



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

**MINUTES OF THE AUGUST 3, 2016 REGULAR MEETING**

**Call to Order:** By Chair Roger Short at 3:50 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:** Jill Zarzeczny and Jerry Clarke  
**Also Present:** Sarah Spaeth, Jefferson Land Trust and Shana Joy, WSCC

**Consent Agenda:** Chair Short 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 Short signed the July 6, 2016 Minutes as presented and approved under the Consent Agenda.

**Treasurer's Report, Disbursements, and Electronic Payments for July, 2016:** The Treasurer's Report, Disbursement #s 3154 through 3175, electronic payments, and supportive documentation for July, 2016 were reviewed. Net salaries for July, 2016 totaled \$8,070.23; general expenses totaled \$18,913.02. Total expenditures for the month of July, 2016 amounted to \$26,983.25. ***The Treasurer's Report, Disbursement #s 3154 through 3175 (including salaries and general expenses) and electronic payments for July, 2016 in the total amount of \$26,983.25 were approved by consensus of the Board.***

The Board approved payment of the WACD 2016 Annual Dues invoice in the amount of \$2,660.00.

**Manager's Report:** District Manager Jill Zarzeczny introduced Sarah Spaeth, Director, Conservation and Strategic Partnerships for Jefferson Land Trust. Ms. Spaeth has been invited to serve on the WSCC Board of Commissioners, and came to the JCCD meeting to learn more about the world of conservation districts, and that of JCCD in particular, and to invite the Supervisors to connect with her. She will be attending her first Commission meeting later this month.

Ms. Zarzeczny then distributed to, and reviewed with, the Board the Manager's Report outlining activities for the month of July, 2016. She highlighted, in part, the District's response to a recent request for public records, and correspondence received from the WACD's new Executive Director, Bob Schroeter. She announced that the District was recently awarded another grant from the Russell Family Foundation to continue capacity support building with the PSCD Caucus, and a Recreation and Conservation Office FFFPP grant for the installation of two fish passage projects on Donovan Creek. In addition, Jefferson County Environmental Health has received additional water quality monitoring funding for Salmon Creek and Snow Creek, and has requested assistance from JCCD with these efforts. Ms. Zarzeczny followed with a progress report on the Yarr Farm RFP, the Chimacum Programmatic HPA, and the City of Port Townsend's consideration of the District's invitation to them to join the Conservation District.

Ms. Zarzeczny advised the Board that the District has been randomly selected for an accountability audit by the State Auditor's Office. Staff has contacted the Auditor's Office to determine the audit year(s) and an estimated schedule for conducting the audit, but has not heard back yet.

**OLD BUSINESS**

- A. **System of Rates and Charges:** No new to report.
- B. **Policy Update:** The Board reviewed the draft Receiving and Responding to Complaints policy dated July 6, 2016. Lige Christian recommended making the following changes:

Second Paragraph, Line Two: Delete the words "and initially received by".

Second Paragraph, Line Four: Delete the words "and initially received by".

Third Paragraph, Line One: Delete the words "and initially".

Third Paragraph, Line Two: Delete the words "received by".

Third Paragraph, Line Three: Delete the words "and received by".

Third Paragraph, Line Four: Delete the word "and".

Third Paragraph, Line Five: Delete the words "received by".

Fourth Paragraph, First Sentence: Delete the original, first sentence, and replace with "The Board Chair or District Manager, upon receiving a complaint about the JCCD, its staff, and/or its volunteers, will conduct an initial investigation into the complaint within two business days of receiving the complaint."

Fourth Paragraph, Last Sentence: Delete the original, last sentence, and replace with "All complaints involving the JCCD, its staff, and/or its volunteers which are adjudicated by the District Manager, will be presented to the Board of Supervisors at the next regular meeting of the Board, unless the District Manager deems it necessary to request a Special Meeting of the Board to address the complaint before the next regular meeting of the Board."

Discussion followed regarding the need for a policy for receiving and responding to complaints involving Board Supervisors. After discussion, ***Lige Christian made a motion to direct staff to research and draft a policy for receiving and responding to complaints involving Board Supervisors for the Board's review and consideration. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***

***Julie Boggs then made a motion to table consideration of the draft Receiving and Responding to Complaints policy dated July 6, 2016, with changes recommended above, to allow for additional Board review. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***

Staff is waiting for input from the WSCC on draft language for the District's Access Authorization Form in connection with the District's policy on accessing private property.

The Board will review the draft Establishing Jefferson County Conservation District Policies and Procedures policy dated August 3, 2016, for discussion at their next regular meeting in September.

#### **NEW BUSINESS**

- A. City of Port Townsend:** This item was addressed earlier under the Manager's Report.
- B. State Auditor's Office:** With the assistance of staff and WSCC Regional Manager Shana Joy, the Board reviewed the estimated costs of the upcoming audit mentioned above under the Manager's Report. Staff will contact the Auditor's Office to get an estimate of audit costs as well. The Board requested that Office Manager Tracy Kier research funding source options for the audit costs, and report back to the Board at their next regular meeting in September.

#### **COMMITTEE REPORTS**

- A. Conservation Commission and Non-Commission Grants:** Ms. Joy reminded the Board and staff that the District's Annual Report of Accomplishments is due to the WSCC on August 26, 2016.
- B. NRCS/Local Working Group:** No new report.
- C. Legislative Update:** No new report.

#### **CORRESPONDENCE**

The Board received correspondence dated July 19, 2016 from Larry Davis, President of the Washington Conservation Society. The Board will review this correspondence for discussion at their next regular meeting in September.

#### **REVIEW OF OFFICIAL ACTIONS**

- ✓ **The Consent Agenda was approved by consensus of the Board.**
- ✓ **The Minutes of the July 6, 2016 regular meeting were approved by the Board as presented in the Consent Agenda, and signed by Chair Short.**


- ✓ **The Treasurer's Report, Disbursement #s 3154 through 3175 (including salaries and general expenses) and electronic payments for July, 2016 in the total amount of \$26,983.25 were approved by consensus of the Board.**
- ✓ **The Board passed a motion directing staff to research and draft a policy for receiving and responding to complaints involving Board Supervisors for the Board's review and consideration.**
- ✓ **The Board passed a motion tabling consideration of the draft Receiving and Responding to Complaints policy dated July 6, 2016, with changes recommended above, to allow for additional Board review.**

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board is scheduled for Wednesday, September 7, 2016 at 3:30 p.m. at the District Office located at 205 W Patison Street, in Port Hadlock, Washington. Julie Boggs advised the Board that she will not be available to attend the September regular meeting. Roger Short advised the Board that he will not be available to attend the September and October regular meetings of the Board.

**Meeting Adjourned:** There being no further business to discuss or transact, the meeting was adjourned at 5:00 p.m.

Minutes approved this 5<sup>th</sup> day of October, 2016.

  
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Tracy Kier, Recording Secretary

  
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Roger Short, Chair  
VICE - CHAIR  
Mike McFadden

**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
HCDOF = 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	