



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

MINUTES OF THE APRIL 5, 2017 REGULAR MEETING

Call to Order: By Chair Glen Huntingford at 3:43 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs, Glen Huntingford, Al Latham, and Roger Short (left at 5:45 p.m.)
Supervisors Excused: Lige Christian
Associate Supervisors Present: None
Staff Present: Jill Zarzeczny, Jerry Clarke, and Tracy Kier
Also Present: Jim Poffel, NRCS

Agenda Modification: Staff requested that the Board consider modifying the Agenda to move Item 6.E. – Hiring Process for District Manager Position after Item 5.A. under Old Business. The Board agreed by consensus to modify the Agenda as requested.

Roger Short requested that the subject of “Long-Term Project Maintenance” be placed on May’s Agenda for the Board’s discussion. Discussion followed, during which time the Board agreed to add this item to May’s Agenda.

Consent Agenda: Chair Huntingford asked if anyone wished to remove any items from the Consent Agenda. Staff requested that the draft Minutes of the March 1, 2017 regular meeting be removed from the Consent Agenda and added to the regular Agenda, to allow for review by the Board before consideration of approval. Hearing no other requests, the remainder of the Consent Agenda was approved by consensus of the Board. Chair Huntingford signed the February 1, 2017 regular meeting Minutes as presented and approved under the Consent Agenda.

March 1, 2017 Regular Meeting Minutes: The Board reviewed the draft March 1, 2017 Minutes, after which *Julie Boggs made a motion to approve the March 1, 2017 regular meeting Minutes as presented. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.*

Treasurer’s Report, Disbursements, and Electronic Payments for March, 2017: The Treasurer’s Report, Disbursement #s 3366 through #3390, electronic payments, and supportive documentation for March, 2017 were reviewed. Net salaries for March, 2017 totaled \$8,846.39; general expenses totaled \$15,712.60. Total expenditures for the month of March, 2017 amounted to \$24,558.99. The Board noted for the record, the payment of \$77.58 (Check No. 3374) to Supervisor Julie Boggs, for the reimbursement of expenses associated with picking up and delivering the District’s plants on February 21, 2017, as pre-approved by the Board at their regular meeting in February, 2017. After review, *Roger Short made a motion to approve the Treasurer’s Report, Disbursement #s 3366 through #3390 (including salaries and general expenses), and electronic payments for March, 2017 in the total amount of \$24,558.99. The motion was seconded by Al Latham. 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 \$14,975.22, which included interest earned in February, 2017, and \$103.79 allocated by the District in March, 2017. *Roger Short made a motion to allow Chair Huntingford the authority to transfer \$628.30 from the District’s checking account to the District’s money market account, as allocated for the JCCD Truck Reserve Fund during the months of October, 2016 through March, 2017. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*

As a result of recent changes on the Board, Ms. Kier presented an updated WSCC Authorized Signatures form for the Board's signature, which was signed by those Board Supervisors present. Chair Huntingford signed a letter addressed to Kitsap Bank, authorizing the addition of newly appointed Supervisor Al Latham to the District's checking and money market account.

Manager's Report: District Manager Jill Zarzeczny distributed to, and reviewed with, the Board the manager's report summarizing District activities in March, 2016. She elaborated on a recent meeting with Jefferson Landworks Collaborative noting, in part, the potential opportunity for a mobile processing unit in Jefferson County. She also provided information on free Wheat Week Conservation Education Lessons for 4th and 5th grade classrooms. In addition, local biochar enthusiasts are looking for funding opportunities to support a research project that looks at production and application of biochar on commercial timber sites. Ms. Zarzeczny presented 2017-19 Operating Budget information received from the WSCC outlining funding requests from the WSCC, and funding proposals from the Governor, Senate, and House.

Conservation Planner/Resource Specialist Jerry Clarke reported on the District's CREP, FFFPP, Shellfish, and Non-Shellfish projects. Three CREP projects have been planted, and four cost-share projects are due for completion on or before June 30, 2017.

The District conducted nine landowner visits this month (25 this quarter) and processed eight soil tests this month. Ms. Zarzeczny noted Fishery Biologist/Water Quality Specialist Glenn Gately's continued work on Part II of the temperature data analysis for the Discovery Bay Watershed Comprehensive Report. The District, in co-sponsorship with the Chimacum Grange, conducted a Watering Facilities for Managed Grazing workshop on March 30, 2017. The District is partnering with WSU Extension and Clallam Conservation District to conduct a Pasture Management workshop in late June or early July.

OLD BUSINESS

- A. Policy Update – OSS Cost-Share Policy:** With the assistance of Ms. Zarzeczny, the Board reviewed the draft Onsite Septic System Repair Cost-Share Policy. Discussion focused, in part, on process procedures, agency roles, and project and funding capacities. The Board will continue to review this and provide feedback.
- B. Hiring Process for District Manager Position:** Ms. Zarzeczny presented her recommended changes to the District Manager job description and a draft job announcement for the Board's consideration. After review and discussion, *Julie Boggs made a motion to approve the JCCD District Manager Job Description and JCCD District Manager Job Announcement as presented. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.* The Board and staff then discussed advertising options and scheduling goals. The Board agreed to advertise immediately throughout the month of April, hold the position open until filled, and review those applications received on or before 4:00 p.m. on May 1, 2017 at their next regular meeting on May 3, 2017. *Roger Short then made a motion to extend the advertising period for the District Manager position at the end of April, based on the District Manager's recommendation to Chair Huntingford, and based on Chair Huntingford's approval. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.*
- C. Policy Update – Employee Salaries:** Per the Board's request at their last regular meeting in March, Ms. Zarzeczny presented research information and draft scenarios for possible employee salary ranges and annual step increase options. Based on her findings, she recommended that the Board consider amending the District's current policy to include Cost of Living Allowance (COLA) in position salary ranges. After an initial review and discussion, the Board agreed to table any action at this time to allow for additional review.
- D. Rates and Charges:** Ms. Zarzeczny advised the Board of her recent discussion, per the Board's request, with John Ghilarducci of FCS Group regarding the timeline and steps of pursuing a system of rates and charges. Considering the fact that the District is in the process of hiring a new District Manager, and the requirements needed to develop and implement a system of rates and charges, Ms. Zarzeczny recommended the Board consider waiting until a new District Manager has been hired before beginning the development stage of a system of rates and charges. After consideration, the Board agreed with Ms. Zarzeczny's recommendation.

NEW BUSINESS

- A. Governor's Executive Order 05-05 Complied Statement – Project No. 2016.300:** With the assistance of Mr. Clarke, the Board reviewed the Governor's Executive Order 05-05 Complied Statement and Contract for Cost Share

Funds for Project No. 2016.300. After discussion, and a review of the project, **Julie Boggs made a motion to approve the Governor's Executive Order 05-05 Complied Statement and Contract for Cost Share Funds for Project No. 2016.300; AND FURTHER, to grant Chair Huntingford the authority the sign the Executive Order and Contract on behalf of the Board. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.**

- B. Contract for Cost Share Funds – Project No. 2016.300:** This Agenda item was addressed above, under New Business, Item A.
- C. Governor's Executive Order 05-05 Complied Statement – Project No. 2016.550:** The Board then reviewed the Governor's Executive Order 05-05 Complied Statement and Contract for Cost Share Funds for Project No. 2016.550, along with a summary of the project details presented by Mr. Clarke. After discussion, **Julie Boggs made a motion to approve the Governor's Executive Order 05-05 Complied Statement and Contract for Cost Share Funds for Project No. 2016.550; AND FURTHER, to grant Chair Huntingford the authority to sign the Executive Order and Contract on behalf of the Board. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.**
- D. Contract for Cost Share Funds – Project No. 2016.550:** This Agenda item was addressed above, under New Business, Item C.
- E. 2017 WADE Conference:** After a review of this year's WADE Conference costs, schedule, and offerings, the Board agreed to send five staff members and one Supervisor to the conference, June 12 – 14, 2017. The District applied for two scholarships to attend the event.
- F. 2017 Annual Meeting:** The Board discussed scheduling and venue strategies for the District's 2017 annual meeting. The Board agreed to conduct the event at Finnriver Farm and Cidery in late September or early October. Staff will check on availability and report back to the Board.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** No new report.
- B. NRCS/Local Working Group:** Jim Poffel of NRCS provided an update on the Local Work Group EQIP projects and funding in soil health, water quality, forest health/management, fish passage, fish and wildlife (non-fish passage), and inefficient use of irrigation water. Jefferson County currently has six applications – two in energy implementation, one in wildlife habitat enhancement, one in energy CAP, and two in forest health. He encouraged the District to consider future opportunities in the Regional Conservation Partnership Program and in the Conservation Innovation Grant Program.
- C. Legislative Update:** No new report.

CORRESPONDENCE

There was no correspondence for the Board's review.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Board modified the Agenda to move Item 6.E. – Hiring Process for District Manager Position after Item 5.A. under Old Business.
- ✓ The Consent Agenda was approved, with the removal of the March 1, 2017 draft Minutes, by consensus of the Board, and the Minutes of the February 1, 2017 regular meeting were approved as presented under the Consent Agenda.
- ✓ The Board approved the Minutes of the March 1, 2017 regular meeting as presented.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3366 through #3390 (including salaries and general expenses), and electronic payments for March, 2017 in the total amount of \$24,558.99.
- ✓ The Board passed a motion allowing Chair Huntingford the authority to transfer \$628.30 from the District's checking account to the District's money market account, as allocated for the JCCD Truck Reserve Fund during the months of October, 2016 through March, 2017.
- ✓ The Board passed a motion approving the JCCD District Manager Job Description and JCCD District Manager Job Announcement as presented.
- ✓ The Board passed a motion extending the advertising period for the District Manager position at the end of April, based on the District Manager's recommendation to Chair Huntingford, and based on Chair Huntingford's approval.

- ✓ The Board passed a motion approving the Governor's Executive Order 05-05 Complied Statement and Contract for Cost Share Funds for Project No. 2016.300; AND FURTHER, granting Chair Huntingford the authority the sign the Executive Order and Contract on behalf of the Board.
- ✓ The Board passed a motion approving the Governor's Executive Order 05-05 Complied Statement and Contract for Cost Share Funds for Project No. 2016.550; AND FURTHER, granting Chair Huntingford the authority to sign the Executive Order and Contract on behalf of the Board.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, May 3, 2017 at 3:30 p.m. at the District Office located at 205 W Patison Street, in Port Hadlock, Washington.

Meeting Adjourned: There being no further business to discuss or transact, the meeting was adjourned at 6:32 p.m.

Minutes approved this 3rd day of May, 2017.


 Tracy Kier, Recording Secretary


 Glen Huntingford, 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
JCNWCB = Jefferson County Noxious Weed Control Board	