



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

**MINUTES OF THE DECEMBER 2, 2015 REGULAR MEETING**

**Call to Order:** By Chair Roger Short at 3:33 p.m., 205 W Patison Street, Port Hadlock, Washington  
**Supervisors Present:** Lige Christian, Glen Huntingford, and Roger Short  
**Supervisors Excused:** Julie Boggs and Mike McFadden  
**Associate Supervisors Present:** None  
**Staff Present:** Jerry Clarke and Tracy Kier  
**Also Present:** None

**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 October 28, 2015 Special Meeting Minutes and the November 4, 2015 Regular Meeting Minutes as presented and approved under the Consent Agenda.

**Treasurer's Report, Disbursements, and Electronic Payments for November, 2015:** The Treasurer's Report, Disbursement #s 2928 through #2947, electronic payments, and supportive documentation for November, 2015 were reviewed. Net salaries for November, 2015 totaled \$9,144.73; general expenses totaled \$15,608.46. Total expenditures for the month of November, 2015 amounted to \$24,753.19. After review, **Roger Short made a motion to approve the Treasurer's Report, Disbursement #s 2928 through #2947 (including salaries and general expenses), and electronic payments for November, 2015 in the total amount of \$24,753.19. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.**

Ms. Kier reported that the current balance in the District's Truck Reserve Fund is \$13,201.34, which included \$62.10 allocated by the District for the month of November, 2015, and .27¢ in interest credited to the District for the month of October, 2015. Chair Short facilitated the transfer of \$658.96 from the District's checking account to the District's money market account (truck reserve fund) on November 24, 2015, as approved by the Board at their regular meeting on November 4, 2015.

With the assistance of Ms. Kier, the Board reviewed Jefferson County/DOE Priority Basins Project communications and invoicing/payment status for services effective July 1, 2015, and discussed methods to assist the County in processing invoices.

**Manager's Report:** The Board recognized, for the record, that District Manager, Jill Zarzeczny was currently attending the WACD Annual Meeting in Spokane. In her absence, Ms. Kier distributed to the Board a copy of Ms. Zarzeczny's Manager's Report for December, outlining general, project, CREP, water quality and fisheries, and office management/financial updates. During the review of Ms. Zarzeczny's report, Supervisor Christian asked about the Conservation Resource Planner training, and Supervisor Huntingford asked about CREP plantings. Conservation Planner/Resource Specialist Jerry Clarke informed the Board that Technical Assistant Craig Schrader will be obtaining the Conservation Resource Planner training in the summer of 2016. He then reviewed the CREP planting process, and plans to improve the success of future plantings. Mr. Clarke has three new plantings and two re-plantings planned for 2016.

Low Impact Development Certification training will be offered in Poulsbo in January and February, 2016. Registration is \$200.00, encompassing five classes and online course-work. After discussion, **Lige Christian made a motion to allow**

*District Manager, Jill Zarzeczny to obtain Low Impact Development Certification training; AND FURTHER, to approve payment by the District of those costs associated with obtaining the training including registration, travel, and salary and benefits. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.*

#### **OLD BUSINESS**

There was no Old Business to come before the Board.

#### **NEW BUSINESS**

- A. Resolution No. 2015-012 – 2016 Elections:** The Board reviewed Resolution No. 2015-012 regarding the District's 2016 election. After consideration, *Lige Christian made a motion to approve Resolution No. 2015-012 setting, in part, the date, time, and location of a poll site election for the position of District Supervisor on Wednesday, March 2, 2016, from 3:00 p.m. to 7:00 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.* The Election Supervisor will proceed with the required public notifications.
- B. 2016 Regular Meeting Schedule:** The Board agreed by consensus to continue holding their regular monthly meetings at 3:30 p.m. on the first Wednesday of each month at the District Office until further notice is given, except for the Board's regular monthly meeting in March, 2016, which will be held at 7:00 p.m. on Wednesday, March 2, 2016, at the District Office due to the 2016 poll site election schedule.

#### **COMMITTEE REPORTS**

- A. Conservation Commission and Non-Commission Grants:** No new report.
- B. NRCS/Local Working Group:** Jim Poffel of NRCS was not able to attend the meeting, but provided the following report in advance: Mr. Poffel has been working with two tribes to the west on weed control and forest issues. The Area Resource Conservationist came up to complete a quality assurance review on one of his Farm Plans. Technical Assistant, Craig Schrader and Mr. Poffel completed the pasture inventory and provided some basic training on grass identification at the Hills Farm. He also certified three EQIP forestry payments for pre-commercial thinning, and will be certifying a pollinator project on Dan Kelly Ridge. He has not heard when the 16 EQIP applications will be ranked. If all of Mr. Poffel's applications make it through, he should have five additional contracts. The NRCS Forester is coming over Friday to complete a quality assurance review of his forestry contract, and assist him with a Conservation Plan along the Elwha River on newly acquired land.
- C. Puget Sound CD Caucus:** No new report.

#### **CORRESPONDENCE**

There was no correspondence for the Board's review.

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

- ✓ The Consent Agenda was approved as amended by consensus of the Board.
- ✓ The Minutes of the October 28, 2015 Special Meeting and the Minutes of the November 4, 2015 Regular Meeting were approved by the Board as presented in the Consent Agenda, and signed by Chair Short.
- ✓ The Treasurer's Report, Disbursement #s 2928 through #2947 (including salaries and general expenses), and electronic payments for November, 2015 in the total amount of \$24,753.19 were approved.
- ✓ The Board passed a motion allowing District Manager, Jill Zarzeczny to obtain Low Impact Development Certification training; AND FURTHER, approving payment by the District of those costs associated with obtaining the training including registration, travel, and salary and benefits.
- ✓ The Board passed a motion approving Resolution No. 2015-012 setting, in part, the date, time, and location of a poll site election for the position of District Supervisor on Wednesday, March 2, 2016, from 3:00 p.m. to 7:00 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington.

**Time, Date, and Place of Next Meeting:** The Board will meet again at their Regular Meeting on Wednesday, January 6,

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 5:02 p.m.

Minutes approved this 6<sup>th</sup> day of January, 2016.

  
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Tracy Kier, Recording Secretary

  
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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
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