



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE APRIL 6, 2016 REGULAR MEETING

Call to Order: By Vice-Chair Mike McFadden at 4:06 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs (until 5:50 p.m.), Mike McFadden, Roger Short (at 4:11 p.m.), and Glen Huntingford
Supervisors Excused: Lige Christian
Associate Supervisors Present: None
Staff Present: Jill Zarzeczny, Jerry Clarke, and Tracy Kier
Also Present: Shana Joy, WSCC and Jim Poffel, NRCS

Consent Agenda: Vice-Chair McFadden 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 Roger Short signed the March 2, 2016 Minutes when he arrived at the meeting, as presented and approved under the Consent Agenda.

Agenda Modification: The Board agreed to move Committee Reports, Item B. NRCS/Local Working Group ahead of the Treasurer's Report.

NRCS/Local Working Group: Jim Poffel of NRCS introduced Sarah Tanuvasa as the new District Conservationist for NRCS. Ms. Tanuvasa distributed to, and reviewed with, the Board a report outlining project/grant opportunities and application deadlines. Discussion focused on the Conservation Innovative Grant; the Local Working Group applications, contracts, and funds; a shellfish initiative for oyster beds; and a Regional Conservation Partnership Program (RCPP) grant. Mr. Poffel and Ms. Tanuvasa will forward additional information to staff for their review and consideration.

Treasurer's Report, Disbursements, and Electronic Payments for March, 2016: The Treasurer's Report, Disbursement #s 3047 through #3074, electronic payments, and supportive documentation for March, 2016 were reviewed. Net salaries for March, 2016 totaled \$8,985.00; general expenses totaled \$19,568.75. Total expenditures for the month of March, 2016 amounted to \$28,553.75. After review, ***Julie Boggs made a motion to approve the Treasurer's Report, Disbursement #s 3047 through #3074 (including salaries and general expenses), and electronic payments for March, 2016 in the total amount of \$28,553.75. The motion was seconded by Glen Huntingford. Discussion followed, during which time Chair Short recommended that employee leave liabilities be included on the Balance Sheet of all future Treasurer's Reports, as itemized on the Leave Liability Report attached to the Treasurer's Report. Based on Chair Short's recommendation, Julie Boggs agreed to amend her original motion to include that employee leave liabilities be included on the Balance Sheet of all future Treasurer's Reports, as itemized on the Leave Liability Report attached to the Treasurer's Report. Glen Huntingford seconded the amendment. There being no further discussion, the amended motion was approved by a unanimous vote.***

Office Manager Tracy Kier reported that the current balance in the District's Truck Reserve Fund is \$13,637.42, which included \$200.34 allocated by the District for the month of March, 2016, .27¢ in interest credited to the District for the month of February, 2016, and .27¢ in interest credited to the District for the month of March, 2016. She also reported that the 2015 Annual Survey of Local Government Finances had been submitted to the Department of Commerce, and the District's QuickBooks software had been upgraded, the cost of which was amended into the District's WSCC Implementation grant.

Manager's Report: Office Manager Jill Zarzeczny distributed to, and reviewed with, the Board the Manager's Report outlining activities in March, 2016. Discussions focused on her review of the District's 5-year Strategic Plan, development of the District's Annual Plan of Work for fiscal year 2017, recent meetings and correspondence with the City of Port Townsend representatives regarding the District's invitation to the City to join the Conservation District, and recent meetings and discussions with Jefferson County representatives regarding the District's intention to develop a System of Rates and Charges. She also distributed to the Board information from the Department of Ecology regarding clean water and livestock operations. Ms. Zarzeczny was pleased to announce that the District received funding for two additional projects – one shellfish and one non-shellfish related. Ms. Zarzeczny continues to work on the Chimacum Programmatic HPA process. Conservation Planner/Resource Specialist Jerry Clarke followed with an update of the District's CREP projects, including the possibility of a new CREP project on Andrews Creek.

OLD BUSINESS

- A. **2016 Annual Native Plant Sale Financial Report:** Ms. Kier distributed to, and with the assistance of Mr. Clarke, reviewed with the Board the District's final 2016 Native Plant Sale Financial Report, indicating gross sales of \$22,217.54 and detailing expenses of \$22,822.34.
- B. **JCCD Purchasing Cards:** As reported by Ms. Kier, the District received the Purchasing Cards issued to Ms. Zarzeczny and Technical Assistant Craig Schrader. The District's Purchasing Policy has been distributed to, and thoroughly reviewed with, Ms. Zarzeczny and Mr. Schrader.
- C. **State Auditor's Office Schedule 22:** Staff conducted a preliminary review of the State Auditor's Office Schedule 22, which will require business-related information from the Supervisors. Ms. Kier will contact the Supervisors to collect this information.

NEW BUSINESS

- A. **WSCC Contracts for Cost Share Funds:** Mr. Clarke provided an overview of the District's shellfish projects. With his assistance, the Board reviewed the Contracts for cost share funds associated with JCCD Project ID #'s 2014-304 and 2015-250. After review, ***Glen Huntingford made a motion to approve the Contract for Cost Share Funds for JCCD Project ID #2014-304 and the Contract for Cost Share Funds for JCCD Project ID #2015-250; AND FURTHER, to grant Chair Short the authority to execute the Contracts for Cost Share Funds for JCCD Project ID #'s 2014-304 and 2015-250 on behalf of the Board. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.***
- B. **Jefferson County 2016 Funding Agreement:** The Board reviewed the Jefferson County 2016 Funding Agreement. After review, ***Glen Huntingford made a motion to approve the Jefferson County 2016 Funding Agreement; AND FURTHER, to grant Chair Short the authority 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.***
- C. **Approval of Cultural Resource Documents:** Mr. Clarke explained the cultural resource review process with the Board including, but not limited to, the need to solicit input on impacts that projects may have on cultural resources. The Board reviewed correspondence ready for Jamestown S'Klallam Tribe, Port Gamble S'Klallam Tribe, and Skokomish Tribe on current projects, after which ***Glen Huntingford made a motion to allow Chair Short to execute the cultural resource review letters to the Jamestown S'Klallam, Port Gamble S'Klallam, and Skokomish tribes; AND FURTHER, to grant the Board Chair the authority to execute all future cultural resource review letters and determinations of non-significance, if applicable, on behalf of the Board. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.***
- D. **Annual Review of RCW 89.08.210 – Powers and Duties of Supervisors:** A copy of RCW 89.08.210 was distributed to the Board for review before their next regular meeting in May, 2016.
- E. **Annual Review of RCW 89.08.220 – Corporate Status and Powers of District:** A copy of RCW 89.08.220 was distributed to the Board for review before their next regular meeting in May, 2016. Vice-Chair McFadden recommended that each Board member sign a copy of RCW 89.08.210 and RCW 89.08.220 indicating their review of these statutes on an annual basis, and that the same be retained on-file at the District Office to verify compliance with this requirement.
- F. **Travel Policy:** Staff is in the process of researching travel policy requirements and guidelines to determine if there exists any need to update the District's current policy. Staff will report back to the Board once their research and recommendations, if any, are complete. In the meantime, Ms. Kier reminded the Board that staff will be traveling to QuickBooks training in Olympia in May, and to Conservation Planner training in Ellensburg in May, per the Board's prior approval.

- G. WADE Training:** A copy of the WADE conference (June 13 – 15, 2016) registration packet was distributed to the Board for their review. The District has applied for two scholarships, totaling \$950.00, to cover registration costs for two attendees. After review and discussion, ***Glen Huntingford made a motion to allow staff to attend the WADE conference from June 13 – 15, 2016; AND FURTHER, to allow the District to pay for those salaries, benefits, registrations, meals, lodging, and travel costs associated with their attendance, according to the state-allowable per diem rates. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** Discussion followed regarding Supervisor attendance to the WADE conference, during which Vice-Chair McFadden expressed interest in attending. ***Glen Huntingford made a motion to allow Vice-Chair Mike McFadden to attend the WADE conference from June 13 – 15, 2016 on behalf of the Board in the event the District receives a second scholarship to cover registration costs. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.***
- H. NEP Watershed Protection and Restoration Grant:** As reported by Ms. Zarzeczny, the District should have the subcontract from NOSC in connection with the NEP Watershed Protection and Restoration grant before the Board's next regular meeting in May. The Contract will focus on four deliverables – landowner outreach, a Riparian Management Plan, a Beaver Management Plan, and a Chimacum Creek Protection and Restoration Plan.
- I. WSCC District Operations Brief – E-Mail Accounts:** With the assistance of WSCC Regional Manager, Shana Joy, the Board reviewed the WSCC Operations Brief relating to Board member e-mail accounts used for District business. Ms. Joy and staff offered their assistance to those Board members wishing to establish a Commission-provided e-mail account or a District-provided e-mail account.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Ms. Joy reported on her recent efforts with Ms. Zarzeczny with regards to the System of Rates and Charges. She then outlined potential, upcoming opportunities for the District in livestock technical assistance funding, RCPP funding, Firewise funding, and NRCS funding once Technical Assistant Craig Schrader receives his Conservation Planner certification. She reminded the Board of deadlines for the District's FY2017 Annual Plan of Work and the State Auditor's Office Schedule 22/Financial Reports. The WSCC will be updating its Strategic Plan.
- B. NRCS/Local Working Group:** This Agenda item was addressed earlier in the meeting.
- C. Legislative Update:** The Board continues to receive the legislative updates.

CORRESPONDENCE

The Board reviewed correspondence received by the District from Elisabeth Johnson on March 7, 2016 containing recommendations by her to remedy flea-like insect infestations.

Staff advised the Board of George Huntingford, Sr.'s concerns recently expressed by him at the District Office regarding drainage, culvert, and bridge issues. Ms. Zarzeczny noted that the District will be reaching out to landowners in the near future as part of the NEP Watershed Protection and Restoration project, and that she is hopeful this may be an opportunity to explore Mr. Huntingford's concerns with him in greater detail.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board.
- ✓ The Minutes of the March 2, 2016 regular meeting were approved by the Board as presented in the Consent Agenda, and signed by Chair Short.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3047 through #3074 (including salaries and general expenses), and electronic payments for March, 2016 in the total amount of \$28,553.75; AND FURTHER directing that employee leave liabilities be included on the Balance Sheet of all future Treasurer's Reports, as itemized on the Leave Liability Report attached to the Treasurer's Report.
- ✓ The Board passed a motion approving the Contract for Cost Share Funds for JCCD Project ID #2014-304 and the Contract for Cost Share Funds for JCCD Project ID #2015-250; AND FURTHER, granting Chair Short the authority to execute the Contracts for Cost Share Funds for JCCD Project ID #'s 2014-304 and 2015-250 on behalf of the Board.
- ✓ The Board passed a motion approving the Jefferson County 2016 Funding Agreement; AND FURTHER, granting Chair Short the authority to execute the Agreement on behalf of the Board.

- ✓ The Board passed a motion allowing Chair Short to execute the cultural resource review letters to the Jamestown S’Klallam, Port Gamble S’Klallam, and Skokomish tribes; AND FURTHER, granting the Board Chair the authority to execute all future cultural resource review letters and determinations of non-significance, if applicable, on behalf of the Board.
- ✓ The Board passed a motion allowing staff to attend the WADE conference from June 13 – 15, 2016; AND FURTHER, allowing the District to pay for those salaries, benefits, registrations, meals, lodging, and travel costs associated with their attendance, according to the state-allowable per diem rates.
- ✓ The Board passed a motion allowing Vice-Chair Mike McFadden to attend the WADE conference from June 13 – 15, 2016 on behalf of the Board in the event the District receives a second scholarship to cover registration costs.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, May 4, 2016 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 6:19 p.m.

Minutes approved this 4th day of May, 2016.


 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
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	