



**JEFFERSON COUNTY CONSERVATION DISTRICT**

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

**MINUTES OF THE DECEMBER 7, 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, Glen Huntingford, and Roger Short

**Supervisors Excused:** Lige Christian and Mike McFadden

**Associate Supervisors Present:** None

**Staff Present:** Jill Zarzeczny, Jerry Clarke, and Tracy Kier

**Also Present:** Megan McFarlane, SAO and Jim Poffel, NRCS

**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 November 2, 2016 Minutes as presented and approved under the Consent Agenda.

**Audit Exit Conference:** Assistant Audit Manager Megan McFarlane of the State Auditor's Office distributed to, and reviewed with the Board, the Exit Conference letter and Accountability Audit Preliminary Draft Report for the audit period of January 1, 2015 through December 31, 2015. Ms. McFarlane recognized the Board and Office Manager/Financial Specialist Tracy Kier for their "... significant improvements made to internal controls since the prior audit ..." of fiscal years 2011 – 2012. She also thanked Ms. Kier and District Manager Jill Zarzeczny for their assistance and flexibility throughout the audit process, and congratulated Ms. Zarzeczny for being recognized as the Northwest Area District Manager of the Year.

Ms. McFarlane followed with a review of the areas examined during the audit, and informed the Board that in those areas, "... District operations complied with applicable requirements and provided adequate safeguarding of public resources". The District "... also complied with state laws and regulations and its own policies and procedures ..." in the areas examined by the Auditor. It was a "clean" audit as described by Ms. McFarlane, and no management letter recommendations were issued. Ms. McFarlane did, however, recommend ways in which the District could improve its process of conducting cash reconciliations and payment of cost-share proceeds.

The next audit will be scheduled in 2018 for the fiscal years 2016 – 2017, the estimated cost for which will be approximately \$6,510.00. Ms. McFarlane requested that the District notify the State Auditor's Office in the event the District receives any federal grants of \$750,000 or more within a one year period. The Board and staff thanked Ms. McFarlane for the professional manner in which she conducted the audit, and the valuable information and tools she provided during the process.

**Treasurer's Report, Disbursements, and Electronic Payments for November, 2016:** The Treasurer's Report, Disbursement #s 3252 through #3283, electronic payments, and supportive documentation for November, 2016 were reviewed. Net salaries for November, 2016 totaled \$8,949.18; general expenses totaled \$43,260.73. Total expenditures for the month of November, 2016 amounted to \$52,209.91. After review, ***Julie Boggs made a motion to approve the Treasurer's Report, Disbursement #s 3252 through #3283 (including salaries and general expenses), and electronic payments for November, 2016 in the total amount of \$52,209.91. 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 \$14,663.55 which included interested earned by the District in October, 2016 and November, 2016, and \$167.94 allocated by the District in November, 2016. She also reported that the District received a \$750.00 training participation stipend through Mason Conservation District's Shore Friendly Mason Program for staff's attendance at the Marine Shoreline Technical Assistance Workshop. In

addition, the District received information from Jefferson County that the proposed amount for 2017's Funding Agreement between the County and the District is \$48,520.00.

**Manager's Report:** Ms. Zarzeczny distributed to, and reviewed with, the Board the manager's report for November, highlighting, in part, activities relating to the NEP project, outcomes from the annual WACD meeting, and the upcoming Native Plant Workshop scheduled for December 9, 2016. The District's winter newsletter has been distributed to the community, and is posted on the District's website. Annual performance evaluations for staff will be conducted next week. Based on a request from the County, Fishery Biologist/Water Quality Specialist Glenn Gately will be attending the Solid Waste Advisory Council meetings beginning in January, 2017. The District is considering offering a Living with Beaver Workshop in February, 2017.

Conservation Planner/Resource Specialist Jerry Clarke reported on the District's cost-share projects, including pictures illustrating practices recently implemented. In addition, Mr. Clarke reported on his recent Firewise training, and provided an overview of the Firewise Program.

#### OLD BUSINESS

- A. **System of Rates and Charges:** Due to time constraints, this item was tabled until the Board's next regular meeting.
- B. **Policy Update:** Due to time constraints, this item was tabled until the Board's next regular meeting.
- C. **State Auditor's Office:** Due to time constraints, this item was tabled until the Board's next regular meeting.
- D. **2017 Election:** Due to time constraints, this item was tabled until the Board's next regular meeting.

#### NEW BUSINESS

- A. **JCCD Technical Assistant/Planner Job Description:** Based on her recommendation and the Board's direction at their last regular meeting, Ms. Zarzeczny distributed to the Board a draft of a proposed job description and salary range for Technical Assistant Craig Schrader entitled "Farm Conservation Planner". The Board will review this draft for discussion at their next regular meeting in January, 2017. Ms. Zarzeczny suggested that it may also be an appropriate time for the Board to review all District employee salaries. After discussion, ***Julie Boggs made a motion to direct Ms. Zarzeczny and/or her designee(s) to research conservation district salary policies and procedures including, but not necessarily limited to, review schedules, comparable rates, and types of increases, and to bring that research information back to the Board at their next regular meeting for review and discussion. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***
- B. **JCCD 2017 Regular Meeting Schedule:** The Board agreed to table this item until their January 4, 2017 regular meeting in the hopes of discussing it with a full quorum. As is currently published and posted, the Board's schedule of regular monthly meetings on the first Wednesday of each month at 3:30 p.m. at the District Office will remain in effect "... until further notice is given ...".

#### COMMITTEE REPORTS

- A. **Conservation Commission and Non-Commission Grants:** Due to time constraints, this item was tabled until the Board's next regular meeting.
- B. **NRCS/Local Working Group:** Due to time constraints, this item was tabled until the Board's next regular meeting.

#### CORRESPONDENCE

There was no correspondence for the Board's review.

#### REVIEW OF OFFICIAL ACTIONS

- ✓ **The Consent Agenda was approved by consensus of the Board.**
- ✓ **The Minutes of the November 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 3252 through #3283 (including salaries and general expenses), and electronic payments for November, 2016 in the total amount of \$52,209.91.**
- ✓ **The Board passed a motion directing Ms. Zarzeczny and/or her designee(s) to research conservation district salary policies and procedures including, but not necessarily limited to, review schedules,**

**comparable rates, and types of increases, and to bring that research information back to the Board at their next regular meeting for review and discussion.**

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board is scheduled for Wednesday, January 4, 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 4:49 p.m.

Minutes approved this 4 day of January, 2017.

  
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	