



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

**MINUTES OF THE NOVEMBER 3, 2021 REGULAR MEETING**

**Call to Order:** By Chair Al Latham at 3:36 p.m., GoToMeeting at 1-866-899-4679, Code No. 777-421-213

**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; and Anne Baxter, DOE

**Meeting Format:** Due to the COVID-19 pandemic, the Board held their regular meeting remotely via GoToMeeting at 1-866-899-4679, Access Code 777-421-213, 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 JCCD Office Lease and the Kitsap Bank Business Card Agreement as items D. and E., respectively, under New Business. Chair Latham also requested that the Agenda be modified to include a report on the WACD annual conference as Item F. under New Business. The Board agreed to modify the Agenda as requested.

**Consent Agenda:** Chair Latham asked if anyone wished to modify the Consent Agenda. To correct a typo on Page 2 of the October 6, 2021 draft Minutes, Ms. Young recommended changing the word "lead" in the first sentence of Item C. Personnel Policy – Holidays under Old Business to the word "led". The Board agreed to make this correction. Hearing no other requests, the Consent Agenda and corrected Minutes of the October 6, 2021 regular meeting were approved by consensus of the Board, as modified.

**Treasurer's Report, Disbursements, and Electronic Payments for October, 2021:** Ms. Kier presented to, and reviewed with, the Board the October, 2021 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4512 through 4531, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for October, 2021 totaled \$13,525.85, general expenses totaled \$15,623.61, and total expenses amounted to \$29,149.46. Deposits made in October, 2021 amounted to \$24,013.99. Ms. Kier informed the Board that Supervisor Janet Aubin and Supervisor/Chair Latham were in the office earlier that day, during which time they inspected and certified October's checks and payments, along with supportive documentation, and signed the checks for October, 2021. The current balance of the District's truck reserve funds was \$20,910.72, which included interest earned; the minimum, monthly contribution of \$100.00 for October, 2021; and the \$601.60 transfer from the District's checking account to the District's money market account (truck reserve fund) on October 7, 2021, as previously approved by the Board. Ms. Kier then reported on the new WA Cares Fund for long-term care, due to take effect on January 1, 2022; the 2022 options for employee-paid, long-term disability benefits through the Health Care Authority; and the 2022 increases to the Employment Security Department's Paid Family & Medical Leave premiums. After review and discussion, **Supervisor Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 4512 through 4531 (including salaries and general expenses), and electronic payments for October, 2021 in the total amount of \$29,149.46. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.**

**Manager's Report:** The monthly District Activity Report for October, 2021 was presented to the Board for their review. District Manager Joe Holtrop provided additional information on his and Ms. Young's progress with regards to the District's proposed B121-23 WSCC Natural Resource Investment projects and recent challenges due to an overturn in engineering

staff. He also advised the Board that he would be providing approximately 40 to 50 hours of shared personnel services to Clallam Conservation District each month for the next couple of months. Ms. Young updated the Board on the progress of the District's native plant sale, with an on-line, launch date in early December. Discussion followed, focusing, in part, on the District's projects, technical assistance, the District's HPA along Chimacum Creek, and the need to provide accommodations and assisted technology on the District's website. Supervisor Christian requested that Mr. Holtrop research the requirements for, and method of, providing assisted technology accommodations on the District's website, and present his findings and recommendations to the Board at their next regular meeting. Fisheries Biologist/Water Quality Specialist Glenn Gately then reported on upcoming activities to conduct microbial source tracking and monitoring. A discussion about the monthly District Activity Report followed, during which time Supervisor Christian requested that staff include their initials next to the activities they list in the Report.

#### **OLD BUSINESS**

- A. Chimacum Creek Maintenance Letter:** No new report.
- B. Public Employees Retirement System Enrollment:** Ms. Kier informed the Board that the Agreement to Extend Social Security Coverage to Eligible Employees (a/k/a Section 218 Agreement), effective October 1, 2021, had been signed and submitted to the Washington State Department of Retirement Systems (DRS), as approved by the Board at their September 8, 2021 regular meeting. She then reported on her recent PERS Employer Reporting Application (ERA) training, upcoming meetings with DRS staff, and future trainings provided by DRS. Supervisor Christian asked Mr. Holtrop if he felt it was worthwhile for Mr. Holtrop to receive cross-training in the DRS/PERS system, to which he replied that it would not be worthwhile since the DRS/PERS system related to payroll.

#### **NEW BUSINESS**

- A. JCCD Resolution No. 2021-034 – 2022 Election:** Ms. Kier assisted the Board in their review of JCCD Resolution No. 2021-034 establishing, in part, a mail-in election on March 8, 2022, and setting the candidate filing deadline and the deadlines for requesting and submitting ballots. She then provided a summary of the District's requirements and processes to provide public notice of the District's 2022 election. After review and discussion, ***Supervisor Christian made a motion to approve JCCD Resolution No. 2021-034 establishing a mail-in election on March 8, 2022, and setting, in part, the candidate filing deadline and the deadlines for requesting and submitting ballots. The motion was seconded by Supervisor Aubin. There being no discussion, the motion was approved by a unanimous vote.*** Ms. Kier will proceed with notifying the public.
- B. BI21-23 WSCC NRI Contract for Cost Share Funds – Project No. 2021.03:** Mr. Holtrop advised the Board that the approval of the Contract for Cost Share Funds for Project No. 2021.03 had been placed on-hold pending potential changes. No action was taken by the Board.
- C. JCCD 5-Year Plan – 2022 to 2027:** Mr. Holtrop presented to the Board a draft of the District's 5-Year Plan for the period of 2022 through 2026, submittal of which is due to the WSCC by the end of 2021. He recommended the Board review the draft and provided feedback to him by November 24, 2021, after which he will forward any changes to the Board for their review in advance of their December 8, 2021 regular meeting. He also recommended that a final draft be sent to the District's partners and posted on the District's website to solicit additional comments prior to final approval. With the assistance of WSCC Regional Manager Jean Fike, a discussion followed, in part, about the format and content of the plan, and about relating the long-term plan to the District's annual plan.
- D. Office Lease Agreement:** The Board reviewed a 24-month Lease Agreement with Shold Business Park, LLC for the District's office space located at 205C W Patison Street in Port Hadlock, with a commencement date of December 1, 2021, a termination date of November 30, 2023, and a rental increase of \$25.00 per month. After review and discussion, ***Supervisor Christian made a motion to approve the 24-month Lease Agreement with Shold Business Park, LLC for the District's office space located at 205C W Patison Street in Port Hadlock, Washington, effective December 1, 2021 through November 30, 2023; AND FURTHER, to grant Supervisor/Chair Latham the authority to sign the Lease Agreement on behalf of the Board. The motion was seconded by Supervisor Aubin. There being no discussion, the motion was approved by a unanimous vote.***
- E. Kitsap Bank Business Card Agreement:** The Board reviewed the Business Card Agreement from Kitsap Bank to issue a low-limit purchasing card to Ms. Young and a low-limit purchasing card to Mr. Holtrop according to District policy, and to issue a higher-limit purchasing card to Mr. Holtrop, also according to District policy. Mr. Holtrop noted an error in the spelling of his first name on the Agreement. After review and discussion, ***Supervisor Christian made a motion to approve the Business Card Agreement with Kitsap Bank, issuing a low-limit purchasing card to Ms. Young, issuing a low-limit purchasing card to Mr. Holtrop, issuing a higher-limit purchasing card to Joe Holtrop, and correcting the spelling of Mr. Holtrop's first name on the Agreement; AND FURTHER to grant***

**Supervisor/Chair Latham the authority to sign the Agreement on behalf of the Board. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**

- F. WACD Annual Conference:** Chair Latham reported on his virtual attendance at the on-going WACD annual conference, with emphasis on issues relating to riparian water rights. Alan Chapman, Northwest Washington Area Director for WACD, provided additional information about the month-long conference including, but not necessarily limited to, information on the election reform session; the review, comment, and voting process for proposed Resolutions, and the annual WACD business meeting to be conducted on November 30, 2021. Ms. Kier noted that the Board and staff are all registered to attend the conference, in whole or in part.

#### **COMMITTEE REPORTS**

- A. Conservation Commission and Non-Commission Grants:** Ms. Fike informed the Board that Kirk Robinson is currently serving as the WSCC Interim Executive Director, with an Executive Search Committee working to fill the position permanently. She noted that the WSCC will be working with the legislature on proposed district election changes, and that those proposed changes do not affect the 2022 election cycle. Ms. Fike invited the Board to participate in a WSCC survey on conservation easements, due back to the WSCC by November 10, 2021. In closing, she encouraged the Board to review the proposed WACD resolutions and attend the WACD annual business meeting on November 30, 2021.
- B. Legislative Update:** This item was covered during the discussion under Item F. of New Business.

#### **CORRESPONDENCE**

**Department of Ecology Southwest Region – November, 2021 Nonpoint Activity Update:** With the assistance of Anne Baxter, Senior Nonpoint Water Quality Specialist for the Department of Ecology (DOE), the Board reviewed the November, 2021 Nonpoint Activity Update. Ms. Baxter noted a recent report of a concern along Chimacum Creek. She, and representatives from the Washington Department of Fish and Wildlife, will be working with the landowner connected with this concern, and will encourage the landowner to utilize the resources of the District where possible. Mr. Gately offered to review DOE's proposed changes to Chapter 173-201A of the Washington Administrative Code to provide additional water quality and habitat protection for early life stages of salmonids.

Supervisor Aubin announced that she will be resigning her appointed position on the Board. She expressed her sadness in doing so and her gratitude for working with the District, the Board, and staff. Supervisor Aubin offered to remain on the Board until the end of January, 2022 while the Board researches the process for filling her mid-term appointed position. Board Supervisors and staff expressed their appreciation to Supervisor Aubin for her valuable service and dedication to the District. A brief discussion on the process for filing a mid-term appointment followed. Ms. Fike offered to forward additional information to Mr. Holtrop for distribution to the Board.

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 JCCD Office Lease, the Kitsap Bank Business Card Agreement, and the WACD Annual Conference under New Business as items D., E., and F., respectively.**
- ✓ **The Consent Agenda was approved by consensus of the Board as modified.**
- ✓ **The Minutes of the October 6, 2021 regular meeting were approved by the Board as corrected under the Consent Agenda.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s 4512 through 4531 (including salaries and general expenses), and electronic payments for October, 2021 in the total amount of \$29,149.46.**
- ✓ **The Board passed a motion approving JCCD Resolution No. 2021-034 establishing a mail-in election on March 8, 2022, and setting, in part, the candidate filing deadline and the deadlines for requesting and submitting ballots.**
- ✓ **The Board passed a motion approving a 24-month Lease Agreement with Shold Business Park, LLC for the District's office space located at 205C W Patison Street in Port Hadlock, Washington, effective December 1, 2021 through November 30, 2023; AND FURTHER, granting Supervisor/Chair Latham the**

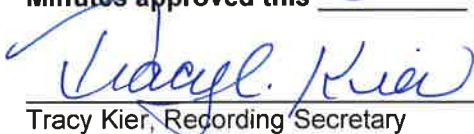
authority to sign the Lease Agreement on behalf of the Board.

- ✓ The Board passed a motion approving the Business Card Agreement with Kitsap Bank, issuing a low-limit purchasing card to Ms. Young, issuing a low-limit purchasing card to Mr. Holtrop, issuing a higher-limit purchasing card to Joe Holtrop, and correcting the spelling of Mr. Holtrop's first name on the Agreement; AND FURTHER granting Supervisor/Chair Latham the authority to sign the Agreement on behalf of the Board.

**Time, Date, and Place of Next Meeting:** The Board agreed to change their regular meeting in December, 2021 from December 1, 2021 at 3:30 p.m. to December 8, 2021 at 3:30 p.m. Ms. Kier will proceed with notifying the public. Information regarding in-person and/or remote access attendance options will be listed on the Board's December 8, 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](http://www.jeffersoncd.org).

**Meeting Adjourned:** There being no further business to discuss or transact, *Supervisor Boggs made a motion to adjourn the meeting. The motion was seconded by Supervisor Christian. There being no discussion, the meeting was adjourned at 4:58 p.m.*

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

  
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Tracy Kier, Recording Secretary

  
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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	