



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

**MINUTES OF THE DECEMBER 8, 2021 REGULAR MEETING**

**Call to Order:** By Chair Al Latham at 3:33 p.m., GoToMeeting at 1-866-899-4679, Code No. 993-077-957

**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, Sierra Young, and Tracy Kier

**Also Present:** Jean Fike, WSCC; Alan Chapman, WACD; Josh Hall, NRCS (until 3:50 p.m.); Justin Urresti, NRCS (until 3:50 p.m.); and Ezra Sullivan

**Meeting Format:** Due to the COVID-19 pandemic, the Board held their regular meeting remotely via GoToMeeting at 1-866-899-4679, Access Code 993-077-957, with public comment available through the District's email address at [info@jeffersoncd.org](mailto: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](mailto:info@jeffersoncd.org) for public comment.

**Agenda Modification:** Office Manager Tracy Kier requested that the Board consider modifying the Agenda to include the Professional Services Contract Amendment #1 between the Hood Canal Coordinating Council and Jefferson County Conservation District as Item B. under New Business. Chair Latham also requested that the Board consider modifying the Agenda to include a discussion about the Department of Ecology's Policy #1025 and water rights for livestock. The Board agreed to modify the Agenda as requested.

**Consent Agenda:** Chair Latham asked if anyone wished to modify the Consent Agenda. Ms. Kier requested that the draft Minutes of the Board's November 3, 2021 regular meeting be removed from the Consent Agenda pending completion. Hearing no other requests, the Board approved the Consent Agenda by consensus, as modified.

**Josh Hall, Resource Conservationist, NRCS:** Josh Hall, Resource Conservationist with NRCS, introduced himself. He then provided information on the Kodama Farm Habitat Restoration Plan and preliminary design for a proposed Coho Chum habitat project along Chimacum Creek, in collaboration with the North Olympic Salmon Coalition (NOSC). He stated that he would like to provide an opportunity for comments and questions on the plan and design by the District and the public. A discussion followed, during which comments were made by several of the Board Supervisors and staff about the pond and shallow sheet of water over the landscape, possibility causing increased water temperature that would not be good salmon habitat. Additional comments were made about the low gradient of the stream and questions about the purpose and effectiveness of the log complexes throughout the design. Mr. Hall promised to discuss these comments with NOSC, noting that the designs were not final at this stage. Support for the nature of the project and the location was generally expressed by all Board Supervisors who spoke. They agreed with the goal of improving salmon and wetland habitat in the East Chimacum Valley, and they can provide much knowledge and experience as they partner with this project. Mr. Hall will work to connect NOSC and NRCS staff with JCCD District Manager Joe Holtrop to further discuss design concerns.

Justin Urresti, the NRCS Resource Conservationist recently assigned to the Jefferson County/Clallam County region, introduced himself and provided a brief description of his background. He expressed his enthusiasm and interest in working with the District and encouraged the Board and staff to contact him at any time. Chair Latham welcomed Mr. Urresti and thanked him for attending the meeting.

**Treasurer's Report, Disbursements, and Electronic Payments for November, 2021:** Ms. Kier presented to, and reviewed with, the Board the November, 2021 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4532 through 4551, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave

Liability information. Net salaries for November, 2021 totaled \$14,628.87, general expenses totaled \$15,698.97, and total expenses amounted to \$30,327.84. Deposits made in November, 2021 amounted to \$56,850.27. The current balance of the District's truck reserve funds was \$21,085.75, which included interest earned and \$174.16 of monthly contributions for November, 2021. After review and discussion, **Supervisor Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 4532 through 4551 (including salaries and general expenses), and electronic payments for November, 2021 in the total amount of \$30,327.84. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**

Ms. Kier reminded the Board of challenges encountered when receipting income from the District's on-line store-provider, Square, during the District's last native plant sale conducted in 2020. She noted, in part, issues relating to deposit date discrepancies between Square and Kitsap Bank, and the District's requirement to report income on a cash basis, identifying the actual date funds are received by Kitsap Bank. To accurately report native plant sale receipts in a timely manner, the Board passed a motion at their January 2, 2020 regular meeting, authorizing Ms. Kier to view the District's Kitsap Bank account activity via on-line banking and to discuss the District's account activity with Kitsap Bank representatives. She noted that this authorization was granted for viewing account activity only, not to make any transactions, transfers, or changes to the District's accounts. Ms. Kier stated that on-line banking had not been set-up in 2020, but that she would now be contacting Kitsap Bank to set-up on-line banking according to the authority and limitations previously approved by the Board. The Board concurred and reaffirmed their action taken in this regard on January 2, 2020.

**Manager's Report:** The monthly District Activity Report for November, 2021 was presented to the Board for their review. District Manager Joe Holtrop reported on the District's proposed WSCC Natural Resource Investments (NRI) projects, and noted recent challenges with original cost estimates now threatened by the state of the current economy and supply issues. He has requested that some of the land operators update their cost estimates for their proposed projects. He hopes to have more information for the Board at their regular meeting in January, 2022. He continues to work with a local land operator on a proposed water retention and restoration project. Fisheries Biologist/Water Quality Specialist Glenn Gately reported on his recent efforts with a land operator on the Little Quilcene River for a potential salmon refugia project, with a land operator on East Chimacum Creek for turbidity and flow monitoring, and a land operator on Naylor Creek for potential funding options for a culvert. Mr. Gately then presented data relating to, and discussed with the Board, three options of how the Department of Ecology's proposed Intragravel Dissolved Oxygen Standard could be met. Discussion followed, after which Conservation Planner Sierra Young reported that 26% of the District's plant inventory had been sold since sales began on Monday, December 6, 2021. Supervisor Boggs and Chair Latham complimented Ms. Young on the development and user-friendly features of the District's plant sale website. At the request of Mr. Holtrop, WSCC Regional Manager Jean Fike commented on increased project cost trends identified in the Puget Sound area. As a result, NRI cost share contracts may have to be reassessed and potentially scaled back. As a follow-up to Supervisor Christian's previous question about the District's truck mileage, Ms. Kier reported that, since 2012, 22,304 miles have been driven in the District truck, the average mileage being 2,478 per year, or 206 per month. Ms. Kier also reported on the progress of updating the District's office phone system.

#### **OLD BUSINESS**

- A. Chimacum Creek Maintenance Letter:** No new report.
- B. Public Employees Retirement System Enrollment:** Based on the Board's approval at their regular meeting on September 8, 2021 to join the Deferred Compensation Program, Ms. Kier presented, for the Board's review, corresponding JCCD Resolution No. 2021-035 required by the Department of Retirement System. After review and discussion, **Supervisor Boggs made a motion to approve JCCD Resolution No. 2021-035 authorizing the District to join the Deferred Compensation Program through the Department of Retirement System effective September 8, 2021; AND FURTHER, to grant Chair Latham the authority to sign the Resolution on behalf of the Board. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.**
- C. JCCD 5-Year Plan – 2022 to 2027:** Mr. Holtrop reported on input received from the Board regarding the initial draft of the District's 5-Year Plan for 2022 through 2026. He had hoped the Board would consider approving a draft of the Plan to provide an opportunity for community input. Discussion followed, after which the Board agreed to release the initial draft of the Plan for community input with the intention of considering final approval at the Board's regular meeting in February, 2022.

- D. 2022 Election:** Ms. Kier informed the Board that the District's Notice of Election had been published in the *Peninsula Daily News* and in the *Leader*, posted on the District's website and at the District's office, and included in the District's recent newsletter. One Candidate Information form has been filed with the District, received from incumbent Laurie Hannan. She reminded those in attendance that the date of the mail-in election was set for March 8, 2022 and that there were no appointed positions on the Board expiring in 2022. The Candidate filing deadline is 4:00 p.m. on February 4, 2022; the deadline for requesting ballots is 4:00 p.m. on February 15, 2022; requested ballots will be mailed to requestors during the week of February 21, 2022; and completed ballots can be returned to the District office either by mail, postmarked on or before March 8, 2022, or by delivery to the District's ballot drop-off box located outside the District office on or before 7:00 p.m. on March 8, 2022. She then explained the rest of the election process, and noted that additional information on District elections can be found on the District's website and on the WSCC website.

#### **NEW BUSINESS**

- A. 2018 – 2020 State Auditor's Office Audit:** Ms. Kier informed the Board that the 2018 – 2020 audit process, being conducted by the State Auditor's Office, began on November 18, 2021. She is currently working on the pre-audit planning phase of the audit, responding to the Auditor's initial questions and providing reports and documentation requested by the Auditor. The Auditor has requested that a Supervisor, designated by the Board, Mr. Holtrop, and Ms. Kier individually participate in a risk assessment meeting with the Auditor. ***Supervisor Janet Aubin made a motion to designate Supervisor Christian to participate in the risk assessment meeting with the State Auditor's office on behalf of the Board for the 2018-2020 audit period. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*** Ms. Kier explained that the Auditor typically holds an Entrance Conference after the planning procedures are completed to communicate the audit plan with the Board and key staff. The Auditor can communicate the Entrance Conference information with the Board and key staff via email if the Board chooses to waive the virtual Entrance Conference meeting. After discussion, the Board agreed by consensus to waive the virtual Entrance Conference meeting and conduct the Entrance Conference via email. Ms. Kier will provide the Board's and key staff's email addresses to the Auditor.
- B. Hood Canal Coordinating Council Professional Services Contract Amendment #1:** Ms. Kier provided a brief history on the Hood Canal Coordinating Council's (HCCC) Professional Services Contract Amendment #1, noting that it had been originally approved by the Board, for a term extension to September 30, 2022, at the Board's regular meeting on April 7, 2021. The HCCC did not provide an original Amendment at that time for signature by the Board, and is now proposing additional amendments for clarification and to include language about COVID-19. After review and discussion, ***Supervisor Boggs made a motion to approve the Hood Canal Coordinating Council Professional Services Contract Amendment #1, replacing the Amendment approved by the Board on April 7, 2021; AND FURTHER, to grant Chair Latham the authority to sign the Amendment on behalf of the Board. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.***
- C. Department of Ecology Policy #1025 – Water Rights:** Chair Latham led a discussion on potential changes to the Department of Ecology's (DOE) Policy #1025 implemented in the early 1990's to allow access to water for livestock fenced out of the creek, water that would have been normally used by the livestock before fencing along the creek was installed. Chair Latham explained that the DOE is now considering the requirement of water rights to access this water for these purposes, which would jeopardize the access of water for livestock. Based on requests from the WACD and State Legislature, the DOE is now gathering more information. Chair Latham and Mr. Holtrop have expressed their concerns about these proposed changes with the WSCC. Discussion followed.

#### **COMMITTEE REPORTS**

- A. Conservation Commission and Non-Commission Grants:** No report.  
**B. Legislative Update:** No report.

#### **CORRESPONDENCE**

**Department of Ecology Southwest Region – December, 2021 Nonpoint Activity Update:** The Board reviewed the DOE Nonpoint Activity Update for December, 2021. No action was taken.

There were no public comments submitted to [info@jeffersoncd.org](mailto:info@jeffersoncd.org) during the meeting.

**REVIEW OF OFFICIAL ACTIONS**

- ✓ The Board agreed to modify the Agenda to include the Professional Services Contract Amendment #1 between the Hood Canal Coordinating Council and Jefferson County Conservation District and the Department of Ecology's Policy #1025 – Water Rights as Item B. and Item C., respectively, under New Business.
- ✓ The Consent Agenda was approved by consensus of the Board as modified.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4532 through 4551 (including salaries and general expenses), and electronic payments for November, 2021 in the total amount of \$30,327.84.
- ✓ The Board passed a motion approving JCCD Resolution No. 2021-035 authorizing the District to join the Deferred Compensation Program through the Department of Retirement System effective September 8, 2021; AND FURTHER, granting Chair Latham the authority to sign the Resolution on behalf of the Board.
- ✓ The Board passed a motion designating Supervisor Christian to participate in the risk assessment meeting with the State Auditor's Office on behalf of the Board for the 2018-2020 audit period.
- ✓ The Board passed a motion approving the Hood Canal Coordinating Council Professional Services Contract Amendment #1, replacing the Amendment approved by the Board on April 7, 2021; AND FURTHER, granting Chair Latham the authority to sign the Amendment on behalf of the Board.

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board will be held on January 5, 2022 at 3:30 p.m. Information regarding in-person and/or remote access attendance options will be listed on the Board's January 5, 2022 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](http://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 Hannan. There being no discussion, the meeting was adjourned at 5:29 p.m.*

Minutes approved this 5<sup>th</sup> day of January, 2022.

  
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

**Minutes**  
**December 8, 2021 Regular Meeting**  
**Jefferson County Conservation District**

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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	