



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

**MINUTES OF THE JUNE 3, 2015 REGULAR MEETING**

**Call to Order:** By Chair Roger Short at 3:34 p.m., 205 W Patison Street, Port Hadlock, Washington

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

**Supervisors Excused:** Mike McFadden

**Associate Supervisors Present:** None

**Staff Present:** Jill Zarzeczny, Dana Ecelberger, Jerry Clarke, and Tracy Kier

**Also Present:** None

**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 May 6, 2015 Minutes as presented and approved.

**Treasurer's Report, Disbursements, and Electronic Payments for May, 2015:** The Treasurer's Report, Disbursement #s 2773 through #2797, electronic payments, and supportive documentation for May, 2015 were reviewed. It was noted for the record that check #2778 was voided (having been properly marked as "VOIDED" and physically altered) due to error. Net salaries for May, 2015 totaled \$9,380.81; general expenses totaled \$20,378.42. Total expenditures for the month of May, 2015 amounted to \$29,759.23. After review, *Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 2773 through #2797 (including salaries and general expenses), and electronic payments for May, 2015 in the total amount of \$29,759.23. 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 \$12,478.73, which included \$112.70 allocated by the District for the month of May, 2015. Truck Reserve funds allocated by the District for January, 2015; February, 2015; March, 2015; April, 2015; and May, 2015, amounting to \$749.80, remained ready for transfer from the District checking account to the District money market account. *Julie Boggs made a motion to transfer \$749.80, representing Truck Reserve Fund allocations for January, February, March, April, and May, 2015, from the District's checking account to the District's money market account. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.* Chair Short will facilitate the transfer on behalf of the Board.

**Manager's Report:** Outgoing District Manager, Dana Ecelberger, informed the Board that individual, monthly staff reports would now be included in the monthly Manager's Report to help provide project update information to the Board on a regular basis. WSCC and District staff are in the process of researching the public records disclosure requirements relating to farm plans, and will report back to the Board once this information is complete. Ms. Ecelberger then reported on the District's on-going projects, including but not limited to three shellfish projects and three farm plans. New, proposed shellfish projects will be submitted for funding at the beginning of the new fiscal year. The Board agreed that it would be beneficial if the District's Engineer, Rich Geiger, periodically attended the Board's meetings to provide engineering information on the District's projects.

Another CREP project has been approved in the western section of the District, and two Conservation Plans of Operations have been completed. Temperature data loggers have been installed and fish trapping has commenced. The Chimacum Watershed Water Quality and Fishes Comprehensive Report has been distributed to partner agencies and interested individuals in the community. The Report is also available on the District's website.

Ms. Kier distributed to and reviewed with the Board the District's 2014 State Auditor's Office Financial Report. A final copy of the District's 2016 Annual Work Plan and budget was also distributed and reviewed with the Board.

Ms. Ecelberger presented the District's preliminary budget projections for the third quarter, 2015. Funding remains undetermined for the WSCC Fiscal Year 2016 and for the proposed JCEH Centennial grant. Staff will continue to work on final projections. The Board discussed additional funding options.

#### OLD BUSINESS

- A. **2014 State Auditor's Office Financial Report** – This Agenda item was addressed above, under Manager's Report.
- B. **Fiscal Year 2016 Annual Work Plan** – This Agenda item was addressed above, under Manager's Report.

#### NEW BUSINESS

- A. **Resolution No. 2015-009 – Small Works Roster** – Due to time constraints, this Agenda item was tabled until the Board's next regular meeting in July, 2015.
- B. **WSCC 2016-2017 Master Contract** – The Board reviewed the proposed SCC Grant No. 16-02 master Contract between the District and the Washington State Conservation Commission. During the review, Chair Short noted that agricultural resources was not included under the Purpose section of the Contract. Discussion followed, during which the Board agreed that agricultural resources should be included in the Contract. Based on the Board's discussion, ***Glen Huntingford made a motion to approve the SCC Grant No. 16-02 master Contract between Jefferson County Conservation District and Washington State Conservation Commission; AND FURTHER, that, along with the master Contract, a notation be included to the Washington State Conservation Commission expressing the Board's concern that agricultural resources is not listed under the Purpose of the Contract. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** Chair Short and Auditor Glen Huntingford, in Vice-Chair McFadden's absence, signed the Contract on behalf of the Board.
- C. **WSCC Policy on Capital Advances** – This Agenda item was tabled until WSCC Regional Manager, Shana Joy, is available to address the Board.
- D. **WSCC District Operations Brief – Use of Personal E-Mail Accounts** – This Agenda item was tabled until WSCC Regional Manager, Shana Joy, is available to address the Board.
- E. **Annual Review Requirement – RCW 89.08.210 and 89.08.220** – The Board reviewed RCW 89.08.210 (Powers and Duties of Supervisors) and 89.08.220 (Corporate Status and Powers of District).

#### COMMITTEE REPORTS

- A. **Conservation Commission and Non-Commission Grants** – No new report.
- B. **NRCS/Local Working Group** – No new report.
- C. **Puget Sound CD Caucus** – No new report.
- D. **Legislative Update** – No new report.

#### CORRESPONDENCE

There was no correspondence for the Board's review.

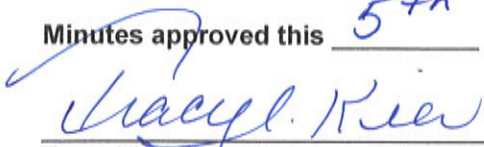
#### REVIEW OF OFFICIAL ACTIONS

- ✓ **The Consent Agenda was approved as presented by consensus of the Board.**
- ✓ **The Minutes of the May 6, 2015 regular meeting were approved and signed by Chair Short as presented in the Consent Agenda.**
- ✓ **The Treasurer's Report, Disbursement #s 2773 through #2797 (including salaries and general expenses), and electronic payments for May, 2015 in the total amount of \$29,759.23 were approved.**
- ✓ **The Board passed a motion transferring \$749.80, representing Truck Reserve Fund allocations for January, February, March, April, and May, 2015, from the District's checking account to the District's money market account.**
- ✓ **The Board passed a motion approving the SCC Grant No. 16-02 master Contract between Jefferson County Conservation District and Washington State Conservation Commission; AND FURTHER, that, along with the master Contract, a notation be included to the Washington State Conservation Commission expressing the Board's concern that agricultural resources is not listed under the Purpose of the Contract.**

**Time, Date, and Place of Next Meeting** – The next regular meeting of the Board will be held on Wednesday, July 1, 2015 at 3:30 p.m. at the District Office.

**Meeting Adjourned:** There being no further business to transact, the meeting was adjourned at 5:45 p.m.

Minutes approved this 5<sup>th</sup> day of August, 2015.

  
 Tracy Kier, Recording Secretary

  
 Roger Short, 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
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