



**JEFFERSON COUNTY CONSERVATION DISTRICT**

205 W. Patison St., Port Hadlock, WA 98339 - Phone (360) 385-4105 FAX (360) 385-4823

**MINUTES OF THE APRIL 16, 2015 SPECIAL MEETING**

**Call to Order:** By Vice-Chair Mike McFadden at 8:45 a.m., 205 W Patison Street, Port Hadlock, Washington

**Supervisors Present:** Julie Boggs, Lige Christian, Mike McFadden, and Roger Short (at 12:50 p.m.)

**Supervisors Excused:** Glen Huntingford

**Associate Supervisors Present:** Al Latham

**Staff Present:** Dana Ecelberger (at 9:30 a.m.), Glenn Gately, Jerry Clarke, Craig Schrader, and Tracy Kier

**Also Present:** Shana Joy, WSCC

**Purpose of the Special Meeting:** Vice-Chair Mike McFadden announced that the purpose of the Special Meeting was to conduct an Executive Session according to RCW 43.20.110(1)(g) to evaluate the qualifications of an applicant(s) for public employment, and for the purpose of reviewing and establishing the on-going hiring process for the position of District Manager. The Board may, or may not, elect to take action for these purposes.

**Executive Session:** Vice-Chair McFadden announced that the Board would be going into Executive Session according to RCW 42.30.110(1)(g) for the purpose of evaluating the qualifications of an applicant(s) for public employment. The first part of the Executive Session would last approximately sixty (60) minutes, unless extended by announcement of the Vice-Chair. No action would be taken by the Board during the Executive Session. The Board may, or may not, elect to take action after the first part of the Executive Session. The Board went into Executive Session at 8:51 a.m. and reconvened open session at 9:50 a.m. Upon reconvening, Vice-Chair McFadden announced that the Board would recess the Special Meeting until 12:45 p.m. No discussion or action would be taken by the Board during the recess.

The Board reconvened the open session of the Special Meeting at 12:50 p.m. Having arrived for the second part of the open session, Chair Roger Short announced that the Board would be returning to Executive Session according to RCW 42.30.110(1)(g), for the purpose of evaluating the qualifications of an applicant(s) for public employment. The Executive Session would last approximately ninety (90) minutes, unless extended by announcement of the Chair. No action 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 12:55 p.m. and reconvened open session at 2:15 p.m.

**Hiring Process for the Position of District Manager:** Upon reconvening the open session, *Lige Christian made a motion to declare all applicants evaluated during the Executive Session as eligible for the position of District Manager; AND FURTHER, prioritizing Applicant #2 as the Board's first selection for the position, and Applicant #1 as the Board's alternate selection for the position, providing reference checks are favorable. The motion was seconded by Julie Boggs. Discussion followed. There being no further discussion, the motion was approved by a majority vote of the Board, three (3) Board Supervisors voting affirmatively, one Board Supervisor abstaining.*

The Board then agreed, by consensus, to direct Lige Christian and Al Latham to conduct reference checks on Applicant #2, and, if the references are favorable, to grant Chair Short the authority to extend an offer of employment to Applicant #2. In the event the references for Applicant #2 are not favorable, Lige Christian and Al Latham will conduct reference checks on Applicant #1 and report back to the Board at their next regular meeting.

*Lige Christian then made a motion to allow Chair Short the authority to offer the Applicant selected twenty-two dollars (\$22.00) per hour, in accordance with the current job description for the position, with estimated work hours of thirty-two to forty (32 to 40) hours per week, depending on demands and funding allowances. The motion was seconded by Mike McFadden. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote.*

The Board further agreed, by consensus, that the starting date for the Applicant selected will be Monday, June 1, 2015.

**Review of Official Actions:**

- ✓ The Board passed a motion declaring all applicants evaluated during the Executive Session as eligible for the position of District Manager; AND FURTHER, prioritizing Applicant #2 as the Board's first selection for the position, and Applicant #1 as the Board's alternate selection for the position, providing reference checks are favorable.
- ✓ By way of consensus, the Board directed Lige Christian and Al Latham to conduct reference checks on Applicant #2, and, if the references are favorable, granted Chair Short the authority to extend an offer of employment to Applicant #2. In the event the references for Applicant #2 are not favorable, Lige Christian and Al Latham were directed to conduct reference checks on Applicant #1 and report back to the Board at their next regular meeting.
- ✓ The Board passed a motion allowing Chair Short the authority to offer the Applicant selected twenty-two dollars (\$22.00) per hour, in accordance with the current job description for the position, with estimated work hours of thirty-two to forty (32 to 40) hours per week, depending on demands and funding allowances.

**Adjournment:** There being no further discussion or action of the Board, the Special Meeting was adjourned at 2:40 p.m.

DATED this 6 day of May, 2015.

  
Tracy L. Kier, Recording Secretary

  
~~Julie Boggs, District Chair~~  
Roger Short

**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
SWAPAH = Soil, Water, Air, Plants, Animals and Humans	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