



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

MINUTES OF THE AUGUST 4, 2021 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:36 p.m., 97 Oak Bay Road, Port Hadlock, Washington and GoToMeeting at 1-866-899-4679, Code No. 922-778-367

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

Supervisors Excused: Janet Aubin

Associate Supervisors Present: None

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

Also Present: Tom Salzer, WACD; Anne Baxter, DOE; and Alan Chapman, WACD

Meeting Format: Due to the COVID-19 pandemic, the Board held their regular meeting in two available formats, in-person at the WSU Extension classroom facility located at 97 Oak Bay Road in Port Hadlock, Washington, and remotely via GoToMeeting at 1-866-899-4679, Access Code 819-361-677, 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, Chair Latham welcomed everyone to the meeting. During the meeting, Conservation Planner Sierra Young monitored the info@jeffersoncd.org for public comment.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. Office Manager/Financial Specialist Tracy Kier requested that the Minutes of the July 20, 2021 special meeting be removed from the Consent Agenda pending completion. Hearing no other requests, ***Supervisor Laurie Hannan made a motion to approve the Consent Agenda as modified. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** The Minutes of the July 7, 2021 regular meeting were approved and signed as presented in the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for July, 2021: Ms. Kier presented to, and reviewed with, the Board the July, 2021 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4447 through 4474, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for July, 2021 totaled \$15,420.33, general expenses totaled \$46,106.83, and total expenses amounted to \$61,527.16. Deposits made in July, 2021 amounted to \$40,041.85. The current balance of District truck reserve funds was \$20,708.61, which included the minimum, monthly contribution of \$100.00 for July, 2021. Ms. Kier informed the Board that there were \$501.60 in the District's checking account ready to be transferred to the District's money market account as designated JCCD Truck Reserve funds for April, 2021 through July, 2021. ***Supervisor Boggs made a motion to authorize Chair Latham to transfer \$501.60 from the District's checking account to the District's money market account as designated JCCD Truck Reserve funds from April, 2021 through July, 2021. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote. Supervisor Boggs then made a motion to approve the Treasurer's Report, Disbursement #s 4447 through 4474 (including salaries and general expenses), and electronic payments for July, 2021 in the total amount of \$61,527.16. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Kier then reported on the upcoming implementation of the WA Cares Fund to address affordable, long-term care in the State of Washington. Information and additional resources have been provided to District staff, informing them, in part, that beginning January 1, 2022, all District employees will be required to pay premiums into the new Fund, unless an individual exemption is granted by the Washington State Employment Security Department. Discussion followed.

Manager's Report: District Manager Joe Holtrop assisted the Board in their review of District activities for the month of July, 2021. During the discussion, Mr. Holtrop highlighted potential cost-share projects and the District's recent

application for WSCC Livestock funding. Conservation Planer Sierra Young reported on the outcome of her recent discussions with local partners to collaborate on the annual native plant sale. Fisheries Biologist/Water Quality Specialist Glenn Gately reported on the District's historical efforts and results in water quality monitoring, with specific references to Chimacum Creek and tributaries. During his report, he explained, in part, the new bacteria standard and a comparison of the fecal coliform standard vs. the E.coli standard. Anne Baxter from the Department of Ecology provided additional information. Mr. Holtrop concluded with a report on the District's recent forest risk reduction workshop coordinated by Ms. Young and conducted in partnership with the Northwest Natural Resource Group.

OLD BUSINESS

- A. Microsoft Office 365 Conversion:** No activity.
- B. Chimacum Creek Maintenance Letter:** No activity.

The Board agreed to add a discussion about WACD membership and dues, and invited WACD Executive Director Tom Salzer and WACD Northwest Washington Area Director Alan Chapman to join in the discussion. Supervisor Lige Christian began the discussion, expressing his concerns about equal representation and voting opportunities from District to District at annual conferences, and questioning the requirement that all Districts pay the same in annual dues. Mr. Salzer expressed his empathy of Supervisor Christian's concerns, and a discussion about potential voting options vs. the resolution review process followed, along with a discussion on WACD transparency. Mr. Salzer will forward Mr. Holtrop information about WACD's weekly newsletter, along with additional information, for distribution to the District's Supervisors. Mr. Chapman noted that the Northwest Area WACD meeting will be held by Skagit Conservation District in October, 2021.

NEW BUSINESS

- A. FY22-23 WSCC Shellfish Funding:** Mr. Holtrop reported on the three projects submitted for FY22-23 WSCC Shellfish funding, and the status of the project funded to-date. He and Ms. Young will continue to enter potential projects into the WSCC project database system for future consideration by WSCC.
- B. FY22-23 Professional Engineering Services:** Mr. Holtrop assisted the Board in their review of the FY22-23 Professional Engineering Services Interdistrict Agreement. ***Supervisor Christian made a motion to approve the Interdistrict Agreement for Professional Engineering Services between the District, Kitsap Conservation District, Thurston Conservation District, and Mason Conservation District; AND FURTHER, to appoint District Manager Joe Holtrop to represent the District on the Board of Directors for Professional Engineering Services. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- C. Public Employees Retirement Systems Enrollment:** Mr. Holtrop presented to the Board his recommendations and budget projection estimates, dated August 4, 2021, for joining the Public Employees Retirement System (PERS) administered through the Washington State Department of Retirement System and the voluntary Deferred Compensation Program. He also recommended the District continue contributing 2% of Mr. Gately's and Ms. Kier's gross wages, for deposit into the Deferred Compensation Program in lieu of the District's current SIMPLE IRA program, until they are fully vested in PERS to ensure they do not lose any retirement benefits should they not become fully vested. A review of costs, budget impacts, the enrollment process, and the ability to continue contributions to Social Security followed. ***Supervisor Christian then made a motion to tentatively approve District Manager Joe Holtrop's recommendations dated August 4, 2021 to join the Public Employees Retirement System (PERS) administered through the Washington State Department of Retirement System and the voluntary Deferred Compensation Program, pending further discussion and final approval at the Board's next regular meeting; AND FURTHER, to tentatively continue contributing 2% of Mr. Gately's and Ms. Kier's gross wages, for deposit into the Deferred Compensation Program in lieu of the District's current SIMPLE IRA program, until they are fully vested in PERS, pending further discussion and final approval at the Board's next regular meeting. The motion was seconded by Supervisor Hannan. Discussion followed, focusing on advantages, budget concerns, District expenses, and the potential impact on staffing capacity resulting from budget impacts. Mr. Holtrop stated, for the record, that he would be willing to reduce his hours if needed to balance the budget. There being no further discussion, the motion was approved by a unanimous vote.***

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** No discussion.

B. Legislative Update: Mr. Chapman reported on the WACD Board's last meeting, including investment strategies, committee work, and District Board elections. Mr. Salzer added information about committee work on diversity, equity, and inclusion; WACD investment gains; and the \$400,000 reduction in 2021 annual dues.

CORRESPONDENCE

There was no correspondence for the Board's review.

Ms. Young noted there were no public comments submitted to info@jeffersoncd.org during the meeting.

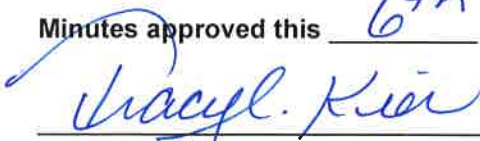
REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by the Board as modified.
- ✓ The Minutes of the July 7, 2021 regular meeting were approved as presented.
- ✓ The Board passed a motion authorizing Chair Al Latham to transfer \$501.60 from the District's checking account to the District's money market account as designated JCCD Truck Reserve funds from April, 2021 through July, 2021.
- ✓ The Board passed a motion approving the July, 2021 Treasurer's Report, Disbursement #s 4447 through 4474 (including salaries and general expenses), and electronic payments for July, 2021 in the total amount of \$61,527.16.
- ✓ The Board passed a motion approving the Interdistrict Agreement for Professional Engineering Services between the District, Kitsap Conservation District, Thurston Conservation District, and Mason Conservation District; AND FURTHER, appointing District Manager Joe Holtrop to represent the District on the Board of Directors for Professional Engineering Services.
- ✓ The Board passed a motion tentatively approving District Manager Joe Holtrop's recommendations dated August 4, 2021 to join the Public Employees Retirement System (PERS) administered through the Washington State Department of Retirement System and the voluntary Deferred Compensation Program, pending further discussion and final approval at the Board's next regular meeting; AND FURTHER, tentatively continuing to contribute 2% of Mr. Gately's and Ms. Kier's gross wages, for deposit into the Deferred Compensation Program in lieu of the District's current SIMPLE IRA program, until they are fully vested in PERS, pending further discussion and final approval at the Board's next regular meeting.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on September 1, 2021 at 3:30 p.m. Information regarding in-person and/or remote access attendance options will be listed on the Board's September 1, 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 Hannan 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 5:31 p.m.*

Minutes approved this 6th day of October, 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

**Minutes
August 4, 2021 Regular Meeting
Jefferson County Conservation District**

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	