



## JEFFERSON COUNTY CONSERVATION DISTRICT

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

### MINUTES OF THE OCTOBER 7, 2015 REGULAR MEETING

**Call to Order:** By Chair Roger Short at 3:42 p.m., 205 W Patison Street, Port Hadlock, Washington

**Supervisors Present:** Julie Boggs, Lige Christian, Mike McFadden, and Roger Short

**Supervisors Excused:** Glen Huntingford

**Associate Supervisors Present:** None

**Staff Present:** Jill Zarzeczny, Craig Schrader, Jerry Clarke, and Tracy Kier

**Also Present:** Jim Poffel, NRCS

**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 September 2, 2015 Regular Meeting Minutes, and the September 16, 2015 Special Meeting Minutes as presented and approved.

**Treasurer's Report, Disbursements, and Electronic Payments for September, 2015:** The Treasurer's Report, Disbursement #s 2882 through #2904, electronic payments, and supportive documentation for September, 2015 were reviewed. Net salaries for September, 2015 totaled \$9,068.02; general expenses totaled \$12,210.23. Total expenditures for the month of September, 2015 amounted to \$21,278.25. After review, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 2882 through #2904 (including salaries and general expenses), and electronic payments for September, 2015 in the total amount of \$21,278.25. The motion was seconded by Mike McFadden. 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 \$13,006.47, which included \$77.63 allocated by the District for the month of September, 2015, and .27¢ in interest credited to the District for the month of August, 2015. Ms. Kier also noted that Truck Reserve Fund allocations for June, July, August, and September, totaling \$526.71, were ready for transfer from the District checking account to the District's money market account. ***Lige Christian made a motion to transfer \$526.71, representing Truck Reserve Fund allocations for June, July, August, and September, 2015, from the District's checking account to the District's money market account. The motion was seconded by Mike McFadden. There being no discussion, the motion was approved by a unanimous vote.*** Chair Short will facilitate the transfer on behalf of the Board.

Ms. Kier distributed to, and reviewed with, the Board the District's 2015 Annual Plant Sale Financial Report. The District will be collecting bulk orders for its 2016 Annual Plant Sale through December 18, 2015. The Annual Native Plant Workshop is scheduled for Friday, December 11, 2015, from 9:00 a.m. to 12:00 p.m., at the Chimacum Grange #681.

Supervisor Julie Boggs and Ms. Kier provided a report on their attendance at the NW Area WACD meeting held in Kitsap County on October 6, 2015. Voting members considered and, by motion, approved all resolutions for transfer to the WACD annual meeting. Discussions included, but were not limited to, use of GovDelivery for electronic communications, tracking shellfish processes and progress, Supervisor leadership development, capacity building funding options, District involvement in their LIO process, partnering with other agencies, and the use of local, long-term funding. Ms. Kier was recognized by the WSCC as the NW Area District Employee of the Year.

**Manager's Report:** District Manager, Jill Zarzeczny provided a report on, and highlighted, some of the District's activities and project updates over the past month. Ms. Zarzeczny and Chair Roger Short conducted a site visit with Chris Byrnes of WDFW to discuss the needs and requirements of the Chimacum Programmatic HPA. Technical Assistant Craig Schrader was a guest speaker on KPTZ for a feature entitled "The Dirt on Soil". The broadcast is available on KPTZ's website. Ms. Zarzeczny distributed to, and reviewed with, the Board a memorandum from WSCC Policy Director Ron Shultz regarding the September 21, 2015 All-District meeting and, in part, four capacity building options. She also

distributed an outline of the outcomes from the Board's September 16, 2015 special budget review meeting. Ms. Zarzeczny and NRCS crew Jim Poffel, Rachel Maggi, and Molly Dawson met with a landowner on West Valley Road to discuss a potential stream re-meander project in partnership with NRCS. Conservation Planner/Resource Specialist Jerry Clarke is working on a new, potential hedge row CREP project. He and Ms. Zarzeczny recently visited the CREP sites to survey maintenance needs. With the assistance of Mr. Clarke, the Board discussed the recent shift in how WSCC staff is managing the CREP program, and the effectiveness of different plant species in CREP areas. Ms. Zarzeczny distributed to the Board a copy of correspondence received from WACD President, Alan Stromberger dated October 5, 2015.

#### **OLD BUSINESS**

- A. Budget Review Process** – To continue the budget review process, *Lige Christian made a motion to hold a Special Meeting of the Board on Wednesday, October 28, 2015, at 3:30 p.m. at the District Office for the purpose of reviewing the District's budget. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*

#### **NEW BUSINESS**

- A. WSCC Shellfish Addendum** – WSCC recently awarded the District \$129,498.00 in funding for three shellfish projects. Technical Assistant, Craig Schrader provided a brief overview of the projects associated with this funding involving multiple BMP's to mitigate numerous water quality degradation issues. After review and discussion of project plans, objectives, and implementation measures, *Mike McFadden made a motion to approve the WSCC Shellfish Addendum for Outcomes 1.0, 2.0, and 3.0 in the total amount of \$129,498.00; AND FURTHER, to grant Chair Roger Short the authority to execute the WSCC Shellfish Addendum on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.*
- B. Chimacum Grange #681 Hall Rental Agreement** – The Board reviewed the Chimacum Grange #681 Hall Rental Agreement for rental of the Grange Hall on December 11, 2015 for the District's Annual Native Plant Workshop. After review, *Lige Christian made a motion to approve the Chimacum Grange #681 Hall Rental Agreement for rental of the Grange Hall on December 11, 2015; AND FURTHER, to grant Chair Roger Short the authority to execute 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.*
- C. Jefferson County Fairgrounds Facility Rental Contract** – The Board reviewed the Jefferson County Fairgrounds Facility Rental Contract for rental of the horticulture building from February 23, 2016 through February 29, 2016, for the District's Annual Native Plant Sale. After review, *Lige Christian made a motion to approve the Jefferson County Fairgrounds Facility Rental Contract for rental of the horticulture building from February 23, 2016 through February 29, 2016; AND FURTHER, to grant Chair Roger Short the authority to execute the Contract on behalf of the Board. The motion was seconded by Mike McFadden. There being no discussion, the motion was approved by a unanimous vote.*
- D. District Purchasing Card Authorizations** – Considering the recent changes in District personnel, the Board reviewed the District's purchasing card requirements. After discussion, and to comply with District policy, *Lige Christian made a motion to remove former District Manager, Dana Ecelberger, from the District's Kitsap Bank purchasing card; add current District Manager, Jill Zarzeczny; add Technical Assistant, Craig Schrader; and retain Fishery Biologist/Water Quality Specialist, Glenn Gately and Conservation Planner/Resource Specialist, Jerry Clarke on the District's purchasing card according to the conditions set forth in the District's Purchasing Card Policy; AND FURTHER, to grant Chair Roger Short the authority to process the documents necessary to facilitate these changes. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- E. WACD Annual Dues Invoice** – The Board discussed the invoice for the WACD annual dues in the amount of \$2,640.00. Considering the impacts on the District's budget, *Lige Christian made a motion to grant Chair Roger Short the authority, on behalf of the Board, to invite WACD Executive Director, Dave Vogel to be a guest at the District's special budget review meeting on October 28, 2015, to discuss the cost vs. benefits of membership with WACD. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- F. 2015 District Annual Meeting** – *Lige Christian made a motion to change the time and location of the Board's November, 2015 regular meeting to 6:00 p.m. at the Chimacum Grange #681, located at 9572 Rhody Drive in Chimacum, on Wednesday, November 4, 2015; AND FURTHER, to hold the District's Annual Meeting at the Chimacum Grange #681 on November 4, 2015, directly following the Board's regular meeting. The motion*

*was seconded by Julie Boggs. Discussion regarding notice and annual meeting content followed. There being no further discussion, the motion was approved by a unanimous vote.* The Board then reviewed the Chimacum Grange #681 Hall Rental Agreement for rental of the Grange Hall on November 4, 2015. After review, *Mike McFadden made a motion to approve the Chimacum Grange #681 Hall Rental Agreement for rental of the Grange Hall on November 4, 2015; AND FURTHER, to grant Chair Roger Short the authority to execute 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.*

- G. **2016 Elections** – There will be one elected Supervisor seat open for election in 2016. There are no appointed Supervisor seats open in 2016. *Roger Short made a motion to appoint Office Manager/Financial Specialist Tracy Kier to act as the Election Supervisor for the District's 2016 election. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.* The Board directed Ms. Kier to prepare the election resolution for the Board's consideration at their December 2, 2015 regular meeting, and notify the public as required.

#### COMMITTEE REPORTS

- A. **Conservation Commission and Non-Commission Grants** – No new report.
- B. **NRCS/Local Working Group** – Jim Poffel of NRCS informed the Board that he is still working on the volunteer conservation plans. He is also working with a landowner on commercial clearing, on road reconstruction and culverts in the west end of the County, and on bridge work and tree thinning in the County.
- C. **Puget Sound CD Caucus** – The recent Puget Sound CD Caucus meeting was held via teleconference. Discussions focused, in part, on Near Term Action (NTA) items and collaboration for packaging a proposal together.

#### 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 September 2, 2015 Regular Meeting and the Minutes of the September 16, 2015 Special Meeting were approved by the Board as presented in the Consent Agenda, and signed by Chair Short.
- ✓ The Treasurer's Report, Disbursement #s 2882 through #2904 (including salaries and general expenses), and electronic payments for September, 2015 in the total amount of \$21,278.25 were approved.
- ✓ The Board passed a motion transferring \$526.71, representing Truck Reserve Fund allocations for June, July, August, and September, 2015, from the District's checking account to the District's money market account.
- ✓ The Board passed a motion to hold a Special Meeting of the Board on Wednesday, October 28, 2015, at 3:30 p.m. at the District Office for the purpose of reviewing the District's budget.
- ✓ The Board passed a motion approving the WSCC Shellfish Addendum for Outcomes 1.0, 2.0, and 3.0 in the total amount of \$129,498.00; AND FURTHER, granting Chair Roger Short the authority to execute the WSCC Shellfish Addendum on behalf of the Board.
- ✓ The Board passed a motion approving the Chimacum Grange #681 Hall Rental Agreement for rental of the Grange Hall on December 11, 2015; AND FURTHER, granting Chair Roger Short the authority to execute the Agreement on behalf of the Board.
- ✓ The Board passed a motion approving the Jefferson County Fairgrounds Facility Rental Contract for rental of the horticulture building from February 23, 2016 through February 29, 2016; AND FURTHER, granting Chair Roger Short the authority to execute the Contract on behalf of the Board.
- ✓ The Board passed a motion removing former District Manager, Dana Ecelberger, from the District's Kitsap Bank purchasing card; adding current District Manager, Jill Zarzeczny; adding Technical Assistant, Craig Schrader; and retaining Fishery Biologist/Water Quality Specialist, Glenn Gately and Conservation Planner/Resource Specialist, Jerry Clarke on the District's purchasing card according to the conditions set forth in the District's Purchasing Card Policy; AND FURTHER, granting Chair Roger Short the authority to process the documents necessary to facilitate these changes.
- ✓ The Board passed a motion granting Chair Roger Short the authority, on behalf of the Board, to invite WACD Executive Director, Dave Vogel to be a guest at the District's special budget review meeting on October 28, 2015, to discuss the cost vs. benefits of membership with WACD.



- ✓ The Board passed a motion changing the time and location of the Board's November, 2015 regular meeting to 6:00 p.m. at the Chimacum Grange #681, located at 9572 Rhody Drive in Chimacum, on Wednesday, November 4, 2015; AND FURTHER, holding the District's Annual Meeting at the Chimacum Grange #681 on November 4, 2015, directly following the Board's regular meeting.
- ✓ The Board passed a motion appointing Office Manager/Financial Specialist, Tracy Kier to act as the Election Supervisor for the District's 2016 election.

**Time, Date, and Place of Next Meeting** – The Board will meet again at their Special Meeting, for the purpose of reviewing the budget, scheduled for Wednesday, October 28, 2015, at 3:30 p.m. at the District Office. The next Regular Meeting of the Board will be held on Wednesday, November 4, 2015 at 6:00 p.m. at the Chimacum Grange #681, at 9572 Rhody Drive, in Chimacum. The District will conduct its Annual Meeting at the Chimacum Grange #681 immediately following the regular meeting on Wednesday, November 4, 2015.

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

Minutes approved this 4<sup>th</sup> day of November, 2015.

  
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Tracy Kier, Recording Secretary

  
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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