



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE SEPTEMBER 16, 2015 SPECIAL MEETING

Call to Order: By Chair Roger Short at 3:40 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs, Lige Christian, Glen Huntingford, Mike McFadden, and Roger Short
Supervisors Excused: N/A
Associate Supervisors Present: None
Staff Present: Jill Zarzeczny and Tracy Kier
Also Present: None

Purpose of Special Meeting: Chair Short reminded those in attendance that the purpose of the Special Meeting was to review the District's budget. The Board may, or may not, elect to take action on this subject. No other business would be discussed or transacted.

Budget Review: District Manager, Jill Zarzeczny, distributed to, and reviewed with, the Board an outline of the District's customary, quarterly expenses, incorporating four capacity options. With the assistance of Ms. Zarzeczny and Office Manager, Tracy Kier, the Board compared fixed expenses to non-fixed expenses. Ms. Zarzeczny then distributed budget projections through the first quarter of 2017, identifying current funding source allocations, customary expenses, capacity options, and future funding assumptions based on historical allocations. Discussion followed, during which time the Board, in part, noted potential shortfalls by the end of 2016. Ms. Zarzeczny reported on the grant applications currently in progress and those anticipated in the future. The Board and staff briefly reviewed the expenses and revenue associated with some of the District's programs, including those relating to the annual native plant sale and the soil testing program. To help ensure a balanced budget, ***Julie Boggs made a motion to direct staff to research the costs of the District to conduct the annual native plant sale and, if needed, increase the prices of the plants to meet the expenses and overhead of conducting the sale. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***

By way of additional discussion, the Board agreed that they will, with the assistance of staff, conduct an analysis of the services currently offered by the District, along with potential, future service needs of the District, in an effort to identify the costs and capacity required to perform and maintain those services, prioritize those services, and make any service changes if advisable. During the analysis, the Board and staff will research and review the District's authority and responsibilities with regards to, but not limited to, cultivating partnerships, enhancing revenue streams, and communicating information to the public. To appropriately address budget issues, the Board further agreed that they will conduct special meetings, generally on a quarterly basis, to continue the budget review process. The Board will discuss scheduling the next special meeting at their regular meeting in October, 2015.

Review of Official Actions


- ✓ **The Board passed a motion directing staff to research the costs of the District to conduct the annual native plant sale and, if needed, increase the prices of the plants to meet the expenses and overhead of conducting the sale.**

Time, Date, and Place of Next Meeting: The Board will meet again at their Regular Meeting on Wednesday, October 7,

2015 at 3:30 p.m. at the District Office.

Meeting Adjourned: There being no further business to transact, the meeting was adjourned at 5:20 p.m.

Minutes approved this 7th day of October, 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