



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE FEBRUARY 17, 2015 SPECIAL MEETING

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).**

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 1:55 p.m.

Minutes approved this 4th day of March, 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

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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