MINUTES OF THE APRIL 2, 2014 REGULAR MEETING

Call to Order: By Chair Julie Boggs at 7:11 p.m., 205 W. Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs, Roger Short, Glen Huntingford, and Lige Christian
Supervisors Excused: Mike McFadden
Associate Supervisors Present: Al Latham
Staff Present: Dana Ecelberger and Tracy Kier
Also Present: Jim Poffel, NRCS

Minutes: The Minutes of the March 5, 2013 regular meeting were reviewed. Glen Huntingford made a motion to approve the March 5, 2014 regular meeting Minutes as presented. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote. Chair Boggs signed the Minutes as approved.

Treasurer’s Report, Disbursements, and Electronic Payments for March, 2014: The Treasurer’s Report, Disbursement #s 2410 through #2432, electronic payments, and supportive documentation for March, 2014 were reviewed. Net salaries for March, 2014 totaled $9,481.51; general expenses totaled $17,543.80. Total expenditures for the month of March, 2014 amounted to $27,025.31. The Board made note that Check #2411 had been voided. Lige Christian made a motion to approve the Treasurer’s Report, Disbursement #s 2410 through #2432 (including salaries and general expenses), and electronic payments for March, 2014 in the total amount of $27,023.31. The motion was seconded by Roger Short. There being no additional discussion, the motion was approved by a unanimous vote.

Tracy Kier provided a Profit & Loss Report on the District’s 2014 annual native plant sale. The report showed a loss of $988.35, with expenses, including plants, plant delivery, advertising, salary and benefits, sales tax, refunds, supplies, and mileage amounting to $15,120.44, and receipts and invoices remaining due amounting to $14,132.09. She also reported that there is a balance of $6,001.92 in the District truck reserve fund.

Manager’s Report: District Manager, Dana Ecelberger, informed the Board of a Pasture Management workshop on April 22 – 24, 2014, recommended to her by Stu Trefty of WSUCC and Jim Poffel of NRCS. She and the Board reviewed the importance of the training opportunity to the District, along with associated costs. Lige Christian made a motion to allow Dana Ecelberger to attend the Pasture Management workshop; and, FURTHER, to allow the District to pay for the salaries and expenses associated with her attendance. The motion was seconded by Glen Huntingford. There being no additional discussion, the motion was approved by a unanimous vote.

Ms. Ecelberger announced that the District was awarded a scholarship from WADE for one registration to their annual training in June, 2014. This scholarship is in addition to the scholarship granted by the WSUCC. Considering these scholarships, and the importance and interest of staff to attend, Ms. Ecelberger requested that the Board consider allowing two more staff members to attend the WADE training. Roger Short made a motion to allow two additional District employees to attend the WADE training in June, 2014, with one of the additional registrations being paid for by the District, and the other additional registration being paid for by the scholarship received from WADE. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.

Ms. Ecelberger then reported on the District’s accomplishments during the previous month including, but not limited to, progress on the Cemetery Drain project; the Chimacum Creek BMP project; the DOE, EPA, and shellfish projects; the PIC windshield surveying; Clean Water District partnership; 14 of 23 CREP site visits, with two being replanted; compost workshop; website training and development; and the submittal of Fiscal Year 2015 CREP Technical Assistance budget.
The District received a $150.00 grant from the Tri-Area Garden Club to sponsor one of the movies in the District's farm film series. The District also received a $5,000.00 amendment to the WSCC CREP Technical Assistance budget for Fiscal Year 2014. Ms. Ecelberger ended her report with a reminder to the Board of the upcoming cooperative, volunteer planting event with NOSC on April 12, 2014, and the District's workshop, facilitated by Jill Silver, on April 24, 2014.

OLD BUSINESS
A. Conservation Commission and Non-Commission Grants – Dana Ecelberger relayed Stu Trefy’s, WSCC, recommendation to the Board that they consider attending the All District meeting in Ellensburg on April 23 – 24, 2014 to provide valuable input on budget development.

B. Project Updates – No new report.

C. Project Engineering – Engineering for the Cemetery Drain project has been completed. Engineering for the stream remeandering phase of the Chimacum Creek BMP project has been completed, but continues on the wetting facilities phase.

D. Clean Water District – No new report.

E. Puget Sound Partnership – No new report.

F. Puget Sound CD Caucus – No new report.

G. Jefferson Landworks Collaborative – Associate Supervisor Al Latham provided an update on farm worker housing.

H. Legislation Update – Al Latham reported on the East Jefferson watershed study. The final WRIA 17 report will be presented in May, 2014. He then reported on the progress of the critical areas committee.

I. Administrative Assistant – Increase of Hours – Dana Ecelberger and Tracy Kier presented to the Board budget projection information for the remainder of the 2014 calendar year. Based on available funding and District needs, Ms. Ecelberger recommended that the Board consider changing the Administrative Assistant hours to 117 per month. Ms. Ecelberger also recommended that a new job description be created for Ms. Kier to better reflect the responsibilities required of, and performed by, her. In relation to these responsibilities, she recommended that the Board consider raising Ms. Kier’s rate of pay to $18.00 per hour to be more comparable to the work required of her.

Discussion followed. Lige Christian made a motion to accept the District Manager’s recommendation to increase the Administrative Assistant’s hours to 117 per month and rate of pay to $18.00 per hour, in addition to health care coverage, effective May 1, 2014. The motion was seconded by Glen Huntingford. Additional discussion followed. There being no further discussion, the motion was approved by a unanimous vote. Lige Christian then made a motion to direct the District Manager to present to the Board on the last month of each quarter a projected budget of the necessary staffing and operating expenses to be covered by the budget in the following quarter. The motion was seconded by Roger Short. Additional discussion followed. There being no further discussion, the motion was approved by a unanimous vote.

J. District Credit Card – The application for the District purchasing card has been submitted to Kitsap Bank. To process the application, the bank has requested additional executive and financial information, which staff is gathering in response.

K. Personnel Policy Review – Recommendations from Enduris have been inserted into the draft personnel policy. The final draft will be ready for the Board’s review at their next regular meeting on May 7, 2014. Lige Christian then made a motion to direct the District Manager to review the job descriptions for all positions under her supervision, and present any recommendations for changes to the Board at their next regular meeting in May, 2014; and, FURTHER, to direct the District Manager to conduct performance reviews on all staff members under her supervision on or before the Board’s regular meeting in June, 2014. The motion was seconded by Glen Huntingford. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote.

NEW BUSINESS
A. Resolution No. 2014-004 – Appointment of Agent to Receive Claims for Damages (RCW 4.96.020) – With the resignation of the former District Manager, the Board recognized the need to update their appointment of an Agent to receive claims on behalf of the District. The Board agreed to designate the Agent by title only, rather than by name and title. With that in mind, Lige Christian made a motion to adopt Resolution No. 2014-004 – Appointment of Agent to Receive Claims for Damages, designating the District Manager to receive claims for damages on behalf of the District, according to RCW 9.46.020. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote. Staff will record the Resolution on behalf of the District with the Jefferson County Auditor.
B. Sediment Basin Clean-Out Project – Dana Ecelberger reviewed with the Board the Hydraulic Project Approval renewal for the sediment basin maintenance on Chimacum Creek. Glen Huntingford made a motion to allow the District Manager to renew, on behalf of the District, the Hydraulic Project Approval for sediment basin maintenance on Chimacum Creek in connection with project Log Number 00-32808-07. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.

C. Cost Share Percentages – Funding Combinations – With the assistance of Jim Poffel, Dana Ecelberger presented to the Board details and costs related to the Cemetery Drain and Chimacum Creek BMP projects. Considering the environmental benefits of these projects, she requested that the Board consider combining funding sources to provide for 100% of the project costs. Discussion followed. Lige Christian made a motion to authorize, based on the environmental benefits, 100% funding of the Cemetery Drain project and the Chimacum Creek BMP project, providing the funds are available from grant sources. The motion was seconded by Roger Short. Discussion followed. There being no further discussion, the motion was approved by a majority vote – three (3) members voting for the motion; one (1) member voting against the motion.

D. Pasture Management Workshop – This order of business was conducted above, under the Manager’s Report. There was no further discussion.

COMMITTEE REPORTS
A. State Conservation Commission – No new report.
B. NRCS/Local Working Group – Per Jim Poffel of NRCS, three hoop houses and a shelter belt have been paid for and certified. He met this month on a pasture drainage and waste storage facility EQIP application, and on the Chimacum Creek BMP project regarding sediment concerns and recommendations for correction. Marty Rankin, NRCS Technician, will be meeting with Alpinefire Orchards to begin the design process for their excess water concerns, and with Valley Rock Farm regarding their waste storage design. The NRCS Local Working Group will meet in April.
C. Forestry – No new report.
D. Grange – No new report.
E. Conservation Futures – As reported by Lige Christian, Conservation Futures will be making their site visits this weekend, and making presentations on April 10, 2014. There are two new projects, one along the Quimper corridor, and one along the Snow Creek Wildlife corridor.

Lige Christian recommended that the District Manager review the Board’s Agenda to see if the use of a Consent Agenda may be beneficial in the future.

CORRESPONDENCE
There was no correspondence for the Board’s review.

REVIEW OF OFFICIAL ACTIONS
✓ The Minutes of the March 5, 2014 regular meeting were reviewed, approved, and signed as presented.
✓ The Treasurer’s Report, Disbursement #s 2410 through #2432 (including salaries and general expenses), and electronic payments for March, 2014 in the total amount of $27,023.31 were reviewed and approved.
✓ The Board passed a motion allowing Dana Ecelberger to attend the Pasture Management workshop; and, FURTHER, allowing the District to pay for the salaries and expenses associated with her attendance.
✓ The Board passed a motion allowing two additional District employees to attend the WADE training in June, 2014, with one of the additional registrations being paid for by the District, and the other additional registration being paid for by the scholarship received from WADE.
✓ The Board passed a motion accepting the District Manager’s recommendation to increase the Administrative Assistant’s hours to 117 per month and rate of pay to $18.00 per hour, in addition to health care coverage, effective May 1, 2014.
✓ The Board passed a motion directing the District Manager to present to the Board on the last month of each quarter a projected budget of the necessary staffing and operating expenses to be covered by the budget in the following quarter.
✓ The Board passed a motion directing the District Manager to review the job descriptions for all positions under her supervision, and present any recommendations for changes to the Board at their next regular
meeting in May, 2014; and, FURTHER, directing the District Manager to conduct performance reviews on all staff members under her supervision on or before the Board’s regular meeting in June, 2014.

✓ The Board passed a motion adopting Resolution No. 2014-004 – Appointment of Agent to Receive Claims for Damages, designating the District Manager to receive claims for damages on behalf of the District, according to RCW 9.46.020.

✓ The Board passed a motion allowing the District Manager to renew, on behalf of the District, the Hydraulic Project Approval for sediment basin maintenance on Chimacum Creek in connection with project Log Number 00-32808-07.

✓ The Board passed a motion authorizing, based on the environmental benefits, 100% funding of the Cemetery Drain project and the Chimacum Creek BMP project, providing the funds are available from grant sources.

Time, Date, and Place of Next Meeting – The Board will hold their next regular meeting at 7:00 p.m. on Wednesday, May 7, 2014, at the District Office.

Meeting Adjourned: There being no further business or discussion, the meeting was adjourned at 9:40 p.m.

Minutes approved this 7 day of May, 2014.

Tracy L. Kier, Recording Secretary

Julie Boggs, Chair