



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

MINUTES OF THE FEBRUARY 3, 2016 REGULAR MEETING

Call to Order: By Chair Roger Short at 3:45 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs, Lige Christian, Mike McFadden, and Roger Short
Supervisors Excused: Glen Huntingford
Associate Supervisors Present: None
Staff Present: Jill Zarzeczny, 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 January 6, 2016 Regular Meeting Minutes as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for January, 2016: The Treasurer's Report, Disbursement #s 2976 through #3000, electronic payments, and supportive documentation for January, 2016 were reviewed. Net salaries for January, 2016 totaled \$9,398.79; general expenses totaled \$16,298.44. Total expenditures for the month of January, 2016 amounted to \$25,697.23. After review, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 2976 through #3000 (including salaries and general expenses), and electronic payments for January, 2016 in the total amount of \$25,697.23. The motion was seconded by Julie Boggs. 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 \$13,322.33, which included \$31.32 allocated by the District for the month of January, 2016, and .28¢ in interest credited to the District for the month of December, 2015. She also informed the Board that there will be a slight reduction in the District's health care costs for 2016, in the approximate annual amount of \$285.72. To stock the two cash boxes for the District's annual native plant sale on Saturday, February 27, 2016, the Board agreed to issue a check from the District's checking account in the amount of \$250.00, which will be redeposited in full into the District's checking account after the sale day.

Ms. Kier followed with an update on the 2016 Election process. The District received one Candidate Information Form and Nominating Petition, which was from the incumbent, Mike McFadden. She will proceed with the required verifications, election cancellation, and public notifications according to WAC 135-110-370.

Manager's Report: District Manager Jill Zarzeczny distributed to, and reviewed with, the Board the Manager's Report for January, 2016. During the review, she provided an update on the District's annual native plant sale, with the assistance of Conservation Planner/Resource Specialist Jerry Clarke. She also reported on her recent conversations with the FCS Group, and distributed information relating to the possibility of pursuing a System of Rates and Charges for the District. After discussion, ***Lige Christian made a motion to request a one-time enhancement from Jefferson County in the amount of \$90,955.00, in addition to the anticipated 2016 Jefferson County Funding Agreement; AND FURTHER, to invite the City of Port Townsend to join the Conservation District. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Zarzeczny and Mr. Clarke followed with a report on the Adaptive Beaver Management Plan and the District's on-going CREP and Shellfish projects. In addition, the District is collaborating with WSU, Clallam Conservation District, and Kitsap Conservation District to provide a three-part pasture management outreach series.

OLD BUSINESS

There was no Old Business to come before the Board.

NEW BUSINESS

- A. JCCD Purchasing Card:** Based on prior approval of the Board, Chair Short signed the Kitsap Bank Business Card Agreement on behalf of the Board, authorizing the bank to issue purchasing cards to District Manager Jill Zarzeczny and Technical Assistant Craig Schrader, subject to the District Purchasing Card policy.
- B. Soil Kit Costs:** The Board discussed increasing the cost of the soil test kit from \$25.00 to \$35.00, to help cover the supplies, shipping, lab fees, and travel mileage associated with the soil test kit. With that in mind, *Lige Christian made a motion to increase the cost of the soil test kit to \$35.00. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
- C. Supervisor Reimbursement for Plant Delivery:** The Board discussed options and potential costs for picking up the plants from the WACD Plant Materials Center in Bow for the annual native plant sale. After discussion, *Mike McFadden made a motion to reimburse Supervisor Julie Boggs for the cost of travel to and from the WACD Plant Materials Center to pick-up the plants for the annual native plant sale, in the approximate amount of \$113.90 for ferry fares, plus the cost of fuel. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a majority vote (Supervisor Julie Boggs having abstained from voting on this motion).*
- D. WSCC Accounting Software Training – May, 2016:** Ms. Kier informed the Board of an accounting software upgrade and training opportunity being offered by the WSCC in May, 2016. Districts are eligible to receive up to \$500.00 to upgrade their accounting software and up to \$500.00 for per diem costs to attend the training, both of which to be amended into the District's current Implementation grant. After discussion, *Lige Christian made a motion to allow Ms. Kier to facilitate the upgrade of the District's accounting software; AND FURTHER, to allow Ms. Zarzeczny and Ms. Kier to attend the WSCC Accounting Software training in May, 2016; AND FURTHER, to allow the District to pay for the salaries and benefits, lodging, meals, and travel costs associated with the training. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** No new report at this time.
- B. NRCS/Local Working Group:** No new report at this time.
- C. Legislative Update:** The Board has been receiving the legislative updates.

CORRESPONDENCE

Ms. Zarzeczny shared with the Board email correspondence received from Jefferson County Environmental Health Specialist Linda Atkins and EPA Grants Project Officer Bill Zachmann, expressing their appreciation and compliments for the District's project and reporting contributions on the recently completed EPA Puget Sound Program grant.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board.
- ✓ The Minutes of the January 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 2976 through #3000 (including salaries and general expenses), and electronic payments for January, 2016 in the total amount of \$25,697.23 were approved.
- ✓ The Board passed a motion to request a one-time enhancement from Jefferson County in the amount of \$90,955.00, in addition to the anticipated 2016 Jefferson County Funding Agreement; AND FURTHER, to invite the City of Port Townsend to join the Conservation District.
- ✓ The Board passed a motion increasing the cost of the soil test kit to \$35.00.
- ✓ The Board passed a motion to reimburse Supervisor Julie Boggs for the cost of travel to and from the WACD Plant Materials Center to pick-up the plants for the annual native plant sale, in the approximate amount of \$113.90 for ferry fares, plus the cost of fuel.
- ✓ The Board passed a motion allowing Ms. Kier to facilitate the upgrade of the District's accounting software; AND FURTHER, allowing Ms. Zarzeczny and Ms. Kier to attend the WSCC Accounting Software

training in May, 2016; AND FURTHER, allowing the District to pay for the salaries and benefits, lodging, meals, and travel costs associated with the training.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, March 2, 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 5:06 p.m.

Minutes approved this 6th day of April, 2016.



Tracy Kier, Recording Secretary



Roger Short, Chair

Acronym List

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| 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 | |