



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE JUNE 7, 2017 REGULAR MEETING

Call to Order: By Chair Glen Huntingford at 3:41 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs, Lige Christian, Glen Huntingford, Al Latham, and Roger Short (arrived at 4:18 p.m. and left at 4:54 p.m.)
Supervisors Excused: N/A
Associate Supervisors Present: None
Staff Present: Jill Zarzeczny, Jerry Clarke, and Tracy Kier
Also Present: None

Agenda Modification: Staff requested that the Agenda be modified to include a SRFB Cash Advance Agreement, a Contract for Cost Share Funds for Project No. 2016.300, and Resolution No. 2017-016 – RCO Application Authorization for Project No. 16-2574. The Board agreed to modify the Agenda to include the above-listed items under New Business as Items 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 May 3, 2017 regular meeting Minutes; the May 17, 2017 special meeting Minutes; the May 18, 2017 special meeting Minutes; and the May 31, 2017 special meeting Minutes as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for May, 2017: The Treasurer's Report, Disbursement #s 3417 through #3442, electronic payments, and supportive documentation for May, 2017 were reviewed. Net salaries for May, 2017 totaled \$9,666.85; general expenses totaled \$14,756.89. Total expenditures for the month of May, 2017 amounted to \$24,423.74. After review, *Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3417 through #3442 (including salaries and general expenses), and electronic payments for May, 2017 in the total amount of \$24,423.74. The motion was seconded by Al Latham. 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 \$15,310.52, which included interest earned in April and May, 2017, and \$178.69 allocated by the District in May, 2017. Lige Christian suggested that the Board consider increasing the monthly allocations to the District's Truck Reserve Fund as the budget allows.

The Board reviewed RCW 89.08.210 (Powers and Duties of Supervisors) and RCW 89.08.220 (Corporate Status and Powers of District).

Manager's Report: District Manager Jill Zarzeczny distributed to, and reviewed with, the Board the manager's report outlining general updates and activities for the month of May, 2017. During her review, she highlighted outcomes from partnership meetings, in part, with Jefferson County Clean Water Advisory District, the PSCD Caucus, WSU Extension, and Jefferson County Environmental Health. She informed the Board that she submitted for end-of-year funding from the

WSSC, and submitted for additional Livestock funding from the WSSC for the fiscal year 2018. Ms. Zarzeczny then distributed to the Board policy proposals being considered by the WSSC.

Conservation Planner/Resource Specialist Jerry Clarke reported on the recent CREP site tour conducted with the WSSC CREP Program Manager and conservation district CREP specialists in Clallam County, Jefferson County, and Mason County. He then followed with an update on CREP renewals, on-going CREP projects, and potential new CREP projects, and the status on the District's RCO FFFPP, Shellfish, and Non-Shellfish projects.

Ms. Zarzeczny provided an overview of the District's water quality monitoring activities conducted during May, and technical assistance provided, in part, for farm planning, soil testing, plants and revegetation, and agricultural issues. She ended with a review of upcoming educational and outreach events.

OLD BUSINESS

A. Policy Update – Employee Salaries: With the assistance of Ms. Zarzeczny, the Board reviewed the Conducting Employee Salary Reviews draft policy dated May 10, 2017, incorporating the Board's revisions made during their regular meeting on May 3, 2017. During the review, the Board agreed to amend the draft to provide automatic Cost of Living Adjustments (COLA) for all employees who have been employed by the District "for one or more years", subject to the other provisions of the policy. The Board also agreed to amend the draft to state that a "reduction in budget capacity may result in a reduction of employee hours and, therefore, a reduction in gross salaries of employees - at the discretion of the Board of Supervisors". After review and discussion, ***Lige Christian made a motion to approve the Conducting Employee Salary Reviews draft dated May 10, 2017 as above-amended. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** Considering the adoption of annual COLA's, Ms. Zarzeczny and Lige Christian recommended that the Board consider replacing the job description "pay ranges" with a job description "minimum starting salary". After discussion, ***Julie Boggs made a motion to replace the District's job description "pay ranges" with a job description "minimum starting salary". The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.***

To effectively implement the Conducting Employee Salary Reviews policy, Ms. Zarzeczny recommended several changes to the District's Personnel Policy, contained in her draft version dated June 1, 2017. During discussion, the Board agreed to further amend the Personnel Policy to include language indicating that the District will provide automatic COLA's for all employees having been employed by the District "for one or more years", as identified in the Conducting Employee Salary Reviews policy. ***Roger Short then made a motion to approve the Personnel Policy edited version dated June 1, 2017, with the above-noted amendment. The motion was seconded by Julie Boggs. After further discussion, the motion was approved by a majority vote (4 "FOR"; 1 "ABSTAINED").***

Ms. Zarzeczny informed the Board that the District's Conservation Planner/Resource Specialist's and Fishery Biologist/Water Quality Specialist's salaries had not been adjusted or increased since 2012, and that the District's Office Manager/Financial Specialist's salary had not been adjusted or increased since 2014. With that in mind, Ms. Zarzeczny recommended that the Board consider increasing the Conservation Planner/Resource Specialist's and Fishery Biologist/Water Quality Specialist's salaries by 4.50%, based on the sum of the Consumer Price Index (CPI) percentage change from 2013-2016. She also recommended that the Board consider increasing the Office Manager/Financial Specialist's salary by 1.40% based on the sum of the CPI percentage change from 2015-2016. She noted that the District's Farm Conservation Planner received a wage adjustment in January, 2017. After review and discussion, ***Lige Christian made a motion to increase the District's Conservation Planner/Resource Specialist's and Fishery Biologist/Water Quality Specialist's salaries by 4.50% retroactively effective March, 2017; and increase the District's Office Manager/Financial Specialist's salary by 1.40% retroactively effective March 1, 2017. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** In recognizing that the District Manager's salary had not been adjusted or increased in the last two years, ***Lige Christian made a motion to increase the District Manager's salary by the sum of the CPI percentage change from 2015-2016, retroactively effective March 1, 2017. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

B. Hiring Process for District Manager Position: The Board noted that the new District Manager will begin his

employment with the District on Monday, June 12, 2017.

NEW BUSINESS

- A. **Landowner Agreement – RCO FFFPP Project No. 15-1470R:** Mr. Clarke reviewed the RCO FFFPP Project No. 15-1470R Landowner Agreement and Construction Contract with the Board. After discussion, ***Lige Christian made a motion to approve the Landowner Agreement and Construction Contract for RCO FFFPP Project No. 15-1470R; AND FURTHER, to grant Chair Huntingford the authority to sign the Agreement and Contract on behalf of the Board. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.***
- B. **Construction Contract – RCO FFFPP Project No. 15-1470R:** This item was addressed earlier under New Business, Item A.
- C. **Project Scope and Fee Agreement – RCO FFFPP Project No. 15-1470R:** Mr. Clarke advised the Board that RCO is requiring an on-the-ground cultural resource assessment for Project No. 15-1470R. After discussion and review, ***Roger Short made a motion to approve the Project Scope and Fee Agreement on RCO FFFPP Project No. 15-1470R; AND FURTHER, to grant Chair Huntingford the authority to sign the Agreement 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. **Contract for Cost Share Funds (Final) – Project No. 2016.550:** With the assistance of Mr. Clarke, the Board reviewed the completion of Shellfish Project No. 2016.550. ***Lige Christian then made a motion to approve the completion of Project No. 2016.550; AND FURTHER, to grant Chair Huntingford the authority to sign the final approval of the Contract for Cost Share Funds for Project No. 2016.550 on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- E. **Professional Services Agreement – Strait Priority Areas Project:** The Board reviewed the Professional Services Agreement with Jefferson County to perform water quality monitoring activities, agricultural surveys, and public outreach and education in the Strait Priority Areas. Discussion followed, during which time the Board also reviewed the project areas map. After discussion, ***Julie Boggs made a motion to approve the Professional Services Agreement for the Strait Priority Areas Project; AND FURTHER, to grant Chair Huntingford 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.***
- F. **SRFB Cash Advance Agreement:** Mr. Clarke assisted the Board in their review of the Salmon Recovery Funding Board (SRFB) Cash Advance Agreement. After discussion, ***Lige Christian made a motion to approve the SRFB Cash Advance Agreement; AND FURTHER, to grant Chair Huntingford the authority to sign the Agreement on behalf of the Board. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.***
- G. **Contract for Cost Share Funds (Final) – Project No. 2016.300:** Mr. Clarke provided project completion details on Non-Shellfish Project No. 2016.300. After review, ***Julie Boggs made a motion to approve the completion of Project No. 2016.300; AND FURTHER, to grant Chair Huntingford the authority to sign the final approval of the Contract for Cost Share Funds for Project No. 2016.300 on behalf of the Board. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.***
- H. **Resolution No. 2017-016 – RCO Application Authorization for Project No. 16-2574:** Mr. Clarke presented, for the Board's consideration, Resolution No. 2017-016, authorizing the District to make formal application to RCO for grant assistance on FFFPP Project No. 16-2574. Review of project location and project measures followed, after which ***Julie Boggs made a motion to approve Resolution No. 2017-2016 – RCO Application Authorization for Project No. 16-2574; AND FURTHER, to grant Chair Huntingford the authority to sign the Resolution 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:** No new report.
- B. **NRCS/Local Working Group:** No new report.
- C. **Legislative Update:** No new report.

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 SRFB Cash Advance Agreement, a Contract for Cost Share Funds for Project No. 2016.300, and Resolution No. 2017-016 – RCO Application Authorization for Project No. 16-2574 under New Business as Items F, G, and H, respectively.
- ✓ The Consent Agenda was approved by consensus of the Board, and the Minutes of the May 3, 2017 regular meeting; May 17, 2017 special meeting; May 18, 2017 special meeting; and May 31, 2017 special meeting were approved as presented under the Consent Agenda.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3417 through #3442 (including salaries and general expenses), and electronic payments for May, 2017 in the total amount of \$24,423.74.
- ✓ The Board passed a motion approving the Conducting Employee Salary Reviews draft dated May 10, 2017 and as amended herein.
- ✓ The Board passed a motion replacing the District's job description "pay ranges" with a job description "minimum starting salary".
- ✓ The Board passed a motion approving the Personnel Policy edited version dated June 1, 2017 and as amended herein.
- ✓ The Board passed a motion increasing the District's Conservation Planner/Resource Specialist's and Fishery Biologist/Water Quality Specialist's salaries by 4.50% retroactively effective March, 2017; and increasing the District's Office Manager/Financial Specialist's salary by 1.40% retroactively effective March 1, 2017.
- ✓ The Board passed a motion increasing the District Manager's salary by the sum of the CPI percentage change from 2015-2016, retroactively effective March 1, 2017.
- ✓ The Board passed a motion approving the Landowner Agreement and Construction Contract for RCO FFFPP Project No. 15-1470R; AND FURTHER, granting Chair Huntingford the authority to sign the Agreement and Contract on behalf of the Board.
- ✓ The Board passed a motion approving the Project Scope and Fee Agreement on RCO FFFPP Project No. 15-1470R; AND FURTHER, granting Chair Huntingford the authority to sign the Agreement on behalf of the Board.
- ✓ The Board passed a motion approving the completion of Project No. 2016.550; AND FURTHER, granting Chair Huntingford the authority to sign the final approval of the Contract for Cost Share Funds for Project No. 2016.550 on behalf of the Board.
- ✓ The Board passed a motion approving the Professional Services Agreement for the Strait Priority Areas Project; AND FURTHER, granting Chair Huntingford the authority to sign the Agreement on behalf of the Board.
- ✓ The Board passed a motion approving the SRFB Cash Advance Agreement; AND FURTHER, granting Chair Huntingford the authority to sign the Agreement on behalf of the Board.
- ✓ The Board passed a motion approving the completion of Project No. 2016.300; AND FURTHER, granting Chair Huntingford the authority to sign the final approval of the Contract for Cost Share Funds for Project No. 2016.300 on behalf of the Board.
- ✓ The Board passed a motion approving Resolution No. 2017-2016 – RCO Application Authorization for Project No. 16-2574; AND FURTHER, granting Chair Huntingford the authority to sign the Resolution on behalf of the Board.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, July 5, 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 5:35 p.m.

Minutes approved this 5th day of July, 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
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	