MINUTES OF THE FEBRUARY 4, 2015 REGULAR MEETING

Call to Order: By Chair Roger Short at 3:35 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: Dana Ecelberger, 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 as presented by consensus of the Board. Chair Short signed the January 7, 2015 Minutes as presented and approved.

Agenda Modification: Chair Short requested that the Executive Session be moved ahead of Item #3 – Treasurer’s Report. Office Manager, Tracy Kier, requested that Jefferson County 2015 Funding Agreement be added under Item #6 – New Business. Hearing no objections, the Agenda modification was approved by consensus of the Board.

Executive Session: Chair Short announced that the Board would be convening into Executive Session according to RCW 42.30.110(1)(g) for the purpose of reviewing the performance of a public employee. The Executive Session would last approximately fifteen (15) minutes, unless extended by announcement of the Board Chair. No action would be taken by the Board during the Executive Session. The Board may, or may not, elect to take action after the Executive Session. The Board went into Executive Session at 3:46 p.m., and returned to open session at 4:00 p.m.

Chair Short presented for the record a letter from District Manager, Dana Ecelberger resigning her position with the District for personal reasons, effective May 1, 2015, unless an earlier date is deemed appropriate. Discussion followed, during which time Ms. Ecelberger expressed her appreciation to the Board and staff for their guidance and support throughout the past year. She assured the Board that her decision to resign had nothing to do with any difficulties or unhappiness with her job; she has deeply enjoyed working with the Board and her fellow staff members. Ms. Ecelberger stated that she would be happy to remain available to the District in whatever capacity is useful. The Board expressed their appreciation to Ms. Ecelberger as well, noting her hard work and dedication, and the progress and many accomplishments achieved by her during her employment with the District. After discussion, Lige Christian made a motion to accept the letter of resignation from District Manager, Dana Ecelberger. The motion was seconded by Julie Boggs. There being no additional discussion, the motion was approved by a unanimous vote.

The Board then began reviewing the hiring process and requirements for the position of District Manager. After discussion, Lige Christian made a motion to direct Office Manager, Tracy Kier, to research the hiring process, including but not limited to contacting Endurus, and forward the results of her research to the Board. The motion was seconded by Glen Huntingford. Discussion followed. There being no additional discussion, the motion was approved by a unanimous vote. The Board then discussed potential scheduling needs for the hiring process. Lige Christian made a motion to authorize Ms. Kier to contact the Board Supervisors, after she has conducted the hiring process research, to set the date, time, and place of a Special Meeting according to RCW 42.30.080 for the purpose of reviewing and establishing the hiring process for the position of District Manager. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.
Treasurer’s Report, Disbursements, and Electronic Payments for January, 2015: The Treasurer’s Report, Disbursement #s 2652 through #2679, electronic payments, and supportive documentation for January, 2015 were reviewed. Net salaries for January, 2015 totaled $9,638.83; general expenses totaled $16,312.41. Total expenditures for the month of January, 2015 amounted to $25,951.24. **Mike McFadden made a motion to approve the Treasurer’s Report, Disbursement #s 2652 through #2679 (including salaries and general expenses), and electronic payments for January, 2015 in the total amount of $25,951.24. 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 State allowable mileage rate had been increased to .575 per mile, effective January 1, 2015. With that change in mind, she asked the Board if they wanted to increase the JCCD Truck Reserve Fund allocation to the same amount per mile. **Lige Christian made a motion to increase the mileage rate used when calculating the monthly JCCD Truck Reserve Fund allocation to the State allowable rate of .575 per mile. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.** Chair Short informed the Board that, per their request, he had, on January 8, 2015, transferred $6,960.04 (allocated for the District’s Truck Reserve Fund) from the District’s Kitsap Bank checking account to the District’s Kitsap money market account. Ms. Kier also informed the Board that the current balance in the District’s Truck Reserve Fund is $11,903.83, which included $179.40 allocated by the District for the month of January, 2016. The Board agreed that they would transfer the District Truck Reserve Fund allocations from the District’s checking account to the District’s money market account when such funds reached $500.00 in accumulation.

Ms. Kier reviewed with the Board recent increases in some of the District’s customary expenditures relating to Labor and Industries, office rent, health care, and internet connectivity, totaling approximately $286.66 per month ($3,403.92 for the year). Lige Christian recommended that these increases be specifically identified when preparing the District’s annual, fiscal budget for the Washington State Conservation Commission (WSCC).

**Manager’s Report:** Conservation Planner/Resource Specialist, Jerry Clarke, reported on the two (2) recent CREP projects ready for approval. District Manager, Dana Ecelberger, provided information on the District’s activities in January, including but not limited to the acceptance of the pilot nutrient study for HCCC, the meeting and tour with Washington Department of Fish & Wildlife, and the pending interview with the USFW on the District’s grant proposal. In addition, the District is making progress with its CREP and Shellfish projects, beaver flow-through devices are in good shape, and vegetation and sediment issues were reviewed in Chimacum Creek. Ms. Ecelberger provided an article for the Leader regarding composting, and she and Chair Short will present composting information at the upcoming Home and Garden Show in Port Townsend. Ms. Ecelberger then distributed information to the Board on the upcoming Pitch Night and Legislative Days in Olympia.

At the conclusion of the Manager’s Report, the Board reviewed the National Association of Conservation Districts (NACD) 2015 Membership Payment invoice. **After discussion, Mike McFadden made a motion to pay $300.00 to the NACD for the District’s 2015 membership. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**

**OLD BUSINESS**

There was no Old Business for the Board’s consideration.

**NEW BUSINESS**

A. **Shold Business Park – Lease Agreement** – The Board reviewed the Lease Agreement proposal of Shold Business Park, containing provisions, in part, for a two (2) year lease and a $45.00 per month rental increase, which would increase the District’s monthly office rent from $930.00 to $975.00 effective March 1, 2015. **After discussion, Lige Christian made a motion to direct Chair Short to contact Shold Business Park to request their consideration of a five (5) year lease instead of a two (2) year lease; AND FURTHER, to grant Chair Short the authority to execute the two (2) year Lease Agreement on behalf of the Board in the event Shold Business Park is not willing to enter into a five (5) year lease. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.** If Shold Business Park is willing to enter into a five (5) year lease, Chair Short will not execute the two (2) year lease and, instead, present a revised, five (5) year Lease Agreement for the Board’s consideration at their next regular meeting in March.
B. 2015 Election Update – Election Supervisor, Tracy Kier, informed the Board that the filing deadline for 2015 election candidates had expired at 4:00 p.m. that day, and that the only Nominating Petition received by the District before the deadline was from the incumbent, Lige Christian. The District will, therefore, move forward with notifying the public that the incumbent has been re-elected to the currently open elected Board Supervisor seat by reason of being the only person filing for the position by the filing deadline; and that, pursuant to WAC 135-110-370, no poll site, absentee balloting, or mail balloting will be performed.

C. Jefferson County 2015 Funding Agreement – The Board reviewed the 2015 Funding Agreement with Jefferson County. Lige Christian made a motion to approve the Jefferson County 2015 Funding Agreement; AND FURTHER, to allow Chair Short 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. The Board expressed their appreciation of the $1,000.00 funding increase by Jefferson County, and their continued confidence in the District to serve the County under this Agreement. The Board will send a letter of appreciation to the County in this regard.

COMMITTEE REPORTS
B. NRCS/Local Working Group – Jim Poffel of NRCS reported on the Local Working Group meeting scheduled for March 31, 2015 in Mt. Vernon. He then reviewed the conservation plan sign-up and contract process, and stated that certified conservation planners within a conservation district will be allowed to do the conservation plan, and forward the same to NRCS for review and further action.
C. Clean Water District – No new report.
D. Puget Sound CD Caucus – As reported by Ms. Ecelberger, the Caucus continues to focus on fund raising for disbursement to local projects with regional impacts, and the development of outreach materials. The WSCC has requested that the Caucus look at ways to become more self-supportive.
E. Jefferson Landworks Collaborative - Jefferson Landworks Collaborative will meet again on February 18, 2015 at 1:00 p.m. at the WSU Jefferson County Extension office in Port Townsend. The first Pitch Night is scheduled for Monday, March 2, 2015, from 5:00 p.m. to 7:00 p.m. at the Cellar Door located at 940 Water Street in Port Townsend.
F. Legislative Update – The Board has received the recent information pertaining to Legislative Days in Olympia. They will contact Ms. Kier if they need any assistance with scheduling appointments and/or coordinating accommodations.

CORRESPONDENCE
Chair Short and Lige Christian received correspondence from WSCC thanking them for their contributions as an appointed Supervisor and elected Supervisor, respectively.

EXECUTIVE SESSION – RCW 42.30.110(1)(g)
This item was conducted above per the approved Agenda modification.

REVIEW OF OFFICIAL ACTIONS
✓ The Consent Agenda was approved as presented by consensus of the Board.
✓ The Minutes of the January 7, 2015 regular meeting were approved and executed as presented in the Consent Agenda.
✓ By consensus of the Board, the Agenda was modified to move the Executive Session ahead of the Treasurer's Report and add the Jefferson County 2015 Funding Agreement under Item #6 New Business.
✓ The Board passed a motion accepting the letter of resignation from District Manager, Dana Ecelberger.
✓ The Board passed a motion directing Office Manager, Tracy Kier, to research the hiring process, including but not limited to contacting Enduris, and forward the results of her research to the Board.
✓ The Board passed a motion authorizing Ms. Kier to contact the Board Supervisors, after she has conducted the hiring process research, to set the date, time, and place of a Special Meeting according to RCW 42.30.080 for the purpose of reviewing and establishing the hiring process for the position of District Manager.
✓ The Treasurer's Report, Disbursement #s 2652 through #2679 (including salaries and general expenses), and electronic payments for January, 2015 in the total amount of $25,951.24 were approved.
✓ The Board passed a motion increasing the mileage rate used when calculating the monthly JCCD Truck Reserve Fund allocation to the State allowable rate of .575 per mile.
✓ The Board passed a motion paying $300.00 to the NACD for the District's 2015 membership.
✓ The Board passed a motion directing Chair Short to contact Shold Business Park to request their consideration of a five (5) year lease instead of a two (2) year lease; AND FURTHER, granting Chair Short the authority to execute the two (2) year Lease Agreement on behalf of the Board in the event Shold Business Park is not willing to enter into a five (5) year lease.
✓ The Board passed a motion approving the Jefferson County 2015 Funding Agreement; AND FURTHER, allowing Chair Short to execute the Agreement on behalf of the Board.

Time, Date, and Place of Next Meeting – The next regular meeting of the Board will be held on Wednesday, March 4, 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 _4__ day of _March_, 2015.

Tracy Kler, Recording Secretary

Roger Short, Chair

Acronym List

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<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AFO/CAFO</td>
<td>Animal Feeding Operation/Concentrated Animal Feeding Operation</td>
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<td>Ag/GMA</td>
<td>Agriculture/Growth Management Act</td>
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<td>BMPs</td>
<td>Best Management Practices</td>
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<td>Department of Ecology</td>
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<td>Environmental Quality Incentive Program</td>
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<td>Hood Canal Dissolved Oxygen Program</td>
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<td>HCSEC</td>
<td>Hood Canal Salmon Enhancement Group</td>
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<td>IGDO</td>
<td>Intra Gravel Dissolved Oxygen</td>
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<td>Jefferson County Public Health</td>
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<td>Jefferson County Public Works</td>
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<td>MOA/MOU</td>
<td>Memorandum of Agreement, Memorandum of Understanding</td>
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<td>North Olympic Peninsula Resource, Conservation and Development</td>
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<td>Wetland Reserve Program</td>
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<td>SMP</td>
<td>Shoreline Management Plan</td>
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<td>Technical Service Provider (contract with NRCS)</td>
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<td>Wa. Assoc. of Cons. Districts Plant Material Center</td>
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<td>Puget Sound Partnership</td>
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SAO – State Auditor’s Office
CAO – Critical Areas Ordinance
CREP – Conservation Reserve Enhancement Program
CASP – Critical Areas Stewardship Plan
FSA COC – Farm Service Agency, County Office Committee
FSA CED – Farm Service Agency, County Executive Director
FY – Fiscal Year
CY – Calendar Year
COWF – Centennial Clean Water Funds (DOE funds)
NACD – National Association of Conservation Districts
JC/DCD – Jefferson County/Dept. of Community Development
JCCD – Jefferson County Conservation District
JLT – Jefferson Land Trust
NMP – Nutrient Management Plan
LWG – Local Working Group
NOSC – North Olympic Salmon Coalition
TA – Technical Assistance
PUD #1 – Public Utility District #1
WACD – Washington Association Conservation Districts
NRCS – Natural Resources Conservation Service
WRIA #17 – Water Resources Inventory Area #17
HCCW – Horses for Clean Water (also: Hood Canal Watershed)
WADE – Washington Association of District Employees
EPA – Environmental Protection Agency
USDA APHIS-ADC – United States Dept. of Agriculture Animal Plant Health Inspection Services – Animal Damage Control
PSCD Caucus – Puget Sound Conservation District Caucus