



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

MINUTES OF THE JULY 5, 2017 REGULAR MEETING

Call to Order: By Chair Glen Huntingford at 3:40 p.m., 205 W Patison Street, Port Hadlock, Washington

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

Supervisors Excused: N/A

Associate Supervisors Present: None

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

Also Present: Sarah Richards, WACD

Agenda Modification: Staff requested that the Agenda be modified to include a Contract for Cost Share Funds (Final) for Project No. 2016.200, a Contract for Cost Share Funds (Final) for Project No. 2014.304, Landfill Monitoring Letter of Agreement, and FCS Group – Approval to Solicit Draft Contract. The Board agreed to modify the Agenda to include the above-requested items under New Business as Items E, F, G, and H, respectively.

Consent Agenda: Chair Huntingford 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 Huntingford signed the June 7, 2017 regular meeting Minutes as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for June, 2017: The Treasurer's Report, Disbursement #s 3443 through #3471, electronic payments, and supportive documentation for June, 2017 were reviewed. Net salaries for June, 2017 totaled \$12,152.05; general expenses totaled \$21,381.43. Total expenditures for the month of June, 2017 amounted to \$33,533.48. The Board noted for the record Check No. 3460 in the amount of \$79.39 payable to Supervisor Al Latham, representing reimbursement for expenses associated with attending the WADE conference June 12th – 14th, previously approved by the Board at their regular meeting in June, 2017. After review, **Roger Short made a motion to approve the Treasurer's Report, Disbursement #s 3443 through #3471 (including salaries and general expenses), and electronic payments for June, 2017 in the total amount of \$33,533.48. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**

Office Manager Tracy Kier reported that the current balance in the District's Truck Reserve Fund is \$15,478.51, which included \$167.99 allocated by the District in June, 2017. Incoming District Manager Al Cairns informed the Board that he is researching truck replacement options, and will report his findings to the Board once his research is complete.

The Board reviewed the WACD annual dues invoice in the amount of \$2,640.00, plus \$10.00 each for Associate Supervisors. After discussion, **Roger Short made a motion to pay the WACD 2017 annual dues in the amount of \$2,650.00. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**

Ms. Kier requested permission from the Board to allow two Board Supervisors to sign two mid-month checks in the amount of \$11,183.40 for CREP Project No. 11003B, and in an amount not to exceed \$79,000.00 for RCO FFFPP Project No. 15-1470, only after those funds have been received by the District, and if those funds are received by the District before the Board's next regular meeting in August, 2017. After review, **Roger Short made a motion to allow two Board Supervisors to sign a mid-month check in the amount of \$11,183.40, payable to the landowner, for CREP Project No. 11003B, after the District has received those funds. The motion was seconded by Julie Boggs. There being**

no discussion, the motion was approved by a unanimous vote. After additional review, **Al Latham made a motion to allow two Board Supervisors to sign a mid-month check in an amount not to exceed \$79,000.00, payable to the bridge manufacturer for RCO FFFPP Project No. 15-1470, if payment becomes necessary before the Board's next regular meeting in August, 2017 (noting that those funds have already been received by the District).** The motion was seconded by Julie Boggs. *There being no discussion, the motion was approved by a unanimous vote.*

There will be a welcome/farewell open house in honor of Outgoing District Manager Jill Zarzeczny and Incoming District Manager Al Cairns at the District Office on Wednesday, July 19, 2017, from 2:30 p.m. to 4:30 pm.

Manager's Report: Outgoing District Manager Jill Zarzeczny distributed to, and reviewed with, the Board the manager's report outlining general updates and activities for the month of June, 2017. She highlighted, in part, an update on the status of the WSCC 2017 – 2019 Operational and Capital budgets, and the impacts of only a partial capital budget passed by the Legislature. Conservation Planner/Resource Specialist Jerry Clarke provided an update on the District's CREP projects and renewals, and RCO FFFPP projects. Specifically, he noted the recent completion of two Shellfish projects and one Non-Shellfish project, totaling six Shellfish/Non-Shellfish projects completed by the District during the FY16-17 biennium. Ms. Zarzeczny commended Mr. Clarke and Conservation Planner Craig Schrader on their efforts and success in completing these projects.

Ms. Zarzeczny followed with a report on landowner assistance and site visits provided during June, and the District's water quality monitoring efforts in the Discovery Bay Watershed for the Strait Priority Areas Project. The District will partner with WSU and Clallam Conservation District to hold a Holistic Livestock Pasture Management Workshop on July 11, 2017 in Sequim. A small-scale biochar production, application, and monitoring workshop is planned for late summer/early fall, 2017. In closing, Ms. Zarzeczny reminded those in attendance of the District's annual meeting scheduled for Wednesday, September 27, 2017, from 6:00 p.m. to 8:00 p.m., at the Finnrivier Cidery.

OLD BUSINESS

A. Policy Update: Ms. Zarzeczny distributed to the Board three draft policies regarding Capital Asset Management, General Operations Reserve, and Public Records Disclosure, dated July 5, 2017. The Board will review these drafts and provide direction at their next regular meeting in August, 2017. Staff continues to work on drafting a contract/bidding policy, and will present that draft to the Board when it is ready for their review.

NEW BUSINESS

- A. Resolution No. 2017-017 – Cost Share Assistance and Cooperator Labor Rate:** The Board reviewed Resolution No. 2017-017 establishing a cost share reimbursement rate of seventy-five percent (75%) for allowable projects, and a cooperator labor reimbursement rate of twenty-two dollars (\$22.00) per hour as allowed for Fiscal Years 2018 and 2019. After review and discussion, **Roger Short made a motion to approve Resolution No. 2017-017 – Cost Share Assistance and Cooperator Labor Rate. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.**
- B. CREP PIP Amendment #2 – Project No. 2015-11003B:** With the assistance of Mr. Clarke, the Board reviewed the PIP Amendment #2 for CREP Project No. 2015-11003B. After discussion, **Julie Boggs made a motion to approve the WSCC CREP PIP Amendment #2 for Project No. 2015-11003B; AND FURTHER, to grant Chair Huntingford the authority to sign the Amendment on behalf of the Board. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.**
- C. Landownership Certification Form – RCO FFFPP Project No. 16-2574:** Mr. Clarke assisted the Board in their review of the Landownership Certification Form for RCO FFFPP Project No. 16-2574. After discussion, **Lige Christian made a motion to approve the Landownership Certification Form for RCO FFFPP Project No. 16-2574; AND FURTHER, to grant Chair Huntingford the authority to sign the Certification on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**
- D. WSCC Conservation Accountability and Performance Program (CAPP):** Staff distributed to the Board a copy of the Conservation Accountability and Performance Program (CAPP) performance standards, and a copy of the Accountability Requirements for Conservation Districts provided by WSCC at the WADE conference. The Board agreed with the importance of recognizing these standards and requirements, and the need to analyze their impacts on the District. To aid in this process, Mr. Cairns offered to develop a checklist to address the standards and requirements, and bring the same back to the Board for their review.

- E. **Contract for Cost Share Funds (Final) – Project No. 2015.200:** Mr. Clarke presented final project details, measures implemented, and project pictures to the Board on the completion of Shellfish Project No. 2015.200. After review, *Lige Christian made a motion to approve the completion of Shellfish Project No. 2015.200; AND FURTHER, to grant Chair Huntingford the authority to sign the Contract for Cost Share Funds for Project No. 2015.200 on behalf of the Board. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.*
- F. **Contract for Cost Share Funds (Final) – Project No. 2014.304:** Mr. Clarke also presented final project details, measures implemented, and project pictures to the Board on the completion of Shellfish Project No. 2014.304. After review, *Julie Boggs made a motion to approve the completion of Shellfish Project No. 2014.304; AND FURTHER, to grant Chair Huntingford the authority to sign the Contract for Cost Share Funds for Project No. 2014.304 on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.*
- G. **Landfill Monitoring Letter of Agreement:** Mr. Cairns informed the Board that he recently reviewed the Agreement for Closed Landfill Monitoring entered into by the District and Jefferson County Public Works in May, 2009. Noting the absence of an escalator clause, he met with Jefferson County Public Works to discuss a revision of the Agreement to increase the hourly payment for services from \$50.00 per hour to \$58.00 per hour; and, from hereafter, to increase the hourly payment for services rate, effective each January, in accordance with the Consumer Price Index. Mr. Cairns requested permission from the Board to enter into a Letter of Agreement with Jefferson County Public Works to incorporate these revisions into the original Agreement. After discussion, *Al Latham made a motion to allow Al Cairns to enter into a Letter of Agreement on behalf of the District with Jefferson County Public Works in connection with the Agreement for Closed Landfill Monitoring as above-described. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.*
- H. **FCS Group – Approval to Solicit Draft Contract:** Ms. Zarzeczny presented background information on the District's previous discussions with the FCS Group for the potential development of a system of rates and charges. A discussion about FCS Group's experience, the project scope of work, and bid requirements followed. After discussion, *Lige Christian made a motion to allow staff to research the bid requirements, and if advisable, move forward with the process of obtaining a draft contract for services from FCS Group for the development of a system of rates and charges. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*

COMMITTEE REPORTS

- A. **Conservation Commission and Non-Commission Grants:** No new report.
- B. **NRCS/Local Working Group:** No new report. Lige Christian recommended that this committee report be moved to the Consent Agenda until further notice.
- C. **Legislative Update:** No new report.

Sarah Richards, Supervisor for Whidbey Island Conservation District and newly appointed to the Northwest Area of WACD, addressed the Board and briefly described her experience with conservation districts and her interests in being involved on the WACD level. Ms. Richards also offered additional input on the subject of local and statewide rates and charges.

The Board and staff discussed Ms. Zarzeczny's and Mr. Cairns' schedule for the remainder of the month. Mr. Cairns recommended developing a checklist for his role and authority as District Manager for consideration at the Board's next regular meeting in August. The Board agreed.

CORRESPONDENCE

There was no correspondence for the Board's review.

REVIEW OF OFFICIAL ACTIONS

- ✓ **The Agenda was modified by consensus of the Board to include a Contract for Cost Share Funds (Final) for Project No. 2016.200, a Contract for Cost Share Funds (Final) for Project No. 2014.304, Landfill**

Monitoring Letter of Agreement, and FCS Group – Approval to Solicit Draft Contract under New Business as Items E, F, G, and H, respectively.

- ✓ The Consent Agenda was approved by consensus of the Board, and the Minutes of the June 7, 2017 regular meeting were approved as presented under the Consent Agenda.
- ✓ The Board passed a motion approving the Treasurer’s Report, Disbursement #s 3443 through #3471 (including salaries and general expenses), and electronic payments for June, 2017 in the total amount of \$33,533.48.
- ✓ The Board passed a motion to pay the WACD 2017 annual dues in the amount of \$2,650.00.
- ✓ The Board passed a motion allowing two Board Supervisors to sign a mid-month check in the amount of \$11,183.40, payable to the landowner, for CREP Project No. 11003B, after the District has received those funds, and if those funds are received by the District before the Board’s next regular meeting in August, 2017.
- ✓ The Board passed a motion allowing two Board Supervisors to sign a mid-month check in an amount not to exceed \$79,000.00, payable to the bridge manufacturer for RCO FFFPP Project No. 15-1470, if payment becomes necessary before the Board’s next regular meeting in August, 2017 (noting that those funds have already been received by the District).
- ✓ The Board passed a motion approving Resolution No. 2017-017 – Cost Share Assistance and Cooperator Labor Rate.
- ✓ The Board passed a motion approving the WSCC CREP PIP Amendment #2 for Project No. 2015-11003B; AND FURTHER, granting Chair Huntingford the authority to sign the Amendment on behalf of the Board.
- ✓ The Board passed a motion approving the Landownership Certification Form for RCO FFFPP Project No. 16-2574; AND FURTHER, granting Chair Huntingford the authority to sign the Certification on behalf of the Board.
- ✓ The Board passed a motion approving the completion of Shellfish Project No. 2015.200; AND FURTHER, granting Chair Huntingford the authority to sign the Contract for Cost Share Funds for Project No. 2015.200 on behalf of the Board.
- ✓ The Board passed a motion approving the completion of Shellfish Project No. 2014.304; AND FURTHER, granting Chair Huntingford the authority to sign the Contract for Cost Share Funds for Project No. 2014.304 on behalf of the Board.
- ✓ The Board passed a motion allowing Al Cairns to enter into a Letter of Agreement on behalf of the District with Jefferson County Public Works in connection with Agreement for Closed Landfill Monitoring as above-described.
- ✓ The Board passed a motion allowing staff to research the bid requirements, and if advisable, move forward with the process of obtaining a draft contract for services from FCS Group for the development of a system of rates and charges.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, August 2, 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 5:23 p.m.

Minutes approved this 2nd day of August, 2017.


 Tracy Kier, 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 = Farm Service Agency, County Office Committee
EQIP = Environmental Quality Incentive Program	FSA CED = Farm Service Agency, County Executive Director

Minutes
July 5, 2017 Regular Meeting
Jefferson County Conservation District

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	