



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

MINUTES OF THE NOVEMBER 16, 2022 REGULAR MEETING

Call to Order: By Chair Al Latham at 3:34 p.m., GoToMeeting at 1-866-899-4679, Access Code 187-882-525

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

Supervisor Vacancies: One Elected Board Supervisor Position Vacant

Associate Supervisors Present: Erik Kingfisher

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

Also Present: Sophia DeGroot, Jefferson County Noxious Weed Board; Chris Porter, King Conservation District; and Alena Reynolds, DOE

Meeting Format: The Board held their regular meeting in person at the Jefferson County Library in Port Hadlock, Washington and remotely via GoToMeeting at 1-866-899-4679, Access Code 187-882-525, with public comment available in person, remotely on-line, and 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 Al 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. Hearing no requests, the Board approved the Consent Agenda by consensus. Associate supervisor Erik Kingfisher reported that Landworks Collaborative successfully sold Kawamoto Farm, that there is a conservation easement on the property, that the new owners are starting to get work done there, and that he was excited to welcome the new owners into the community.

Public Comment: Chair Latham called for public comment. Sophia DeGroot, the new coordinator for the Jefferson County Noxious Weed Board, explained that she was attending the meeting to listen in and build relationships with conservation and restoration organizations with the weed board overall.

Treasurer's Report, Disbursements, and Electronic Payments for October, 2022: Tracy Kier, who was unable to attend the meeting due to illness, reported to the Board prior to the meeting that the full October 2022 Treasurer's Report would be presented at the December meeting. The Board inspected the original voided and altered Check #s 4735 and 4755. After review and discussion, ***Supervisor Lige Christian made a motion to approve Disbursement #s 4762 through 4784 (including salaries and general expenses), and electronic payments for October, 2022. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Staff Report: The monthly District Staff Report for October, 2022 was presented to the Board for their review. District Manager Joe Holtrop reported that he sent an updated general funding agreement for 2023 to the County, which they reviewed and determined it to include outdated language. He explained that the County is in the process of updating it to make the legalese more current. Holtrop and Young reported on a fencing and planting project in Quilcene that was referred to the District by DOE. They are working with Mason Conservation District and WSCC to access riparian restoration funds and labor required for implementation. Holtrop noted that staff is currently working on a draft of the

District's annual newsletter to be distributed to the public soon and asked if the Board had anything they wanted included. No additions were suggested.

Fisheries Biologist/Water Quality Specialist Glenn Gately presented a summary of temperature trends in Chimacum Creek, based on monitoring data from 1998-2022. Discussion followed.

OLD BUSINESS

- A. **JCCD Policies and Procedures Manual Update:** Holtrop reported that he, Supervisor Boggs, and Supervisor Laurie Hannan had reviewed the policies and procedures manual from Kittitas County Conservation District, which they determined has most of what JCCD needs in a simple format. Holtrop explained that he was almost through a first draft adapting that manual for JCCD.
- B. **Mid-Term Elected Board Position Vacancy:** Young reported that the current second cycle application period closed November 16th and that no applications had been received. She noted that Kier will advertise for the third cycle application period the following week.

NEW BUSINESS

- A. **2023 Election and Appointment—Resolution No. 2022-040:** In the agenda packets, Kier provided the Board with a draft 2023 election and appointment resolution as directed by the Board in their October 5, 2022 regular meeting. Resolution No. 2022-040 establishes, in part, the date, time, and location of a mail-in election on March 8, 2023. Young reported on her behalf that advertising for the election will include language that explains that the City of Port Townsend is within the Conservation District boundary. After discussion, ***Supervisor Hannan made a motion to accept the draft Resolution No. 2022-040. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- B. **BI21-23 WSCC Natural Resource Investments Project No. 2021.05:** Holtrop reported on the close-out of a project to extend livestock water pipelines to facilitate better pasture rotations at Natembea. He explained that the next cost-share project on that farm includes hedgerows and fencing separating pastures.
- C. **BI21-23 WSCC Conservation Reserve Enhancement Program Contract No. 2022-11013:** Young presented the contract for a CREP hedgerow planting on Ludlow Creek at Water Moon Farm and Wetlands. After discussion, ***Supervisor Hannan made a motion to approve BI21-23 WSCC Conservation Reserve Enhancement Program Contract No. 2022-11013. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.***
- D. **Hiring Process for Office Staff:** Supervisor Hannan requested an addition to the agenda to discuss the process to hire someone to help with office clerical and archival tasks as soon as the Board and staff can get through the hiring process. After discussion about timeline and next steps, ***Supervisor Hannan made a motion to start the process to hire an office person. The motion was seconded by Supervisor Boggs. After further discussion about staff transition, the role of the Board in hiring staff, and the need to set goals and direction for the District moving forward, the motion was approved by a unanimous vote.***

COMMITTEE REPORTS

- A. **Conservation Commission and Non-Commission Grants:** No new report. However, Holtrop noted that he had registered JCCD for the WACD annual meeting.
- B. **Department of Ecology Update:** 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. She reported that DOE is fully staffed for the non-point specialist seat and that Travis Casey may be available for issues in the future. Alena noted that DOE is conducting ongoing wet weather checks. She explained that she is in regular contact with CD staff to make sure that DOE referrals for technical assistance do not overwhelm CD staff capacity.
- C. **Legislative Update:** No new report.

CORRESPONDENCE

There was no correspondence for the Board's consideration.

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.
- ✓ The Board passed a motion approving Disbursement #s 4762 through 4784 (including salaries and general expenses), and electronic payments for October, 2022.
- ✓ The Board passed a motion approving Resolution No. 2022-040, 2023 Election and Appointment.
- ✓ The Board passed a motion approving the Contract for Cost Share Funds for B121-23 WSCC CREP Contract No. 2022-11013.
- ✓ The Board passed a motion to start the process to hire an office person.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on December 7, 2022 at 3:30 p.m. at the Jefferson County Library in Port Hadlock, with remote access attendance options. Information regarding in-person meeting location and remote access attendance options will be listed on the Board's December 7, 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 Christian made a motion to adjourn the meeting at 5:12 pm. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*

Minutes approved this 7th day of December, 2022.


Recorded by: Sierra Young


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	