



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

**MINUTES OF THE JULY 6, 2022 REGULAR MEETING**

**Call to Order:** By Chair Al Latham at 3:35 p.m., GoToMeeting at 1-877-309-2073, Access Code 604-987-141

**Supervisors Present:** Julie Boggs (at 3:53 p.m.), Lige Christian, Laurie Hannan, and Al Latham

**Supervisor Vacancies:** One Elected Board Supervisor Position Vacant

**Supervisors Excused:** None

**Associate Supervisors Present:** Erik Kingfisher

**Staff Present:** Glenn Gately, Joe Holtrop, and Tracy Kier

**Also Present:** Jean Fike, WSCC; Alan Chapman, WACD; and Alena Reynolds, DOE

**Meeting Format:** The Board held their regular meeting in person at the Jefferson County Library in Port Hadlock and remotely via GoToMeeting at 1-877-309-2073, Access Code 604-987-141, with public comment available in person, remotely on-line, and 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 Al Latham welcomed everyone to the meeting. During the meeting, Office Manager/Financial Specialist Tracy Kier monitored the [info@jeffersoncd.org](mailto:info@jeffersoncd.org) for public comment.

**Agenda Modification:** Staff requested that the Board consider modifying the Agenda to include Resolution No. 2022-037 Cost Share and 2022 WACD Dues as items E. and F., respectively, under New Business. By consensus, the Board agreed to add these items.

**Consent Agenda:** Chair Latham asked if anyone wished to modify the Consent Agenda. Hearing no requests, the Board approved the Consent Agenda by consensus. The Minutes of the June 1, 2022 regular meeting were approved as presented.

**Public Comment:** Chair Latham called for public comment. No public comments were received.

**Alena Reynolds, Washington Department of Ecology:** The Board invited Alena Reynolds, Nonpoint Water Quality Specialist from the Washington Department of Ecology (DOE), to present the DOE Nonpoint Activity Update for the Southwest Region. Alena Reynolds expressed DOE's interest in collaborating with the District on high risk, water quality issues, and emphasized the value of the District's perspective. A number of sites with concerns have been identified. Discussion followed, focusing, in part, on available resources, water rights, and water quality vs. water quantity. Chair Latham recommended that she review the Discovery Bay Watershed Report and the Chimacum Watershed Report prepared by the District's Fisheries Biologist/Water Quality Specialist, Glenn Gately.

**Treasurer's Report, Disbursements, and Electronic Payments for June, 2022:** Office Manager/Financial Specialist Tracy Kier presented to, and reviewed with, the Board the June, 2022 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4672 through 4695, electronic payments, deposits, Balance Sheet Information, Profit & Loss information, Leave Liability, and Funding Source Balances information. Net salaries for June, 2022 totaled \$14,974.57, general expenses totaled \$37,550.85, and total expenses amounted to \$52,525.42. Deposits made in June, 2022 amounted to \$26,726.43. The current balance in the District's Truck Reserve Fund was \$22,390.32, which included the \$400 monthly contribution for June, 2022. Tracy Kier asked for direction from the Board on how often they would like Truck Reserve Funds held in the District's checking account to be transferred to the District's Truck Reserve Fund money market account. After discussion, **Supervisor Lige Christian made a motion to grant Chair Latham the authority to transfer those truck reserve funds held in the District's checking account to the District's Truck Reserve Fund money market account every three months; AND FURTHER, to direct that these transfers be reported to the Board at their regular meeting immediately following each transfer. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.** The Board reviewed the status of the General Operating Reserve Fund money market account set-up, and the general operating expenses

covered in the \$110,000.00 recently reserved by the Board. Supervisor Christian recommended that the \$110,000.00 in general operating reserves be increased to cover leave liability for three months. The Board also discussed fiscally appropriate checking account balances, whether or not additional funds should be transferred to the General Operating Reserve Fund, and potential investment options available to the District. District Manager Joe Holtrop agreed to research these options and report back to the Board.

After review and discussion, **Supervisor Christian made a motion to approve the Treasurer's Report, Disbursement #s 4672 through 4695 (including salaries and general expenses), and electronic payments for June, 2022 in the total amount of \$52,525.42. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.** The Board agreed to release Check Nos. 4681 and 4682 once the funds to cover those checks have been received from the WSCC.

**Staff Report:** The monthly District Staff Report was presented to the Board for their review. District Manager Joe Holtrop reported on supplemental funding available through the WSCC for salmon recovery and riparian plant propagation, the Ludlow Creek roof runoff collection project, a potential roof runoff project on Donovan Creek, and planning underway for a conservation plan and possible cost share project on Andrews Creek. He noted that his shared hours to Clallam Conservation District will increase, probably in the fall, when construction begins on their Bureau of Reclamation project. Fisheries Biologist/Water Quality Specialist Glenn Gately reviewed his recent presentation at the Chumsortium meeting regarding trends in temperature and juvenile Coho abundance in Chimacum Creek with the Board. Discussion followed. Tracy Kier noted that the Board would be receiving an Amendment to the Hood Canal Coordinating Council Professional Services Agreement, extending the term to December 31, 2022.

#### **OLD BUSINESS**

- A. 2022 Employee Merit-Based Raises:** Per the Board's request, Tracy Kier presented, and reviewed with the Board, a cost analysis for a potential 5% merit raise for all staff, along with a copy of the FY23 budget approved by the Board on May 5, 2022. Discussion followed, focusing, in part, on the importance of managing and increasing resources in the future and maintaining appropriate reserves. The Board also discussed the use of a flat-rate merit raise for all staff vs. consideration of merit raises based on an employee, one-on-one basis. Supervisor Hannan noted a discrepancy between the male employees' salaries and the female employees' salaries. A discussion about salary comparisons followed, during which Joe Holtrop recommended getting comparisons. To address the discrepancies between salaries, Supervisor Hannan recommended approving a 10% merit raise for Conservation Planner Sierra Young and a 10% merit raise for Office Manager/Financial Specialist Tracy Kier. After additional discussion, **Supervisor Christian made a motion to approve a 12.50% merit raise for Sierra Young and a 10.00% merit raise for Tracy Kier, effective July 1, 2022. The motion was seconded by Supervisor Hannan. Discussion followed, after which the motion was approved by a unanimous vote.** The Board agreed to direct Joe Holtrop and Tracy Kier to gather salary comparisons from the WSCC and other Districts for presentation to the Board for the use of analyzing, and potentially updating, the District's salary structure. Jean Fike, WSCC Regional Manager, noted a recent market study done by a third party for Whidbey Island Conservation District comparing not only District salaries, but also salaries across multiple industries. Joe Holtrop offered to contact Whidbey Island Conservation District. **Supervisor Boggs then made a motion to approve a 5.00% merit raise for Glenn Gately and a 5.00% merit raise for Joe Holtrop, effective July 1, 2022. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.**
- B. JCCD Policies and Procedures Manual Update:** Joe Holtrop recommended postponing any action on the recent policy and procedure drafts, pending further feedback from Supervisors and staff. The Board agreed to submit their comments to Joe Holtrop.
- C. Office Phone Upgrade and Microsoft 365 Conversion:** Joe Holtrop informed the Board that the office phone upgrade had been completed, and the Microsoft 365 conversion is still underway.
- D. Yeoman's Plow:** Joe Holtrop reported that the Underwood Conservation District had received the District's recent Resolution to transfer ownership of the Yeoman's plow. The target date for transfer is July 15, 2022. A discussion about the equipment going with the plow followed. Tracy Kier will provide Joe Holtrop with a list of the equipment purchased to operate the plow.

#### **NEW BUSINESS**

- A. BI21-23 WSCC Natural Resource Investments Project No. 2021.06:** Joe Holtrop reviewed with the Board the completion of the BI21-23 WSCC Natural Resource Investments Project No. 2021.06 and the corresponding Contract

for Cost Share Funds signed by the Participant and Joe Holtrop. After discussion, **Supervisor Christian made a motion to accept the completion of the BI21-23 WSCC Natural Resource Investments Project No. 2021.06. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**

- B. Mid-Term Elected Board Supervisor Position Vacancy:** Tracy Kier presented information about procedural requirements for filling the District's vacant, mid-term, elected Board Supervisor position. A discussion about policies and procedures, a Resolution, application documents, public notice, advertising, and the application period followed. Per the Board's request, Tracy Kier will prepare a draft Resolution and supportive documents for the Board's consideration at their next regular meeting.
- C. FY22 WSCC Implementation Grant Close-Out:** Tracy Kier informed the Board that she would be submitting a Grant Close-Out Form for the FY22 Implementation grant, all initial funding having been utilized by the District. Approximately \$6,000.00 of year-end, supplemental funding will be returned.
- D. FY23 WSCC Implementation Grant Addendum:** Tracy Kier reviewed with the Board recent FY23 budget authorizations received from the WSCC and the applicable draft Implementation Addendum. After review, **Supervisor Boggs made a motion to approve the FY23 WSCC Implementation Addendum for submittal to WSCC. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.**
- E. JCCD Resolution No. 2022-037 – Cost Share:** Joe Holtrop reviewed with the Board a draft of Resolution No. 2022-037 establishing the cost-share rate for FY23 at a rate of up to 100%. He recommended approval of the Resolution based on recent salmon recovery and plant riparian funding opportunities potentially available to the District. Discussion followed, after which **Supervisor Christian made a motion to approve Resolution No. 2022-037, establishing the cost-share rate for FY23 at a rate of up to 100% for conservation practices that improve and protect water quality, riparian habitat, and in-stream habitat. The motion was seconded by Supervisor Hannan. A discussion about criteria followed, during which Joe Holtrop recommended that the cost-share rate be based on practices and public benefit. There being no further discussion, the motion was approved by a unanimous vote.**
- F. 2022 WACD Annual Dues:** Tracy Kier presented a recent memorandum to the Board, dated June 26, 2022, received from Tom Salzer, Executive Director of WACD, regarding 2022 membership dues. **Supervisor Christian made a motion to pay the 2022 WACD membership dues in the amount of \$3,488.89. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.**

#### **COMMITTEE REPORTS**

- A. Conservation Commission and Non-Commission Grants:** Jean Fike provided additional information on supplemental funding for existing programs like CREP, engineering, and Sustainable Farms and Fields, and the Salmon Riparian Conservation Program and Riparian Plant Propagation Program recently created. Draft guidelines are available, along with an early application form for the Salmon/Riparian funding and the competitive portion of the engineering funds. Jean Fike noted upcoming roundtable discussions available for District Managers. Joe Holtrop reported on recent efforts to recruit an engineer. A discussion on project incentives followed.
- B. Department of Ecology Update:** This item was addressed earlier in the meeting before the Treasurer's Report.
- C. Legislative Update:** Alan Chapman, Northwest Washington Area Director for WACD, reported on the summer meeting with the Plant Materials Center, the upcoming 2022 WACD annual meeting and major issues to discuss, the recent adoption of their Work Plan, and implementation of their Strategic Plan. He also explained WACD's budget and recent discussions on how to use funds to assist conservation districts. He encouraged the Board to forward any ideas to him for presentation to WACD.

#### **CORRESPONDENCE**

There was no correspondence for the Board's consideration.

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

#### **REVIEW OF OFFICIAL ACTIONS**

- ✓ **The Consent Agenda was approved by consensus of the Board. The Minutes of the June 1, 2022 regular meeting were approved as presented.**
- ✓ **The Board passed a motion granting Chair Latham the authority to transfer those truck reserve funds held in the District's checking account to the District's Truck Reserve Fund money market account every**

three months; AND FURTHER, directing that these transfers be reported to the Board at their regular meeting immediately following each transfer.

- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 4672 through 4695 (including salaries and general expenses), and electronic payments for June, 2022 in the total amount of \$52,525.42.
- ✓ The Board passed a motion approving a 12.50% merit raise for Sierra Young and a 10.00% merit raise for Tracy Kier, effective July 1, 2022.
- ✓ The Board passed a motion approving a 5.00% merit raise for Glenn Gately and a 5.00% merit raise for Joe Holtrop, effective July 1, 2022.
- ✓ The Board passed a motion accepting the completion of the BI21-23 WSCC Natural Resource Investments Project No. 2021.06.
- ✓ The Board passed a motion approving the FY23 WSCC Implementation Addendum for submittal to WSCC.
- ✓ The Board passed a motion approving Resolution No. 2022-037, establishing the cost-share rate for FY23 at a rate of up to 100% for conservation practices that improve and protect water quality, riparian habitat, and in-stream habitat.
- ✓ The Board passed a motion to pay the 2022 WACD membership dues in the amount of \$3,488.89.

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board will be held on August 3, 2022 at 3:30 p.m. at the Jefferson County Library in Port Hadlock, with remote access attendance options. Information regarding in-person and remote access attendance options will be listed on the Board's August 3, 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 Hannan made a motion to adjourn the meeting at 5:54 pm. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.*

Minutes approved this 3<sup>rd</sup> day of August, 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**  
**July 6, 2022 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	