Call to Order: By Chair Julie Boggs at 7:07 p.m., 205 W. Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs, Roger Short, Mike McFadden, Lige Christian, and Glen Huntingford
Supervisors Excused: N/A
Associate Supervisors Present: Al Latham
Staff Present: Dana Ecelberger and Tracy Kier
Also Present: Jim Poffel, NRCS

Minutes: The Minutes of the May 7, 2014 regular meeting were reviewed. To better reflect the Board’s discussion on May 7, 2014, Lige Christian recommended that the last sentence under Item K. Job Descriptions, Old Business, Page 2 of 4, be deleted and replaced with the following language: “Lige Christian suggested that the need for flexing staff time be part of the Board-approved quarterly budget projections.” Discussion followed. Glen Huntingford made a motion to approve the May 7, 2014 regular meeting Minutes as amended. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote. Staff will make the approved changes and present the amended Minutes for signature by the Chair at the Board’s next regular meeting in July.

Treasurer’s Report, Disbursements, and Electronic Payments for May, 2014: The Treasurer’s Report, Disbursement #s 2461 through #2485, electronic payments, and supportive documentation for May, 2014 were reviewed. Net salaries for May, 2014 totaled $9,844.20; general expenses totaled $22,765.32. Total expenditures for the month of May, 2014 amounted to $32,609.52. Lige Christian made a motion to approve the Treasurer’s Report, Disbursement #s 2461 through #2485 (including salaries and general expenses), and electronic payments for May, 2014 in the total amount of $32,609.52. The motion was seconded by Glen Huntingford. There being no additional discussion, the motion was approved by a unanimous vote.

Per the Board’s request, Tracy Kier provided research information on investment options for the District’s Truck Reserve Fund. Discussion followed, during which time the Board recommended she also contact the State Investment Pool and County Treasurer’s Office for additional information. She will report her additional findings to the Board at their next regular meeting in July. The current balance in the Truck Reserve Fund is $10,961.71, which includes the District’s Money Market Fund as approved by the Board at their May 7, 2014 regular meeting.

Ms. Kier then reviewed with the Board the District’s annual financial reports that had been electronically submitted to the State Auditor’s Office. In addition, staff met with Amy Franks of Thurston Conservation District to begin the District’s accounting conversion project to QuickBooks.

Manager’s Report: District Manager, Dana Ecelberger, reviewed with the Board the District’s FY2015 Annual Work Plan submitted to WSCC in May. She then reported that the District received WSCC shellfish funding for the Cemetery Drain project and the Chimacum Creek BMP project. In addition, she reported on the District’s DOE project, recent horse farm site visits, soil testing progress, collaborative efforts with Jefferson County Public Works on flood management, current and potential farm planning and CREP projects, the District’s recent composting workshop, the District’s website development, and the outcomes of meetings attended during the last month. During her report, the Board viewed and made comments on the District’s new website, prior to giving Board approval to publish the website. Ms. Ecelberger distributed to the Board a copy of the District’s monthly contact log, now being used by District staff to help track, and eventually report, services provided to landowners throughout the month.

OLD BUSINESS

A. District Credit Card – Staff recommended that the following language be added to the JCCD Purchasing Card Policy on Page 2 of 4, under Policy, Item 8: “Each cardholder, upon separation from the District, must immediately return to
the Purchasing Cards Custodian any purchasing cards in their possession. The Purchasing Cards Manager shall forward any purchasing cards of former cardholders to Kitsap Bank for cancellation. Roger Short made a motion to accept the recommendation by staff to include the language referenced above in the JCCD Purchasing Card Policy on Page 2 of 4, under Policy, Item 8. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.

B. Personnel Policy Review – Staff recommended that the following language be added to the JCCD Personnel Policy under Section 15.0 Use of JCCD Purchasing Card: “Each cardholder, upon separation from the District, must immediately return to the Purchasing Cards Custodian any purchasing cards in their possession”. In addition, and at the Board’s direction, staff added the following language to the JCCD Personnel Policy under Section 18.0 Employee Benefits, Leave Without Pay: “Employees may be subject to leave without pay, by the direction of the Board of Supervisors, based on the availability, or lack, of funding”. Discussion followed. Mike McFadden made a motion to accept the recommendation by staff to include the language referenced above in the JCCD Personnel Policy under Section 15.0 Use of JCCD Purchasing Card; and, FURTHER, to accept the language added by the Board to the JCCD Personnel Policy under Section 18.0 Employee Benefits, Leave Without Pay. The motion was seconded by Lige Christian. There being no further discussion, the motion was approved by a unanimous vote.

C. Job Descriptions – Lige Christian made a motion to table any discussion relating to District job descriptions until the Board’s next regular meeting in July, to allow for additional review. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.

D. Consent Agenda – Guidelines and Draft Policy – Lige Christian made a motion to adopt the JCCD Consent Agenda Policy with the condition that staff shall provide to the Board any supportive documentation relating to all Consent Agenda items at least seven (7) days prior to the Board’s meeting to allow adequate review by the Board. 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. Jefferson Land Trust – Letter of Support – The Board reviewed two (2) draft letters of support for signature by the District, endorsing the efforts of the Bishop Dairy, Serendipity Farm, Midori Farm, and Little Quill Farm to work with the Jefferson Land Trust. Glen Huntingford made a motion to approve the two (2) letters of support, for signature by Dana Ecelberger on behalf of the District, endorsing the efforts of the Bishop Dairy, Serendipity Farm, Midori Farm, and Little Quill Farm to work with the Jefferson Land Trust. The motion was seconded by Lige Christian. There being no additional discussion, the motion was approved by a unanimous vote.

B. 3rd Quarter, 2014 Budget Projections – Dana Ecelberger presented to, and reviewed with, the Board budget projections for the 3rd quarter of 2014. Discussion followed. Lige Christian made a motion to accept the 3rd quarter, 2014 projected budget as presented; and, FURTHER, to grant District Manager, Dana Ecelberger, the authority to exercise the projected budget, including the management of staff hours. The motion was seconded by Glen Huntingford. There being no additional discussion, the motion was approved by a unanimous vote.

C. Replacement of Outdated Computers and Software – Dana Ecelberger informed the Board of the District’s urgent need to replace two (2) outdated computers and associated, obsolete software. The cost of replacement is approximately $2,500.00. Staff is checking with WSCC to see if these costs are allowable under current funding sources. The Board acknowledged the need for these replacements and the associated security issues, and agreed to allow staff to continue pursuing the purchase of two (2) new computers and related software. In the event prepayment is necessary to purchase the equipment, the Board agreed to issue an interim check, up to but not to exceed $2,500.00, with the understanding that the Board will ratify this payment at their next regular meeting in July.

D. Use of Volunteers – The Board agreed to table this agenda item until their next regular meeting in July to allow for additional research.

E. JCCD Website Server – Dana Ecelberger requested approval from the Board to publish the District’s new website, as inspected by the Board earlier in the meeting, and, further, to approve the use of Dream Host as the website hosting service. Discussion followed. Glen Huntingford made a motion to accept Dream Host as the District’s website hosting service; and, FURTHER, to allow Dana Ecelberger to publish the District’s new website as presented. The motion was seconded by Roger Short. There being no further discussion, the motion was approved by a unanimous vote.

F. JCCD Office Hours – Considering that all District staff are employed on a part-time basis, Dana Ecelberger recommended that the Board consider closing the District Office on Fridays. After discussion, Glen Huntingford
made a motion to close the District Office on Fridays. The motion was seconded by Mike McFadden. There being no additional discussion, the motion was approved by a unanimous vote. Staff will post the new business hours on the building, the District’s website, and the District’s outgoing answering machine.

COMMITTEE REPORTS
B. NRCS/Local Working Group – Jim Poffel of NRCS informed the Board that all 2014 first round applications for high tunnels were accepted for funding, three (3) in Clallam County and one (1) in Jefferson County. Unfortunately two (2) small farm projects in Jefferson County did not receive funding. Mr. Poffel will be assisting Dana Ecelberger with her conservation planning training and associated project.
C. Clean Water District – No new report.
D. Puget Sound Partnership – No new report.
E. Puget Sound CD Caucus – Staff attended the recent Puget Sound CD Caucus meeting. Discussion on buffer widths continue.
F. Jefferson Landworks Collaborative – Dana Ecelberger reported on her attendance at the recent Jefferson Landworks Collaborative meeting. A portion of the meeting focused on intern housing and assistance to the Chimacum Grange.
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 Minutes of the May 7, 2014 regular meeting were reviewed and approved as amended.
✓ The Treasurer’s Report, Disbursement #s 2461 through # 2485 (including salaries and general expenses), and electronic payments for May, 2014 in the total amount of $32,609.52 were reviewed and approved.
✓ The Board passed a motion accepting the recommendation by staff to include the following language in the JCCD Purchasing Card Policy on Page 2 of 4, under Policy, Item 8: “Each cardholder, upon separation from the District, must immediately return to the Purchasing Cards Custodian any purchasing cards in their possession. The Purchasing Cards Manager shall forward any purchasing cards of former cardholders to Kitsap Bank for cancellation.”
✓ The Board passed a motion accepting the recommendation by staff to include the following language in the JCCD Personnel Policy under Section 15.0 Use of JCCD Purchasing Card: “Each cardholder, upon separation from the District, must immediately return to the Purchasing Cards Custodian any purchasing cards in their possession”; and, FURTHER, accepting the following language added by the Board to the JCCD Personnel Policy under Section 18.0 Employee Benefits, Leave Without Pay: “Employees may be subject to leave without pay, by the direction of the Board of Supervisors, based on the availability, or lack, of funding.”
✓ The Board passed a motion tabling any discussion relating to District job descriptions until the Board’s next regular meeting in July, to allow for additional review.
✓ The Board passed a motion adopting the JCCD Consent Agenda Policy with the condition that staff shall provide to the Board any supportive documentation relating to all Consent Agenda items at least seven (7) days prior to the Board’s meeting to allow adequate review by the Board.
✓ The Board passed a motion approving two (2) letters of support, for signature by Dana Ecelberger on behalf of the District, endorsing the efforts of the Bishop Dairy, Serendipity Farm, Midori Farm, and Little Quil Farm to work with the Jefferson Land Trust.
✓ The Board passed a motion accepting the 3rd quarter, 2014 projected budget as presented; and, FURTHER, granting District Manager, Dana Ecelberger, the authority to exercise the projected budget, including the management of staff hours.
✓ The Board passed a motion accepting Dream Host as the District’s website hosting service; and, FURTHER, allowing Dana Ecelberger to publish the District’s new website as presented.
✓ The Board passed a motion closing the District Office on Fridays.
Time, Date, and Place of Next Meeting – The Board will hold their next regular meeting at 7:00 p.m. on Wednesday, July 2, 2014, at the District Office.

Meeting Adjourned: There being no further business or discussion, the meeting was adjourned at 9:20 p.m.

Minutes approved this ______ day of ___, 2014.

Tracy L. Kier, Recording Secretary

Julie Boggs, Chair

Acronym List

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<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>AFO/CAFO</td>
<td>Animal Feeding Operation/Concentrated Animal Feeding Operation</td>
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<tr>
<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>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>Hood Canal Dissolved Oxygen Program</td>
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<td>HCSEG</td>
<td>Hood Canal Salmon Enhancement Group</td>
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<td>IGDO</td>
<td>Intra Gravel Dissolved Oxygen</td>
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<td>Jefferson County Public Health</td>
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<td>Jefferson County Public Works</td>
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<td>MOA/MOU</td>
<td>Memorandum of Agreement, Memorandum of Understanding</td>
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<td>Municipal Research and Services Center of Washington</td>
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<td>National Fish &amp; Wildlife Foundation</td>
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<td>North Olympic Peninsula Resource, Conservation and Development</td>
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<td>Recreation &amp; Conservation Office/Salmon Recovery Funding Board</td>
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<td>Washington Conservation Corps Intern or Crew</td>
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<td>Wildlife Habitat Incentive Program</td>
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<td>Wetland Reserve Program</td>
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<td>Water Resources Inventory Area</td>
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<td>SMP</td>
<td>Shoreline Management Plan</td>
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<td>Technical Service Provider (contract with NRCS)</td>
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<td>Washington Assoc. of Cons. Dist. Plant Material Center</td>
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<td>PSP</td>
<td>Puget Sound Partnership</td>
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SAO = State Auditor's Office
CAO = Critical Areas Ordinance
CREP = Conservation Reserve Enhancement Program
CASP = Critical Areas Stewardship Plan
FSA COC = Farm Service Agency, County Office Committee
FSA CED = Farm Service Agency, County Executive Director
CCWF = Centennial Clean Water Funds (DOE funds)
NACD = National Association of Conservation Districts
JC/CD = Jefferson County/Dept. of Community Development
JCCD = Jefferson County Conservation District
JLC = Jefferson Land Trust
NMP = Nutrient Management Plan
LWG = Local Working Group
NOSC = North Olympic Salmon Coalition
TA = Technical Assistance
PUD#1 = Public Utility District #1
WACD = Washington Association Conservation Districts
NRCS = Natural Resources Conservation Service
WRA | Water Resources Area
HClW = 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