MINUTES OF THE AUGUST 6, 2014 REGULAR MEETING

Call to Order: By Vice-Chair Mike McFadden at 7:05 p.m., 205 W. Patison Street, Port Hadlock, Washington

Supervisors Present: Lige Christian, Mike McFadden, Glen Huntingford, and Roger Short

Supervisors Excused: Julie Boggs

Associate Supervisors Present: None

Staff Present: Dana Ecelberger and Jerry Clarke

Also Present: Shana Joy, WSCC and Jim Poffel, NRCS

Consent Agenda: Lige Christian made a motion to allow the Board to approve their current and future Consent Agendas by consensus of the Board. The motion was seconded by Glen Huntingford. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote. Lige Christian suggested that future Committee Report Agenda items 7. D. through 7. J. be added to the Board's Consent Agenda. Chair Roger Short asked if anyone wished to remove any items from the Consent Agenda. Hearing no request for the removal of any Consent Agenda items, the Consent Agenda was approved by consensus of the Board. Chair Short signed the July 2, 2014 Minutes and Resolution No. 2014-005 – FY2015 Cost Share Policy as approved.

Treasurer's Report, Disbursements, and Electronic Payments for July, 2014: The Treasurer's Report, Disbursement #s 2510 through #2535, electronic payments, and supportive documentation for July, 2014 were reviewed. Net salaries for July, 2014 totaled $9,169.36; general expenses totaled $52,354.15. Total expenditures for the month of July, 2014 amounted to $61,523.51. Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 2510 through #2535 (including salaries and general expenses), and electronic payments for July, 2014 in the total amount of $61,523.51. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.

Manager's Report: Dana Ecelberger reported on the submittal of the Pollution Identification and Correction/Best Management Practice list to EPA and DOE, one of the deliverables on both grants. Movement on both the Cemetery Drain project and Chimacum Creek BMP project is positive. The meeting with Jefferson County Administrator Philip Morley went well, however there is no funding available for water quality monitoring or the comprehensive reports. Mr. Morley suggested working with Jefferson County Environmental Health (JCEH), but JCEH does not have any funding available for this year. Ms. Ecelberger will continue to follow-up with Jared Keefer, Director of Environment Health & Water Quality for JCEH. Ms. Ecelberger then reviewed with the Board two (2) Pasture Management Plans completed for horse owners in Port Townsend, and the Farm Plan in process for Serendipity Farm that will also meet the requirement for the Farm Planning training. The beaver flooding situation at Ness' Corner was discussed, along with the developing partnership with DOT. Chris Byrnes of the Department of Fish & Wildlife looked at the Ness' Corner site, Center Road...
site, and Chimacum Creek BMP site. He was in support of all three (3) projects. Ms. Ecelberger also reported on the Horse Management workshop, and the site visit at Eaglemount Farms.

The Board discussed future funding needs. Shana Joy, WSCC, will get back to the Board and staff with additional information on the use of assessments. **Lige Christian made a motion to approve the purchase of two (2) weed wrenches for use by the District and the community.** The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.

**OLD BUSINESS**

A. **Job Descriptions** – Based on the Board's review, **Lige Christian made a motion to adopt the Conservation Planner/ Resource Specialist, Office Manager/ Financial Specialist, and Fishery Biologist/ Water Quality Specialist job descriptions.** The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.

B. **Use of Volunteers** – Ms. Ecelberger presented to, and reviewed with, the Board information received from the Department of Labor & Industries regarding coverage for volunteers, and a draft Individual/Organization Volunteer Policy & Procedure and draft Volunteer Service Agreement based on information received from Enduris. **Lige Christian made a motion to authorize the District to include its volunteers under the District's Department of Labor & Industries coverage at $0.07 per hour per volunteer.** The motion was seconded by Mike McFadden. There being no discussion, the motion was approved by a unanimous vote. The Board approved the Individual/Organization Volunteer Policy & Procedure and the Volunteer Service Agreement, granting Ms. Ecelberger the authority to execute the Volunteer Service Agreement on behalf of the District.

C. **RCO/Hoh River Feasibility Study** – Based on the Board's request, staff researched the original grant award, deliverables, match requirements, and expenditures to-date. The original grant award was $187,695.00, which included $28,155.00 in match that has been met. Expenditures to-date amount to $143,863.71, with $544.08 having been paid to the District for reimbursement of those administrative services rendered on behalf of the project. The project is due to be completed on or before September 8, 2014.

**NEW BUSINESS**

A. **Resolution No. 2014-006 – Surplus of Equipment** – After review, **Lige Christian made a motion to approve Resolution No. 2014-006 – Surplus of Equipment.** The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote. Chair Short signed the Resolution as approved.

B. **2011-2012 Audit Follow-Up** – The Board agreed to conduct a voluntary, follow-up audit for the years 2011 and 2012, at an estimated cost of $2,200.00.

C. **Public Records and Public Meetings Training Requirements** – To comply with the recently enacted Open Government Trainings Act, the Board agreed to obtain public records and open public meetings training through the State Attorney General’s office. Staff will check with the State Attorney General’s office to see if similar training received within the last two (2) years will meet the new requirements, and confirm who should verify the training.

D. **Time of JCCD Regular Meetings** - Based on the Board's discussion, **Mike McFadden made a motion to change the time of the Board's regular, monthly meetings to 3:30 p.m. on the first Wednesday of each month.** The motion was seconded by Lige Christian. There being no further discussion, the motion was approved by a unanimous vote. Staff will prepare and publish the legal notice, and post the change of meeting time on the District Office building and on the District’s website.

**COMMITTEE REPORTS**

A. **Conservation Commission and Non-Commission Grants** – Shana Joy, WSCC, noted changes relating to the August Quick Notes, and reminded the Board of the NW Area WACD meeting at King Conservation District on Tuesday, October 7, 2014.

B. **NRCS/Local Working Group** – Jim Poffel, NRCS, reported on the stream gauge and hoop house projects, and the irrigation energy audit on the Cemetery Drain project. State Conservationist, Roylene Rides at the Door, will be in Sequim to talk about establishing Pacific Oyster Cost Share for oyster drill.

C. **Clean Water District** – No new report.

D. **Puget Sound Partnership** – **Mike McFadden made a motion to move future Committee Reports Items 7, D., 7. E., 7. F., 7. G., 7. H., 7. I., and 7. J. to the Board’s Consent Agenda.** The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.
E. Puget Sound CD Caucus – No new report.
F. Jefferson Landworks Collaborative – Ms. Ecelberger reported on Jared Keefer’s (JCEH) discussion of health inspections and permitting for special events, such as Farmer’s Markets and the Farm Tour. He clarified the need for a permit for each new location, and discussed other options such as a catering permits for vendors participating in multiple events throughout the year.
G. Legislative Update – No new report.
H. Forestry – No new report.
I. Grange – No new report.
J. Conservation Futures – No new report.

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

REVIEW OF OFFICIAL ACTIONS
✓ The Board passed a motion allowing the approval of their current and future Consent Agendas by consensus of the Board.
✓ The Minutes of the July 2, 2014 regular meeting were approved as presented under the Consent Agenda, and signed by the Board Chair.
✓ Resolution No. 2014-005 – FY2015 Cost Share Policy was approved as presented under the Consent Agenda, and signed by the Board Chair.
✓ The Treasurer’s Report, Disbursement #s 2510 through # 2535 (including salaries and general expenses), and electronic payments for July, 2014 in the total amount of $61,523.51 were reviewed and approved.
✓ The Board passed a motion discontinuing its efforts to invest its Truck Reserve Fund in the State Local Government Investment Pool.
✓ The Board passed a motion approving the purchase of two (2) weed wrenches for use by the District and the community.
✓ The Board passed a motion adopting the Conservation Planner/Resource Specialist, Office Manager/Financial Specialist, and Fishery Biologist/Water Quality Specialist job descriptions.
✓ The Board passed a motion authorizing the District to include its volunteers under the District’s Department of Labor & Industries coverage at .07 per hour per volunteer.
✓ Resolution No. 2014-006 – Surplus of Equipment was approved as presented, and signed by the Board Chair.
✓ The Board passed a motion changing the time of the Board’s regular, monthly meetings to 3:30 p.m. on the first Wednesday of each month.

Time, Date, and Place of Next Meeting – The Board will hold their next regular meeting at 3:30 p.m. on Wednesday, September 3, 2014, at the District Office.

Meeting Adjourned: There being no further business or discussion, the meeting was adjourned at 9:19 p.m.

Minutes approved this 3rd day of September, 2014.

Dana Ecelberger, Acting Recording Secretary
Roger Short, Chair

Acronym List

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<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AFO/CAFO</td>
<td>Animal Feeding Operation/Concentrated Animal Feeding Operation</td>
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<td>Ag/GMA</td>
<td>Agriculture/Growth Management Act</td>
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<td>BMPs</td>
<td>Best Management Practices</td>
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<td>BOCC</td>
<td>Board of County Commissioners</td>
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<td>Department of Ecology</td>
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<td>Environmental Quality Incentive Program</td>
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<td>State Auditor’s Office</td>
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<td>Critical Areas Ordinance</td>
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<td>CREP</td>
<td>Conservation Reserve Enhancement Program</td>
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<td>CASP</td>
<td>Critical Areas Stewardship Plan</td>
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HCDO = Hood Canal Dissolved Oxygen Program
HCSEG = Hood Canal Salmon Enhancement Group
ICDO = Intra Canal Dissolved Oxygen
JCPH = Jefferson County Public Health
JCPW = Jefferson County Public Works
MOA/MOU = Memorandum of Agreement, Memorandum of Understanding
MRSC = Municipal Research and Services Center of Washington
NFWF = National Fish & Wildlife Foundation
NORP = North Olympic Peninsula Resource Conservation District
RECCO = Recreation & Conservation Office
WHIP = Wildlife Habitat Incentive Program
WRC = Washington Recreation and Conservation Commission
WSSC = Washington State Soil Conservation Commission
WSU = Washington State University
SMP = Shoreline Management Plan
TSP = Technical Service Provider (contract with NRCS)
JLC = Jefferson Landworks Collaborative
WACD PMC = Wa. Assoc. of Cons. Districts Plant Material Center
PSP = Puget Sound Partnership
JC/DCD = Jefferson County/Dept. of Community Development
JC EDC = Jeff. Co. Economic Development Council
CCWF = Centennial Clean Water Funds (DOE funds)
NACD = National Association of Conservation Districts
JCCD = Jefferson County Conservation District
JLT = Jefferson Land Trust
NMP = Nutrient Management Plan
LWG = Local Working Group
NOSC = North Olympic Salmon Coalition
PUD#1 = Public Utility District #1
WACD = Washington Association Conservation Districts
NRCS = Natural Resources Conservation Service
WRIA 17 = Water Resources Inventory Area #17
HCW = Horses for Clean Water (also: Hood Canal Watershed)
WADE = Washington Association of District Employees
EPA = Environmental Protection Agency
USDA APHIS-ADC = United States Dept. of Agriculture Animal Plant Health Inspection Services – Animal Damage Control
PSCD Caucus = Puget Sound Conservation District Caucus