



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE SEPTEMBER 2, 2015 REGULAR MEETING

Call to Order: By Chair Roger Short at 3:45 p.m., 205 W Patison Street, Port Hadlock, Washington

Supervisors Present: Lige Christian, Glen Huntingford, Mike McFadden, and Roger Short

Supervisors Excused: Julie Boggs

Associate Supervisors Present: None

Staff Present: Jill Zarzeczny, Craig Schrader, and Tracy Kier

Also Present: Shana Joy, WSCC; and Amy Franks, Thurston Conservation District

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 August 5, 2015 Minutes as presented and approved.

Agenda Modification: The Board agreed to modify the Agenda by moving the Accounting Conversion Presentation by Amy Franks of Thurston Conservation District to directly after the Treasurer's Report.

Treasurer's Report, Disbursements, and Electronic Payments for August, 2015: The Treasurer's Report, Disbursement #s 2857 through #2881, electronic payments, and supportive documentation for August, 2015 were reviewed. Net salaries for August, 2015 totaled \$8,708.19; general expenses totaled \$23,663.38. Total expenditures for the month of August, 2015 amounted to \$32,371.57. After review, *Glen Huntingford made a motion to approve the Treasurer's Report, Disbursement #s 2857 through #2881 (including salaries and general expenses), and electronic payments for August, 2015 in the total amount of \$32,371.57. The motion was seconded by Lige Christian. 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 \$12,928.57, which included \$72.45 allocated by the District for the month of August, 2015, and .26¢ in interest credited to the District for the month of August, 2015.

Accounting Conversion Presentation: Amy Franks, Accountant for Thurston Conservation District and consultant to JCCD on their accounting conversion to QuickBooks, reviewed with the Board the use of monthly profit and loss statements and balance sheets. She then explained reporting on a "cash basis" as required by the State Auditor's Office, and the benefits to the District for also reporting on an "accrual basis" to, in part, track and report additional information such as accrued payroll leave balances and monthly grant activity. Using the District's current Treasurer's Report as an example, the Board discussed with Ms. Franks and Ms. Kier the method of inputting and tracking financial information to show an actual comparison of each month's income vs. the same month's expenses. The Board then discussed capital expenses and assets reporting, and reviewed the District's procedures for tracking and managing capital assets. Staff will present an Inventory/Asset Report for the Board's review sometime before the end of the year. Vice-Chair Mike McFadden recommended the District consider the use of a bar code reader. The Board thanked Ms. Franks for her expertise and valuable contributions to the District's conversion project.

Manager's Report: District Manager, Jill Zarzeczny, reported on the District's contract obligations with Jefferson County to provide public notification of aerial spraying. She also reported on her recent meetings with JC Commissioner Sullivan and JC Commission Kler. The District continues to wait for word from the WSCC regarding the allocation of shellfish funding, which may come as early as next week. Staff submitted for soil moisture measuring equipment and drought-

related workshop funding from the WSCC. Ms. Zarzeczny then reported on her recent meeting with WSCC Regional Manager, Shana Joy, and Habitat and Monitoring Coordinator, Brian Cochrane, focusing on the District's CREP projects, and improved communication with the WSCC on current and future maintenance requests for CREP projects. Ms. Zarzeczny distributed additional information on general office, project, and water quality updates. The next Chumsortium meeting will be held on October 1, 2015, at 9:00 a.m. Vice-Chair Mike McFadden reminded everyone of the Quilcene parade and fair scheduled for September 19, 2015.

At the end of her report, Ms. Zarzeczny asked for the Board's input regarding the use of the word "County" in the District's name, and whether or not the District should change its name to "Jefferson Conservation District". Discussion followed, during which time Ms. Joy offered to research this subject and report back to the Board.

OLD BUSINESS

- A. **Budget Projections** – Staff presented the final 3rd quarter budget projections, and the preliminary 4th quarter budget projections for the Board's review. Discussion followed, during which time the Board, in part, reviewed and compared funding sources to staffing options and anticipated expenses.
- B. **Budget Workshop** – Ms. Zarzeczny recommended that the Board schedule a special meeting to further review the sustainability of the District's budget. After consideration, ***Lige Christian made a motion to schedule a Special Meeting of the Board for Wednesday, September 16, 2015, at 3:30 p.m. at the District Office, for the purpose of reviewing the District's budget. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.*** Staff will notify the public as required.

NEW BUSINESS

- A. **Accounting Conversion Presentation – Amy Franks, Thurston Conservation District** - This item was addressed earlier in the meeting.
- B. **WACD Area Meeting and Resolutions** – Ms. Zarzeczny reminded the Board of the upcoming NW Area WACD meeting scheduled for Tuesday, October 6, 2015, in Bremerton. The Board considered two resolutions, as co-sponsors with Whidbey Island Conservation District, for presentation at the area meeting – one concerning voting options to ensure the fair and equitable representation of all conservation districts at the annual WACD meeting, and the other concerning the allocation of excess earnings retained by the WACD Plant Materials Center. After discussion, ***Lige Christian made a motion to co-sponsor, with Whidbey Island Conservation District, two Resolutions titled "WACD By-Law Change to Allow Supervisors to Vote by Proxy at the Annual WACD Meeting" and "Plant Materials Center Allocation of Excess Retained Earnings" at the NW Area WACD Meeting in Kitsap County on October 6, 2015. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***

COMMITTEE REPORTS

- A. **Conservation Commission and Non-Commission Grants** – WSCC Regional Manager, Shana Joy, distributed, and reviewed with the Board, a conservation district fact sheet explaining the WSCC's new GovDelivery email subscription service. She also advised that the WSCC would be making its announcement in the near future with regards to shellfish funding.
- B. **NRCS/Local Working Group** – Jim Poffel of NRCS was not able to attend the meeting, but provided the following report in advance: He is currently working on two tribal projects on the west side of Clallam County, and recently completed a status review of forestry work on the west side of Jefferson County (the final practice of a Wildlife Incentives Program contract). He has been following-up with those individuals having outstanding practices, and finishing up specifications for brush control and prescribed grazing. Mr. Poffel will be attending a meeting this month on a stream meandering project, and will schedule a meeting with JCCD staff to discuss another farm project. The 2016 EQIP cutoff date is October 16, 2015.
- C. **Puget Sound CD Caucus** – 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 August 5, 2015 regular meeting were approved by the Board as presented in the Consent Agenda, and signed by Chair Short.
- ✓ By consensus of the Board, the Agenda was modified to move the Accounting Conversion Presentation by Amy Franks of Thurston Conservation District to directly after the Treasurer's Report.
- ✓ The Treasurer's Report, Disbursement #s 2857 through #2881 (including salaries and general expenses), and electronic payments for August, 2015, in the total amount of \$32,371.57, were approved.
- ✓ The Board passed a motion scheduling a Special Meeting of the Board for Wednesday, September 16, 2015, at 3:30 p.m. at the District Office, for the purpose of reviewing the District's budget.
- ✓ The Board passed a motion co-sponsoring, with Whidbey Island Conservation District, two Resolutions titled "WACD By-Law Change to Allow Supervisors to Vote by Proxy at the Annual WACD Meeting" and "Plant Materials Center Allocation of Excess Retained Earnings" at the NW Area WACD Meeting in Kitsap County on October 6, 2015.

Time, Date, and Place of Next Meeting – The Board will meet again at their Special Meeting scheduled for Wednesday, September 16, 2015, at 3:30 p.m. at the District Office. The next Regular Meeting of the Board will be held 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 6:01 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
HCDOF = 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