Call to Order: By Chair Roger Short at 12:32 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs, Lige Christian, Glen Huntingford (until 1:30 p.m.), Mike McFadden, and Roger Short
Supervisors Excused: N/A
Associate Supervisors Present: None
Staff Present: Dana Ecelberger and Tracy Kier
Also Present: None

Purpose of the Special Meeting: Chair Short reminded the Board that the purpose of the Special Meeting was to review and establish the hiring process for the position of District Manager. No other business would be discussed or transacted.

Hiring Process for District Manager Position: The Board reviewed the hiring timeline for the District Manager position. By way of discussion and consensus, the Board agreed to the following:

- **Advertisement:** The job opening will be published in two (2) separate editions of the *Leader*, and in two (2) separate editions of the *Peninsula Daily News*, the first of the four (4) publications beginning no later than February 25, 2015. The job opening will also be posted on the District’s website, along with the job announcement, description, and application. This information will be forwarded to the Washington State Conservation Commission as well.

- **Application Deadline:** The deadline for submitting application packets will be on or before 4:00 p.m. on Wednesday, March 25, 2015.

- **Application Review:** Lige Christian made a motion to schedule a Special Meeting of the Board for Wednesday, April 8, 2015 at 3:30 p.m. at the District Office located at 205 W Patison Street, Port Hadlock, Washington for the purpose of reviewing and establishing the on-going hiring process for the position of District Manager, and for the purpose of evaluating the qualifications of applicants for public employment according to RCW 42.30.110(1)(g). The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote. Staff will publish the notices of the Special Meeting as required.

- **Interview Process:** The Board will consider scheduling interviews for the week of April 13, 2015.

- **Anticipated Date-of-Hire:** The Board will negotiate the hiring date once a successful candidate has been selected.

- **Training with Current District Manager:** The Board will negotiate training opportunities between the new District Manager and the current District Manager, Dana Ecelberger, once an offer of employment has been accepted and a date-of-hire has been established.

The Board then reviewed the job opening advertisement, the job announcement, the job description, and the District’s employment application. By way of discussion and consensus, the Board agreed to the following:

- **Advertisement:** Besides a basic description, the advertisement will include the application deadline of 4:00 p.m., Wednesday, March 25, 2015, and notification that application packets are available on the District’s website and at the District Office. The job opening advertisement will be posted on the District’s website.
• **Job Announcement**: No changes were made to the salary range of $21.00 - $23.00 per hour, depending on experience. The position will continue to be a three quarter (3/4) to full-time, permanent position. The Job Announcement will be posted on the District’s website.

• **Job Description**: The Board agreed to change the language of the third bullet item on page one under General Operations to state “Represent the Board as directed, and or delegate staff to represent the Board, at local and regional meetings that may affect the Board and or District programs. The Board also agreed to change the language of the fourth bullet item on page one under General Operations to state “Work with the District’s Office Manager to coordinate monthly Board meetings, including proper recording of official meeting Minutes,” and to add an additional bullet item stating “Keep the Board informed of actions taken, trends in conservation, and issues of interest to the Board.” The updated Job Description will be posted on the District’s website.

• **Employment Application**: No changes were made to the District’s Employment Application. The Employment Application will be posted on the District’s website.

**Review of Official Actions:**
- The Board passed a motion scheduling a Special Meeting of the Board for Wednesday, April 8, 2015 at 3:30 p.m. at the District Office located at 205 W Patison Street, Port Hadlock, Washington for the purpose of reviewing and establishing the on-going hiring process for the position of District Manager, and for the purpose of evaluating the qualifications of applicants for public employment according to RCW 42.30.110(1)(g).

**Minutes approved this** 4th **day of March, 2015.**

Tracy Kier, Recording Secretary

Roger Short, Chair

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**Acronym List**

- **AFC/CAF/O** = Animal Feeding Operation/Concentrated Animal Feeding Operation
- **Ag/gMA** = Agriculture/Growth Management Act
- **BMP’s** = Best Management Practices
- **BOCC** = Board of County Commissioners
- **DOE** = Department of Ecology
- **EQIP** = Environmental Quality Incentive Program
- **HCDOP** = Hood Canal Dissolved Oxygen Program
- **HCSG** = Hood Canal Salmon Enhancement Group
- **IGDO** = Intra Gravel Dissolved Oxygen
- **JOPH** = Jefferson County Public Health
- **JCPW** = Jefferson County Public Works
- **MOA/MOU** = Memorandum of Agreement, Memorandum of Understanding
- **MRSC** = Municipal Research and Services Center of Washington
- **NF&W** = National Fish & Wildlife Foundation
- **NORPC&D** = North Olympic Peninsula Resource Conservation and Development
- **RCO/SFB** = Recreation & Conservation Office/Salmon Recovery Funding Board
- **WCC/ICC** = Washington Conservation Corps Intern or Crew
- **WHIP** = Wildlife Habitat Incentive Program
- **WRC** = Wetland Reserve Program
- **WSCC** = Washington State Conservation Commission
- **WSU** = Washington State University
- **SMP** = Shoreline Management Plan
- **TSP** = Technical Service Provider (contract with NRCS)
- **JLG** = Jefferson Landworks Collaborative
- **SAO** = State Auditor’s Office
- **CAO** = Critical Areas Ordinance
- **CREP** = Conservation Reserve Enhancement Program
- **GASP** = Critical Areas Stewardship Plan
- **CCWF** = Centennial Clean Water Funds (DOE funds)
- **NACD** = National Association of Conservation Districts
- **JECD** = Jefferson County Dept. of Community Development
- **JCCD** = Jefferson County Conservation District
- **NMP** = Nutrient Management Plan
- **LWCG** = Local Working Group
- **NOCC** = 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
- **HCW** = Horses for Clean Water (also: Hood Canal Watershed)
- **WADE** = Washington Association of District Employees
- **EPA** = Environmental Protection Agency
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<thead>
<tr>
<th>WACD PMC – Wa. Assoc. of Cons. Districts Plant Material Center</th>
<th>USDA APHIS-ADC-United States Dept. of Agriculture Animal Plant Health Inspection Services – Animal Damage Control</th>
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<tbody>
<tr>
<td>PSP – Puget Sound Partnership</td>
<td>PSCD Caucus= Puget Sound Conservation District Caucus</td>
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