



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

**MINUTES OF THE FEBRUARY 1, 2023 REGULAR MEETING**

**Call to Order:** By Chair Al Latham at 3:44 p.m., GoToMeeting at 1-866-899-4679, Access Code 737-869-021

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

**Supervisor Vacancies:** One Elected Board Supervisor Position Vacant at the time the meeting began. Position filled by George N. Sibley by action of the Board at 5:06 p.m.

**Supervisors Excused:** N/A

**Associate Supervisors Present:** Erik Kingfisher

**Associate Supervisors Excused:** N/A

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

**Also Present:** Alena Reynolds, DOE; Alan Chapman, WACD; Kara Cardinal, Strait ERN; and George Sibley

**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 737-869-021, 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, Conservation Planner Sierra Young monitored the [info@jeffersoncd.org](mailto:info@jeffersoncd.org) for public comment.

Chair Latham introduced George Sibley, applicant for the open mid-term elected Board position, and Kara Cardinal, Coordinator for the Strait Ecosystem Recovery Network (ERN).

**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 January 4, 2023 regular meeting and the January 19, 2023 special meeting were approved and signed as presented.

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

**Partner Reports:** Kara Cardinal provided a brief description of her background, role, and areas of responsibility as the Coordinator for the Strait ERN. Discussion followed, during which Chair Latham recommended Kara Cardinal review the watershed reports created by the District's Fisheries Biologist/Water Quality Specialist, Glenn Gately, located on the District's website. Alan Chapman, Northwest Washington Area Director for WACD, reported on the recent WACD Board meeting including, in part, WACD financial information and investments, purchasing trees from the plant materials center for District projects, legislative updates, resolutions, and feedback from the Board to WACD. Alena Reynolds, Nonpoint Water Quality Specialist for the Washington Department of Ecology (DOE), referred to the February, 2023 Nonpoint Activity Update for the Southwest Region, included in the Board's Agenda packets, noting that the draft funding list was released and is available for review. A brief discussion followed.

**Treasurer's Report, Disbursements, and Electronic Payments for January, 2022:** Office Manager Tracy Kier presented to, and reviewed with, the Board the January, 2023 Treasurer's Report including, but not necessarily limited to, Disbursement #s 4822 through 4836, electronic payments, deposits, Balance Sheet information, Profit & Loss information, and Leave Liability information. Net salaries for January, 2023 totaled \$16,246.67, general expenses totaled \$15,332.85, and total expenses amounted to \$31,579.52. Deposits made in January, 2023 amounted to \$37,538.02, plus

approximately \$5,455.06 in plant sales to be verified. The current balance in the District's Truck Reserve Fund was \$25,190.32, which included the \$400 minimum, monthly contribution for January, 2023. After review and discussion, **Supervisor Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 4822 through 4836 (including salaries, benefits, and general expenses), and electronic payments for January, 2023 in the total amount of \$31,579.52. The motion was seconded by Supervisor Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**

Tracy Kier informed the Board of a membership contribution request received from the National Association of Conservation Districts (NACD). After review and discussion, **Supervisor Boggs made a motion to approve a one-time contribution to the NACD in the amount of \$100.00. The motion was seconded by Supervisor Laurie Hannan. There being no discussion, the motion was approved by a unanimous vote.** Tracy Kier then requested that the Board consider issuing mid-month checks for customary expenses to Visa, Pacific Office Equipment, and Health Care Authority once the District has received those statements/invoices. After discussion, **Supervisor Christian made a motion to allow two Supervisors to sign mid-month checks in February, 2023 for customary expenses to Visa, Pacific Office Equipment, and Health Care Authority once those statements/invoices have been received by the District. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.** A discussion about approving mid-month checks followed.

Tracy Kier recommended the Board consider developing a plan to eventually replace the District's printer/copier, purchased in 2013. A discussion about potential costs followed, including the strategy of purchasing vs. leasing. Tracy Kier will conduct additional research for presentation to the Board.

**Staff Report:** The monthly District staff report for January, 2023 was presented to the Board for their review. District Manager Joe Holtrop reported on the District's second plant workshop and recent discussions with Alison Halpern and Jean Fike, WSCC Regional Managers, regarding the Coordinated Resource Program. Conservation Planner Sierra Young reported on recent site visits and the CREP program. Fisheries Biologist/Water Quality Specialist Glenn Gately provided an update on Microbial Source Tracking and his analysis of E. coli data and correlations between fecal coliform. Discussion followed. Tracy Kier reminded the Board that she would be on vacation at the time of their May, 2023 regular meeting. A discussion about processing April's account payables and payroll followed, after which **Supervisor Boggs made a motion to pay April, 2023 payroll and customary expenses, for which invoices have been received, at the Board's May 3, 2023 regular meeting; AND FURTHER, to allow two Supervisors to sign mid-month checks for the balance of the April, 2023 customary expenses once Tracy Kier has returned from vacation in May, 2023. The motion was seconded by Supervisor Christian. There being no discussion, the motion was approved by a unanimous vote.**

Chair Latham reported on a recent meeting at the Grange regarding the Short property in Chimacum. Additional discussion followed, during which Chair Latham noted an error in *The Leader*, misquoting him as saying (on behalf of the District) that he supports the Short property proposal. For the record, Chair Latham clarified that he stated he "personally" supports the Short property proposal, and that no statements made by him were on behalf of the District.

#### **OLD BUSINESS**

**A. JCCD Policies and Procedures Manual Update:** No new report.

**B. Mid-Term Elected Board Position Vacancy:**

- a. **Application of George N. Sibley:** The Board acknowledged George N. Sibley's application for the mid-term elected Board position vacancy, received by the District on January 9, 2023.
- b. **Interview of George N. Sibley:** George Sibley provided responses to the Board's interview questions, focusing on his interest in the District and his background and experience.
- c. **Evaluation of the Qualifications of George N. Sibley:** Chair Latham announced that the Board would be going into Executive Session pursuant to RCW 42.30.110(1)(h), for the purpose of evaluating the qualifications of a candidate for appointment to elective office. He stated that the Executive Session would last until 5:05 p.m., unless extended by public announcement of the Board Chair 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 4:55 p.m. and reconvened the public portion of the regular meeting at 5:05 p.m. **Supervisor Lige Christian then made a motion to appoint George N. Sibley to fill the mid-term elected Board Supervisor position vacancy for the remainder of**

*the term expiring in May, 2024. The motion was seconded by Supervisor Hannan. There being no discussion, the motion was approved by a unanimous vote.*

- C. **2023 Election and Appointment:** Tracy Kier reminded those in attendance that the District's 2023 mail-in only election was set for March 8, 2023. The candidate filing deadline is February 6, 2023 at 5:00 p.m. The deadline for requesting ballots is February 16, 2023 at 5:00 p.m. Ballots may returned to the District by mail, postmarked on or before March 8, 2023 or by delivery to the ballot drop-off box located outside the District office by 7:00 p.m. on March 8, 2023.

#### **NEW BUSINESS**

- A. **Letters of Support – Jefferson Land Trust Lower Chimacum Creek Grant Applications:** Joe Holtrop reviewed with the Board a draft letter expressing the District's support for Jefferson Land Trust's Lower Chimacum Creek Project application for funding to permanently preserve and restore critical Chimacum Creek riparian, floodplain, and channel migration zone habitat for salmonid species and wildlife habitat. Discussion followed, with additional input provided by Associate Supervisor Erik Kingfisher. After review and discussion, ***Supervisor Christian made a motion to approve the draft letter of support, dated February 1, 2023, expressing the District's support for Jefferson Land Trust's Lower Chimacum Creek Project application. The motion was seconded by Supervisor Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- B. **2023 Native Plant Sale:** Sierra Young reported on the status of the District's annual plant sale including sales, strategies for potential plants remaining unpurchased, volunteers, event schedule, and the process for event set-up, plant delivery, plant pre-bundling, order bundling, and order pick-up.
- C. **District Funding Sources and Requirements:** This item was tabled until the Board's March 1, 2023 regular meeting.
- D. **2023 Employee Evaluation Process:** The Board reviewed District policy and past practices with regards to the District's employee evaluation process. Supervisor Boggs and Supervisor Christian volunteered to act as the Board designated committee to conduct the employee evaluation process and report back to the Board. A discussion about scheduling options followed.
- E. **2023 Employee Salary Review Process:** The Board reviewed District policy and past practices with regards to the District's employee salary review process. Per District policy, the Board also reviewed the Consumer Price Index for the Seattle area for December, 2022, with area prices up 8.4% from a year ago. Discussion followed, during which Supervisor George Sibley asked if more detail about employee benefits could be included in the District's monthly Treasurer's report. Tracy Kier will add that information in the Treasurer's Report presented to the Board at their regular meeting on March 1, 2023.

#### **CORRESPONDENCE**

- A. **January 6, 2023 Letter from Jefferson County Department of Public Works:** The Board reviewed the January 6, 2023 letter from Monte Reinders, Director/County Engineer for Jefferson County Department of Public Works, regarding the District's technical assistance with closed landfill groundwater and gas monitoring, provided by Glenn Gately since 2009. The Board noted that, with changes to monitoring requirements, Public Works will not likely need further assistance from the District, but would prefer to leave the current Agreement standing should future technical assistance be requested. The Board commended Glenn Gately for his work, noting Monte Reinders' appreciation on behalf of Public Works for the District's long history of delivering exceptional technical assistance to this important element of the solid waste program.

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 January 4, 2023 regular meeting and the January 19, 2023 special meeting were approved and signed as presented under the Consent Agenda.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s 4822 through 4836 (including salaries, benefits, and general expenses), and electronic payments for January, 2023 in the total amount of \$31,579.52.**
- ✓ **The Board passed a motion approving a one-time contribution to the NACD in the amount of \$100.00.**

- ✓ The Board passed a motion allowing two Supervisors to sign mid-month checks in February, 2023 for customary expenses to Visa, Pacific Office Equipment, and Health Care Authority once those statements/invoices have been received by the District.
- ✓ The Board passed a motion to pay the April, 2023 payroll and customary expenses, for which invoices have been received, at the Board's May 3, 2023 regular meeting; AND FURTHER, to allow two Supervisors to sign mid-month checks for the balance of the April, 2023 customary expenses once Tracy Kier has returned from vacation in May, 2023.
- ✓ The Board passed a motion appointing George N. Sibley to fill the mid-term elected Board Supervisor position vacancy for the remainder of the term expiring in May, 2024.
- ✓ The Board passed a motion approving the draft letter of support, dated February 1, 2023, expressing the District's support for Jefferson Land Trust's Lower Chimacum Creek Project application.

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board will be held on March 1, 2023 at 3:30 p.m. at the Jefferson County Library in Port Hadlock. Information regarding in-person meeting location and remote access attendance options will be listed on the Board's March 1, 2023 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 Sibley. There being no discussion, the motion was approved and the meeting was adjourned at 5:48 p.m.*

Minutes approved this 1<sup>st</sup> day of March, 2023.

  
Recorded by: Tracy Kier

  
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	