



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

MINUTES OF THE APRIL 6, 2022 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:35 p.m., GoToMeeting at 1-877-309-2073, Access Code 242-256-853

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

Supervisors Excused: Lige Christian

Supervisor Vacancies: One Appointed Board Supervisor Position Vacant

Associate Supervisors Present: None

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

Also Present: Jean, Fike, WSCC; Roger Short (until 3:55 p.m.); Sandy Short (until 3:55 p.m.); and Diane Johnson (at 4:27 p.m.)

Meeting Format: The Board held their regular meeting remotely via GoToMeeting at 1-877-309-2073, Access Code 242-256-853, 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.

Agenda Modification: The Board agreed to add a discussion with Roger Short and Sandy Short immediately following the Treasurer's Report.

Consent Agenda: Chair Latham asked if anyone wished to modify the Consent Agenda. Office Manager Tracy Kier requested that the March 2, 2022 regular meeting Minutes and March 22, 2022 special meeting minutes be removed from the Consent Agenda pending completion. Hearing no other requests, the Board approved the Consent Agenda by consensus, as modified.

Treasurer's Report, Disbursements, and Electronic Payments for March, 2022: Tracy Kier presented to, and reviewed with, the Board the March, 2022 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4614 through 4638, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, and Leave Liability information. Net salaries for March, 2022 totaled \$15,330.85, general expenses totaled \$17,746.02, and total expenses amounted to \$33,076.87. Deposits made in March, 2022 amounted to \$36,806.58. The current balance in the District's truck reserve fund was \$21,489.88, which included \$100.00 in contributions for the month of March, 2022. Tracy Kier noted that there were \$678.29 in the District checking account ready to be transferred to the District's money market account as designated truck reserve funds. **Supervisor Julie Boggs made a motion to transfer \$678.29 from the District checking account to the District money market account as designated truck reserve funds; AND FURTHER, to grant Chair Latham the authority to transfer these funds 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.** After further review and discussion, **Supervisor Hannan made a motion to approve the Treasurer's Report, Disbursement #s 4614 through 4638 (including salaries and general expenses), and electronic payments for March, 2022 in the total amount of \$33,076.87. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.**

Chair Latham welcomed Roger Short and Sandy Short to the meeting and invited them to address the Board. Roger Short explained his interest in continuing discussions regarding the potential reactivation of the Drainage District, and expressed his concerns regarding the February 11, 2020 letter he received from the Board prohibiting Short Family Farm members and representatives from any further contact with the District. Roger Short presented a copy of the letter received by Kevin Short, a copy of which is attached to these Minutes and incorporated herein by reference. Roger Short stated that the letter he received was identical to the letter received by Kevin Short. A discussion about those actions

leading up to the February 11, 2020 followed, focusing in part on threatening behaviors displayed against the Board and staff by Roger Short and Kevin Short. Roger Short requested that the February 11, 2020 letter be rescinded and that a copy of the rescind letter be sent to himself, Kevin Short, and Samantha Janes.

Supervisor Boggs explained that, in light of safety concerns for Supervisors and staff, and based on direction from the Board, she had previously advised Roger Short that she would act as a liaison between Roger Short, the Short Family Farm, and their representatives for the District. Other members of the Board also expressed their concerns for the safety of Board Supervisors and staff. Roger Short stated that he would not threaten District staff and that he wanted a letter rescinding the February 11, 2020 within a couple of days or he would contact an attorney. Roger Short and Sandy Short left the meeting at 3:55 pm.

Additional discussion followed during which the Board agreed that Chair Latham and Joe Holtrop will follow-up with Roger Short to further address his concerns.

Staff Report: The monthly District Staff Report was presented to the Board for their review. District Manager Joe Holtrop stated that the District's draft FY23 annual plan and budget would be ready for the Board's consideration at their May, 2022 regular meeting. Joe Holtrop and Sierra Young reported on the progress of the District's projects. Fisheries Biologist/Water Quality Specialist Glenn Gately presented information on the relationship of total suspended solids (TSS) on turbidity based on data collected at station ECH/3.3 from 2000 to 2006. Discussion followed. Ms. Kier noted recent changes to the Open Public Meetings Act.

OLD BUSINESS

- A. **2022 Election:** Tracy Kier informed the Board that the District received 12 ballots. There were no disqualifications and no write-ins. Ballot returns were reported to WSCC, along with the District's final Election Report. Unofficially, Laurie Hannan has been elected. The WSCC will review the District's election for certification in May, 2022.
- B. **2022 Employee Evaluations:** The Board agreed to conduct an Executive Session at the end of the meeting to continue the employee evaluation process.
- C. **2022 Employee Merit-Based Raises:** The Board agreed to table the discussion of 2022 employee merit-based raises until their May, 2022 regular meeting.
- D. **JCCD Policies and Procedures Manual Update:** With the assistance of Joe Holtrop, the Board discussed the process of updating the District's policies and procedures manual, breaking it into sections with assistance from Supervisor Hannan, Supervisor Boggs, and staff. Drafts will be reviewed by the Board and staff.
- E. **Mid-Term Appointed Board Position Vacancy:** Tracy Kier stated that she is working with WSCC staff on the process of filling the mid-term appointed Board position vacancy. Notice of the appointment has been published in the *Leader* and in the *Peninsula Daily News* and posted on the District's office building and website. Applications are due to the WSCC on or before April 20, 2022.

NEW BUSINESS

- A. **Letter of Support for Jefferson Land Trust Grant Application:** Joe Holtrop presented, and reviewed with the Board, a draft letter of support to the State Farmland Preservation Program/Jefferson County Conservation Future Program on behalf of the Jefferson Land Trust grant application. Discussion followed, after which the Board concurred and agreed to send the letter.
- B. **New Phone System:** Joe Holtrop reported on the features and costs associated with upgrading the District's phone system. After discussion, ***Supervisor Hannan made a motion to approve the purchase of a new phone system. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- C. **Office Equipment:** Tracy Kier provided a cost estimate for the purchase of two new fireproof file cabinets, in the approximate amount of \$3,500.00. After discussion, ***Supervisor Hannan made a motion to approve the purchase of two new fireproof file cabinets. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.*** Supervisor Hannan expressed her concern for the safety of staff while working in the field and recommended the Board consider purchasing tracking devices for use by staff. A discussion followed, focusing on tracking apps and devices. After discussion, ***Supervisor Hannan made a motion to provide each staff member with a District phone, with tracking capabilities for use while conducting District business and activities. The motion was seconded by Supervisor Boggs. There being no further***

discussion, the motion as approved by a unanimous vote. The Board noted the need to adopt a policy in this regard.

- D. Yeoman's Plow:** Joe Holtrop informed the Board of Underwood Conservation District's interest in the District's Yeoman's plow. A discussion followed, focusing on potential uses and demonstrations of the equipment.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Jean Fike, Regional Manager for WSCC, reported on a recent webinar concerning the outcome of the short legislative session, policy side. This webinar is available on the WSCC website for future viewing. Another webinar will be conducted on April 12, 2022 at 9:00 a.m. Jean Fike then reported on the next steps for WSCC supplemental funding. Discussion followed.
- B. Legislative Update:** This item was addressed under Committee Reports Item A. Conservation Commission and Non-Commission Grants.

CORRESPONDENCE

Department of Ecology Southwest Region – April, 2022 Nonpoint Activity Update: The Board reviewed the DOE Nonpoint Activity Update for April, 2022. No action was taken.

PUBLIC COMMENT

Chair Latham welcomed Diane Johnson, who led a discussion with the Board on strategies to improve programs and community interest in the Grange. Diana Johnson shared her vision for future Grange activities and how the District may be able to contribute. She then asked Joe Holtrop to attend a future Grange meeting to discuss the Volunteer Stewardship Program and how it differs from conservation plans.

Chair Latham then announced that the Board would be going into Executive Session, pursuant to RCW 42.30.110(1)(g), for the purpose of reviewing the performance of a public employee(s). He stated that the Executive Session would last until 5:55 p.m., unless extended by public announcement of the Board or Acting Chair. No actions would be taken by the Board during the Executive Session. The Board may, or may not, elect to take action after the Executive Session.

The Board went into Executive Session at 5:48 p.m. and reconvened the regular meeting at 5:55 p.m. ***Supervisor Hannan then made a motion to conduct a special meeting, the date of which to be determined, for the purpose of further discussing, and potentially taking action on, the 2022 employee evaluation process. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.***

There were no public comments submitted to info@jeffersoncd.org during the meeting.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board as modified.
- ✓ The Board passed a motion to transfer \$678.29 from the District checking account to the District money market account as designated truck reserve funds; AND FURTHER, to grant Chair Latham the authority to transfer these funds on behalf of the Board.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #'s 4614 through 4638 (including salaries and general expenses), and electronic payments for March, 2022 in the total amount of \$33,076.87.
- ✓ The Board passed a motion approving the purchase of a new phone system.
- ✓ The Board passed a motion approving the purchase of two new fireproof file cabinets.
- ✓ The Board passed a motion to provide each staff member with a District phone, with tracking capabilities for use while conducting District business and activities.
- ✓ The Board passed a motion to conduct a special meeting, the date of which to be determined, for the purpose of further discussing, and potentially taking action on, the 2022 employee evaluation process.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on May 4, 2022 at 3:30 p.m. Information regarding in-person and/or remote access attendance options will be listed on the Board's May 4, 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.

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. The meeting was adjourned at 5:57 p.m.

Minutes approved this 15th day of June, 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
HCDOF = 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	