Mr. Holtrop. When asked, Mr. Holtrop explained that employment with the District would be dependent on his ability to continue participating in PERS. While reviewing the budget projections, the Board discussed the anticipated employer/employee terms and estimated costs of participating in PERS. Members of the Board expressed their desire to employ Mr. Holtrop, but also expressed concerns about the cost of participating in PERS, and how participation may affect the current employees of the District. The Board agreed that PERS would be a great opportunity for the District's employees. They also stated, however, that participation in PERS would be dependent on the District maintaining a solvent budget. Mr. Holtrop informed the Board that Clallam Conservation District may be interested in entering into a shared personnel agreement with the District to utilize his services in a technical capacity.

Supervisor/Chair Latham asked the Board if they would be willing to offer the open District Manager position to Mr. Holtrop and then research the possibility of joining PERS. Additional discussion followed, during which the Board stated that, due to budgetary concerns, they could not guarantee the District will join PERS. They agreed that, in the event of a budget shortfall, the hours of the District Manager position may have to be significantly reduced. Supervisor/Chair Latham summarized the discussions, after which **Supervisor Lige Christian made a motion to offer the position of District Manager to Joe Holtrop as a one-half to full-time position depending on the District's revenue. The motion was seconded by Supervisor Laurie Hannan. Discussion followed, focusing on the beginning hourly rate and flexibility of position hours. After discussion, Supervisor Christian agreed to amend his original motion to**

*include a beginning base rate of \$40.00 per hour. Supervisor Hannan agreed to second the amended motion. There being no further discussion, the amended motion was approved by a unanimous vote.*

*Supervisor Christian then made a motion to authorize Supervisor/Chair Latham to immediately pursue, with staff, the possibility of the District joining the Public Employees Retire System (PERS). The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote. Supervisor/Chair Latham noted that Supervisor Janet Aubin had either lost her teleconference connection to the meeting, or had left the meeting, and was not included in the vote.*

Office Manager Tracy Kier stressed the importance of remaining focused on priority tasks while conducting PERS research. Supervisor Christian clarified the intent of his motions, and stated that he did not want the task of researching PERS to cause any stress on staff's current workload. The Board agreed that staff will first give priority to those tasks with approaching deadlines while researching PERS over the next couple of months.

**Review of Official Actions:**

- ✓ **The Board passed a motion offering the position of District Manager to Joe Holtrop as a one-half to full-time position, depending on the District's revenue, with a beginning base rate of \$40.00 per hour.**
- ✓ **The Board passed a motion authorizing Supervisor/Chair Latham to immediately pursue, with staff, the possibility of the District joining the Public Employees Retire System (PERS).**

**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.jeffesoncd.org](http://www.jeffesoncd.org).

**Meeting Adjourned:** *There being no further business to discuss or transact, Supervisor Hannan made a motion to adjourn the meeting. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote, and the meeting was adjourned at 8:16 p.m.*

Minutes approved this 7<sup>th</sup> day of July, 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

**Minutes**  
**June 24, 2021 Special Meeting**  
**Jefferson County Conservation District**

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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	