



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

MINUTES OF THE FEBRUARY 1, 2017 REGULAR MEETING

Call to Order: By Chair Roger Short at 3:37 p.m., 205 W Patison Street, Port Hadlock, Washington

Supervisors Present: Julie Boggs, Lige Christian, Glen Huntingford, and Roger Short

Supervisors Excused: N/A (One Vacant Elected Seat)

Associate Supervisors Present: None

Staff Present: Jill Zarzeczny, Jerry Clarke, and Tracy Kier

Also Present: Jim Poffel, NRCS

Agenda Modification: Staff requested that the Board consider modifying the Agenda to include Appointment of Vacant Elected Supervisor Seat under New Business. ***Lige Christian made a motion to add the subject of "Appointment of Vacant Elected Supervisor Seat" under New Business. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***

Consent Agenda: Chair Short asked if anyone wished to remove any items from the Consent Agenda. Hearing no requests, the Consent Agenda was approved by consensus of the Board. Chair Short signed the January 4, 2017 Minutes as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for January, 2017: The Treasurer's Report, Disbursement #s 3306 through #3334, electronic payments, and supportive documentation for January, 2017 were reviewed. Net salaries for January, 2017 totaled \$8,759.07; general expenses totaled \$18,055.95. Total expenditures for the month of January, 2017 amounted to \$26,815.02. Office Manager Tracy Kier noted for the record that check number 3311 in the amount of \$250.00 was issued to stock two cash boxes for the District's annual native plant sale on February 25, 2017. The \$250.00 would be returned to the District's checking account in-full immediately following the plant sale. After review, ***Julie Boggs made a motion to approve the Treasurer's Report, Disbursement #s 3306 through #3334 (including salaries and general expenses), and electronic payments for January, 2017 in the total amount of \$26,815.02. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Kier reported that the current balance in the District's Truck Reserve Fund is \$14,802.37, which included interest earned in December, 2016, and \$86.67 allocated by the District in January, 2017. The Board then discussed pick-up and delivery options of the District's native plants for the annual native plant sale on February 25, 2017. Julie Boggs offered to pick-up the plants in Bow, and deliver the plants to the Jefferson County Fairgrounds on Tuesday, February 21, 2017. ***Lige Christian made a motion to allow the District to reimburse Julie Boggs for the ferry fare and mileage or fuel, whichever is greater, associated with picking up and delivering the District's plants. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***

Manager's Report: District Manager Jill Zarzeczny informed the Board that the small, driver's side window of the District truck was broken into while parked in the office parking lot sometime during the night of January 26, 2017. The incident was immediately reported to, and investigated by, the Sheriff's office and the landlord. Other than the truck mileage log, no items were taken from the truck. Staff estimates replacement and installation costs to be less than \$200.00. The truck has been moved to an area of the parking lot within better view of the office building surveillance cameras.

Ms. Zarzeczny then distributed to, and reviewed with, the Board the manager's report for January. Overview and discussion included, but was not necessarily limited to, recent meeting outcomes with Jefferson County Administrator Philip Morley regarding the 2017 Funding Agreement and special project services, and a meeting with Water Quality Manager Mike Dawson regarding septic issues and funding. Conservation Planner/Resource Specialist Jerry Clarke reported on the District's native plant sale, and on potential CREP projects and renewals. The Board also reviewed the

status on the District's non-shellfish and shellfish projects, general technical assistance activities, and upcoming education and outreach offerings. Ms. Zarzeczny noted that Part 1 of the temperature data analysis for the Discovery Bay Watershed Comprehensive Report has been completed.

OLD BUSINESS

- A. Policy Update:** Ms. Zarzeczny distributed to, and reviewed with the Board, the first draft of the policy and procedure entitled Conducting Employee Salary Reviews dated January 25, 2017. Ms. Zarzeczny emphasized that the draft was intended as a starting point for the Board to consider to establish a system of reviewing employee salaries on an annual basis. Discussion of wage and benefit ratios and researching comparables followed. After discussion, ***Lige Christian made a motion to adopt the draft policy and procedure entitled Conducting Employee Salary Reviews dated January 25, 2017. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***
- B. 2017 Election:** Election Supervisor Tracy Kier advised the Board that the District received one Candidate Information form and Nominating Petition form, received from the incumbent, Julie Boggs, within the candidate filing deadline. Since the only Information form and Petition form received by the District was from the incumbent, Ms. Kier will move forward with the required steps to automatically re-elect the incumbent. Ms. Kier also confirmed that the WSCC received Glen Huntingford's application for the District's 2017 appointed Board Supervisor seat.
- C. Health Care Authority – PEBB Employer Group Interlocal Agreement:** Ms. Zarzeczny and Ms. Keir reported on their research into general conservation district health care coverage, and Health Care Authority's rate increase and request for new Interlocal Agreement. Based on the Board's authorization, Chair Short signed the PEBB Employer Group Interlocal Agreement on January 10, 2017 in order to prevent any lapse or cancellation of employee health insurance coverage.
- D. Budget Review:** Per the Board's request at their last regular meeting, Ms. Zarzeczny distributed a midyear review of the District's budget, comparing the annual revenue and expenditures originally anticipated against the actual revenue awarded and collected, and expenditures incurred, during the first six months. After review and discussion, the Board noted that the District continues to operate within a balanced budget. Based on the information presented, the Board authorized Ms. Zarzeczny to implement the budget as adjusted, and continue using the budget review sheet as a tool to review the budget with the Board on a quarterly basis.

NEW BUSINESS

- A. Appointment of Vacant Elected Supervisor Seat:** The Board discussed options for filling the remaining term of the elected Supervisor seat left vacant by the resignation of Mike McFadden. ***Lige Christian made a motion to appoint Al Latham to fill the remaining elected Supervisor term left vacant by the resignation of Mike McFadden. The motion was seconded by Glen Huntingford. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote.***
- B. Resolution No. 2017-015 – Recreation and Conservation Office Application Authorization for Project #15-1470R:** With the assistance of Mr. Clarke, the Board reviewed Resolution No. 2017-015 authorizing the submittal of an application for grant funding assistance from the Recreation and Conservation Office (RCO). Questions about the project and maintenance responsibilities were fielded by Mr. Clarke, after which ***Glen Huntingford made a motion to adopt Resolution No. 2017-015 – Recreation and Conservation Office Application Authorization for Project #15-1470R. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.***
- C. Recreation and Conservation Office Project Agreement for Office Administration Programs for Project #15-1470R:** Mr. Clarke then assisted the Board with the review of the RCO Project Agreement for Office Administered Programs relating to Project No. 15-1470R, setting out, in part, the terms and conditions by which the grant is made, description and funding of the project, performance period, on-going obligations and rights, and compliance rules. After discussion, ***Glen Huntingford made a motion to approve the RCO Project Agreement for Office Administration Programs for Project #15-1470R; AND FURTHER, to grant Chair Short the authority to sign the Agreement on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Ms. Zarzeczny reported on behalf of WSCC Regional Manager Shana Joy that the Commission is working on securing funding for the District's proposed Shellfish project on the west side of the District. With regards to the Conservation and Accountability Program (f/k/a the Good

Governance Program), the Commission has decided to implement only the accountability portion of the new program, and continue working on the performance portion of the program for further consideration at a later time.

- B. NRCS/Local Working Group:** Jim Poffel of NRCS provided a status report on current NRCS projects, and noted that he continues to assist Mr. Clarke with the Ag Learn sign-up process, as a prerequisite to the NRCS Conservation Planner Certification Program.

CORRESPONDENCE

There was no correspondence for the Board's review.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Board passed a motion modifying the Agenda to include the subject of "Appointment of Vacant Elected Supervisor Seat" under New Business.
- ✓ The Consent Agenda was approved by consensus of the Board.
- ✓ The Minutes of the January 4, 2017 regular meeting were approved by the Board as presented in the Consent Agenda, and signed by Chair Short.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3306 through #3334 (including salaries and general expenses), and electronic payments for January, 2017 in the total amount of \$26,815.02.
- ✓ The Board passed a motion allowing the District to reimburse Julie Boggs for the ferry fare and mileage or fuel, whichever is greater, associated with picking up and delivering the District's plants.
- ✓ The Board passed a motion adopting the draft policy and procedure entitled Conducting Employee Salary Reviews dated January 25, 2017.
- ✓ The Board passed a motion appointing Al Latham to fill the remaining elected Supervisor term left vacant by the resignation of Mike McFadden.
- ✓ The Board passed a motion adopting Resolution No. 2017-015 – Recreation and Conservation Office Application Authorization for Project #15-1470R.
- ✓ The Board passed a motion approving the RCO Project Agreement for Office Administration Programs for Project #15-1470R; AND FURTHER, granting Chair Short the authority to sign the Agreement on behalf of the Board.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, March 1, 2017 at 3:30 p.m. at the District Office located at 205 W Patison Street, in Port Hadlock, Washington.

Meeting Adjourned: There being no further business to discuss or transact, the meeting was adjourned at 5:55 p.m.

Minutes approved this 5th day of April, 2017.


Tracy Kief, Recording Secretary


Glen Huntingford, 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 = Fam 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

Minutes
February 1, 2017 Regular Meeting
Jefferson County Conservation District

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
JL.C - 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	